

**Nashville State Community College
Division of Healthcare Professions**

2023 Master Course Syllabus

BIOL-1000

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course Information:

Course Title: Medical Terminology

Credits: 3

Class Hours: Online

Course Description: This course will cover the basic techniques for anatomical, physiological, and medical word-building. The course will teach a systematic approach to defining general medical terms and terms for pathological disorders by dividing them into word roots, combining forms, suffixes, and prefixes.

There are no prerequisites for this course

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:

Required Textbook(s) & Other Materials:

Textbook(s): Medical Terminology Online with Elsevier Adaptive Learning by Peggy Leonard, 9th edition, c. 2020 **ISBN:** 978-0323595995

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Objectives: At the end of this course, students should know and/or be able to

1. Analyze and define medical terms.
2. Use medical terms to communicate effectively.
3. Identify the various word parts of medical terminology.
4. Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures.
5. Identify the main structures pertaining to the body and its systems which include integumentary, skeletal, muscular, nervous, sense organs, circulatory and lymphatic, respiratory, digestive, urinary, reproductive, and endocrine.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help students achieve the course outcomes:

1. Discuss the word parts necessary to build medical terms
2. State the importance in accurate spelling of medical terms
3. Identify the most common prefixes and suffixes
4. State the rules for determining singular and plural endings
5. Define word building and build medical terms from word parts as identified by system
6. State the importance of using caution with abbreviations and identify their meanings in healthcare
7. Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
8. Identify medical terms describing color
9. Achieve ability to pronounce medical terms, major anatomical structures, pharmacological terms, diagnostic tests, procedures and equipment.
10. Discuss the anatomy and organization of the body in terms of cells, tissues, organs and systems
11. Define body planes, directional and positional terms and divisions of the back
12. Define vocabulary, pathology, diagnostic and therapeutic medical terms relating to each body system: integumentary, musculoskeletal, endocrine, cardiovascular, lymphatic, hematic (blood), respiratory, digestive, urinary, reproductive (male and female), nervous and special sensory (eye, ear, nose, mouth)
13. Discuss pertinent information, build medical terms, define vocabulary, pathology, diagnostic and therapeutic medical terms and interpret abbreviations related to medical specialties and fields of diagnostics

Topics to Be Covered:

Prefixes, suffixes and combining forms of medical terminology
Medical terms by body system

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

- | | | |
|---------------------|----------------------|------------|
| 1. Exams (5) | 100 points each x 5= | 500 points |
| 2. Discussions (5) | 20 points each x 5 = | 100 points |
| 3. Assignments (10) | 15 points each x 10= | 150 points |
| 4. Quizzes (5) | 20 points each x 4= | 100 points |
| 5. Final Exam | 150 points | |

Grading Policy:

Exams (Tests):

1. There will be 5 tests and one final exam to be completed by the deadlines stated on the tentative schedule (See last page of Syllabus for tentative schedule).
2. Tests may consist of multiple choice, matching, fill in the blank or written-answer questions.
3. Two tests will be proctored by Respondus Lockdown Browser, and the student must be available to complete each during the open testing period stated in the syllabus.
4. Tests must be completed online by the deadline per the instructions. Should you not complete the test in a testing center by the deadline, you will receive a ZERO.
5. Tests are available in the "Quizzes" section of the online content. Instructions are available in D2L.
6. Proctoring format is subject to change due to Covid 19. Please see your section instructor for details.

Discussions: There will be 5 discussion topics to be completed by the deadline stated on the tentative schedule (See last page of Syllabus for tentative schedule).

1. Discussions will be opened during certain periods of the course. The discussion will be unlocked and close by the deadline per the syllabus.
2. Discussions must be completed by the due date stated on the syllabus. Any discussion not completed by the due date will receive a ZERO.
3. You must follow the instructions for the discussions located in D2L (eLearn) to receive full credit. The discussion rubric is posted in the "Getting Started" section of D2L for review.
4. Emailed discussions will not be accepted for a grade.

Assignments: There will be 10 Homework Assignments to be completed by the deadline stated on the tentative schedule (See last page of Syllabus for tentative schedule).

1. Homework assignments are available in the "Quizzes" section of the online content. Instructions are available in D2L.
2. Assignments will be opened during certain periods of the course. The assignment will unlock per the syllabus and be closed by the deadline.
3. Assignments must be completed by the due date stated on the syllabus. Any assignment not completed by the due date will receive a ZERO.

Quizzes:

1. There will be 5 short 15-25 question quizzes administered throughout this semester.
2. The dates for the quizzes are provided on the course schedule posted within this syllabus but are subject to change.
3. Quizzes will account for 100 points of the overall course grade and will cover the material outlined in your syllabus.
4. Each quiz will be taken online at your own convenience; however, once the quiz has begun, it will have a time limit for completion. A student cannot “back out” of the quiz to take it over.
5. Quizzes are available in the “Quizzes” section of the online content. Instructions are available in D2L.

Make-Up Tests:

- Make up tests are not allowed in this class.

Grading Scale:

Letter Grade	Percentage Range	
A	93-100	930-1000 Points
B	84-92	840-929 Points
C	75-83	750-839 Points
D	65-74	650-749 Points
F	64 and below	649 points and below

****You must complete this course with a 75 or higher for it to count towards the Surgical Technology Program****

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

The acceptance of any late work for missed assignments, discussion boards and/or quizzes will be at the determination of the instructor and is not guaranteed. Each incidence will be reviewed on a case by case basis to determine whether late work will be accepted after closure of any assignment deadlines.

Each student will have specified time frames to complete items required for grading; please organize a schedule ahead of time to complete assignments in a timely manner. Do not wait until the last minute.

Attendance Policy

General Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nscc.edu.

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is: A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the

“Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.

- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nsc.edu/current-students/student-online-resources>
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

Module	Course Content	Chapter	Assignments	Due Dates
First Assignments to Complete	Review Getting Started and Content	None	Complete: "Getting Started" Quiz Complete: Introduce yourself: Class Introduction Discussion	8/27/23
Module 1	Simplified Medical Terms & Suffixes and Combining Forms Essential Prefixes & Diagnostic Procedures and Interventions	Read Ch. 1, 2, 3, 4 Read and listen to Audio Power Points Utilize Evolve Links for Student Resources and Quick Quizzes	Discussion #1 Homework #1 Homework #2 Quiz #1 Test #1	Every assignment in this module is due 9/10/23, 1159pm.
Module 2	The Body as a Whole Integumentary System Musculoskeletal System	Read Ch. 5,12, 6 Read and listen to Audio Power Points Utilize Evolve Links for Student Resources and Quick Quizzes	Discussion #2 Homework #3 Homework #4 Quiz #2 Test #2	Every assignment in this module is due 10/1/23, 1159pm.
Module 3	Circulatory System Respiratory System Peripheral Nervous System (Eyes, Ears, Nose and Mouth)	Read Ch. 7, 8,14 Read and listen to Audio Power Points Utilize Evolve Links for Student Resources and Quick Quizzes	Discussion #3 Homework #5 Homework #6 Quiz #3 Test #3: Requires Respondus Lockdown Browser	Every assignment in this module is due 10/22/23, 1159pm.
Module 4	Digestive System Nervous System & Psychologic Disorders	Read Ch. 9, 13 Read and listen to Audio Power Points Utilize Evolve Links for Student Resources and Quick Quizzes	Discussion #4 Homework #7 Quiz #4 Test #4	Every assignment in this module is due 11/12/23, 1159pm.
Module 5	Urinary System Endocrine System Reproductive System	Read Ch. 10,15,11 Read and listen to Audio Power Points Utilize Evolve Links for Student Resources and Quick Quizzes	Discussion #5 Homework #8 Homework #9 Homework #10 Quiz #5 Test #5	Every assignment in this module is due 12/3/23, 1159pm.
Module 6	Final Exam: Requires Respondus Lockdown Browser	None	The Final Exam is comprehensive	12/6/23, 1159pm

Note: All dates and times are subject to change. Be informed and routinely check the Schedule and Class Discussion topics for any changes or updates.