FND 210 - Medical Terminology - 2 credits  Instructor: Jamie Erskine, PhD, RD

Office Hours: Responses to emails will be sent within a business day; similarly voicemails responses will be made within 24-48 hours of business days.
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Instructor e-mail address: jamie.erskine@unco.edu

Course Description
For students of any major. Terminology used in medical sciences. Development of medical vocabulary.

Course Objectives
Upon completion of this course, students will:
1. Define medical terms using word parts such as prefix, root, and suffix.
2. Identify terms based on physiological systems, human anatomy, and related pathologies.
3. Recognize commonly used medical abbreviations.

“I'm a great believer that any tool that enhances communication has profound effects in terms of how people can learn from each other, and how they can achieve the kind of freedoms that they're interested in.” – Bill Gates

Course Overview
To orient you, here is a brief overview of the format of the course. The object is to learn medical terms by body systems. You will begin by learning parts of medical terms to help you deduce meanings as you go through several terms with similar prefixes and suffixes. The course is organized by modules (chapters) with timed, graded quiz to be taken once you have studied the chapter. A timed, graded, and proctored mid-term exam must be scheduled at least 72 hours in advance of taking it at the end Module (Chapter) 8, and a timed, graded, and proctored comprehensive final exam must be scheduled at least 72 hours in advance when all chapter quizzes are taken before completion of the course. See the instructions online under Modules, Getting Started, Exam Proctoring to set up an account with ProctorU.

There are several methods offered to help you study. You may elect to use the textbook as your primary resource. There are several exercises to work through in each chapter and PowerPoint slides to use to review the material. You may choose to use the publisher’s online activities accessible from the evolve.elsevier.com/LaFleur/exploring website. Instructions to set up your free account on the website are located in Chapter 1 of your text. The activities (Student Resources) include an audio dictionary to practice pronouncing the words and to test yourself on the definitions, A&P Boosters to learn more about anatomy and physiology, and games such as crossword puzzles. These activities are all optional. Your learning style and time commitment should be your guide to which exercises/activities you use to prepare for the quizzes and exams. There are optional ungraded pre-tests available for each chapter so you may practice before taking the graded chapter quizzes. The ungraded pre-tests are located online under each Module.

Required Text and Technology

The website to create an account to access the free additional activities including mobile study aids is http://evolve.elsevier.com/LaFleur/exploring. Completing these activities is optional and not graded.

You must have a webcam and microphone on your computer in order to take the proctored Mid-Term and Final Exams.
Course Schedule
The following schedule is recommended for successful completion of the course within a 15 week standard semester. HOWEVER, you may work faster if you choose or you may take up to a full year from the date you registered to complete the course. **It is strongly recommended that you create a personal schedule as soon as possible to make sure you complete the course when you want to and before your enrollment in the class expires in one year. Fill in dates to meet your goals after each week heading below.**

**Week 1** - Fill in the date you registered for the course here ________________. You have one year from this date to complete the course. Allow at least a week from the time you complete the course for your grade to be recorded on your transcript.
Log onto Canvas and open FND 210-932. Take a moment to read through the Home Page and let me introduce myself. Then start going through the pages starting with **Before You Begin** and advancing with 'next' in the lower right hand corner of each page. It is essential that you read the **Syllabus** and a good idea to print out a copy for your reference. When you reach Chapter 1, you are ready to begin class.

**Chapter 1**: Introduction to Medical Language Overview – Page 2 of your book has Exercise 1 that instructs you how to set up a free account on the evolve.elsevier.com website to access additional optional learning tools. Page 10 of your book provides additional instructions to access these Student Resources.

**Chapter 2**: Body Structure, Color, and Oncology

**Week 2** – Date to start Chapter 3 _______________

**Chapter 3**: Directional Terms, Anatomic Planes, and Quadrants

**Chapter 4**: Integumentary System

**Week 3** – Date to start Chapter 5 ______________

**Chapter 5**: Respiratory System

**Week 4** – Date to start Chapter 6 _____________

**Chapter 6**: Urinary System

**Week 5** – Date to start Chapter 7 ______________

**Chapter 7**: Male Reproductive System

**Week 6** – Date to start Chapter 8 ______________

**Chapter 8**: The Female Reproductive System

Be sure to create an account on ProctorU following the instructions under the Getting Started Module titled Exam Proctoring. You MUST schedule a date and time to take your Mid-term Exam at least 72 hours prior to taking the exam.

**Week 7** - Take the Mid-term Exam

**Week 8** – Date to start Chapter 9 ______________

**Chapter 9**: Obstetrics and Neonatology

**Week 9** – Date to start Chapter 10 ______________

**Chapter 10**: Cardiovascular, Immune, and Lymphatic Systems and Blood

**Week 10** – Date to start Chapter 11 _____________

**Chapter 11**: Digestive System

**Week 11** – Date to start Chapter 12 _____________

**Chapter 12**: Eye

**Chapter 13**: Ear

**Week 12** – Date to start Chapter 14 _____________

**Chapter 14**: Musculoskeletal System

**Week 13** – Date to start Chapter 15 _____________

**Chapter 15**: Nervous System Behavioral Health

**Week 14** – Date to start Chapter 16 _____________

**Chapter 16**: Endocrine System

Be sure to schedule a date and time to take your Final Exam on ProctorU!
Week 15 - Take the Final Exam
Inform the instructor when you have completed the course to begin processing your grade for inclusion on your university transcript.

Course Requirements

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<tr>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>16 Chapter quizzes</td>
<td>20 points each with the exception of the Chap. 1 quiz that has 15 pts.</td>
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<tr>
<td>Mid-term Exam</td>
<td>80 points</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>100 points</td>
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<tr>
<td>Total Points Possible</td>
<td>485 points</td>
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Note that the quizzes and the exams are timed. You have 20 minutes to take each quiz. There is a visible clock on the screen while you take the quiz. Your quizzes will be automatically submitted when your time is up or when you have answered the last question. Your quiz/exam must be submitted at the end to receive credit. The format is a mix of fill-in and multiple-choice questions. You will be asked for correct spelling and to recognize abbreviations for some questions. *If you have technical difficulties when taking a quiz, please contact me, your instructor, immediately via e-mail. I will reset the quiz for you or figure out how to correct the problem if possible. I will respond to you via e-mail regarding a resolution.* The Mid-term Exam covers Chapters 1 - 8 and will be a similar format to the on-line quizzes except it will be proctored with ProctorU. The proctored Final Exam will be the same format as the quizzes and Mid-Term Exam and it will cover all of the chapters. You will have 60 minutes to take the Mid-term and 75 minutes to take the Final Exam. *Books or study materials are not allowed while taking the quizzes or exams. It is not permissible to print out exams or quizzes. These requirements apply to all quizzes and exams, however only the Mid-Term and Final Exams will be proctored. Cheating will result in loss of points, grade reduction, or no credit at the discretion of the instructor.*

Allow a minimum of a week to create an account with ProctorU and schedule when you would like to take the Mid-Term and Final Exams. You must allow at least 72 hours prior to the exam to schedule each one. Instructions for setting up an account on ProctorU are online on the Exam Proctoring page under the Getting Started module of the Modules link. Prior to making an appointment to take the Mid-Term or Final Exam, you must register at [https://go.proctoru.com/registrations](https://go.proctoru.com/registrations).

Grading
A percentage of total points that you earn will be used to determine your grade for the course using the following scale:

- 90 - 100% of the total points = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- <60% = F

You may access your points at any time by going to the Grades page on the course site.

Honor Code
All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: *Honesty, Trust, Respect, Fairness, and Responsibility.* These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

UNC's Policies
UNC's policies and recommendations for academic misconduct will be followed.

Students with Disabilities:
Any student requesting disability accommodation for this class should contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.