



**COLLEGE OF HEALTH CARE SCIENCES
PHYSICIAN ASSISTANT DEPARTMENT
FORT LAUDERDALE
COURSE SYLLABUS**

**PAC 5002 MEDICAL TERMINOLOGY
SUMMER 2016**

CREDIT HOURS: 1

COURSE DIRECTOR: Melissa J. Coffman, Ed.D., PA-C

OFFICE HOURS: 8:30 AM-5:00 PM, Monday – Friday, by appointment

OFFICE LOCATION: Terry Building, 2nd Floor, Room 1252

PHONE NUMBER/E-MAIL ADDRESS: Phone: 954-262- 1252;

Email: Melissa.Coffman@nova.edu or marchiso@nova.edu

TECHNICAL SUPPORT 24/7: <http://www.nova.edu/help/> or (800) 541-NOVA (6682) x24357.

COURSE PRE-REQUISITES: N/A

COURSE DESCRIPTION: Use of medical language for appropriate and accurate communication in patient care. Students acquire a medical vocabulary, knowledge of medical terminology and terminology reference material.

COURSE OBJECTIVES/COURSE OUTCOMES:

Course Goals:

- a. To acquire a medical vocabulary and knowledge of medical terminology.
- b. To provide the student with the ability to utilize medical terminology in communications with colleagues, and others involved in patient care.

Course Objectives:

- a. Identify resources for learning medical terminology
- b. Select the meaning of complex medical terms by the analysis of word components.
- c. List and explain the descriptors of the "anatomical position" when describing the body.
- d. List and spell medical terms utilized in medical practice.
- e. Spell medical terms correctly to eliminate communication errors.

- f. Discuss the basic understanding of medical specialty subsystems and subspecialties based on the study of terminology.

REQUIRED TEXTS & RESOURCES:

1. Medical Terminology Systems: A Body Systems Approach; Gyllys, B., & Wedding, M. 7th Edition. ISBN 978-0-8036-3575-3
2. Medical Language Lab
Class ID: 4901CA3B09

RECOMMENDED TEXTS

1. Taber's Medical Dictionary, Venes D, FA Davis, 22nd Ed.
ISBN13: 9780803629776

COURSE SCHEDULE AND READING ASSIGNMENTS:

This course progresses in a modularized format utilizing the self-study design of the text and interactive online activities. The organization is based on a medical subsystems approach with attention to primary care and medical specialties.

This course requires personal discipline and time management. You are **STRONGLY** encouraged to start working through the book and online activities prior to beginning of the academic semester. Start studying early and regularly to cover all of the required material. Schedule and plan your studying time appropriately. You should invest at least 8 hours per week into this effort.

The course text supplies all the information you will need. In addition, the text provides online resources that will facilitate the learning process. You absolutely need to purchase the required textbook as it will provide access to the online activities required to complete the course through Medical Language Lab.

It is suggested that you first complete the textbook activities chapter by chapter. At the end of each chapter, log into Medical Language Lab to complete the 5 required assignments for the chapter you just worked through. Most chapters also offer an optional flashcard activity, which is helpful, but not required for the course.

Steps

1. Go to www.MedicalLanguageLab.com
2. Login and Create Account.
3. Enter your Access Code from inside your textbook.
4. Automatically by routed to "My Dashboard"

Click "Insert Class ID" on the right side. Enter the **Class ID: 78D02AB69B**

PLEASE NOTE: You will automatically have access to the book resources.

HOWEVER, you will **NOT** have access to the course, until I approve your request. You will see that your request has been approved, when you see **PAC 5002 Medical**

Terminology Summer 2016 on your dashboard. Once you see that you may “Enter” the course and begin completing assignments.

5. Once you enter the course, you will see a listing of all the chapters. Click on the chapter that you finished reviewing in the text.
6. Click on “Critical Listening” and complete and “GRADE” the two exercises.
7. Click on “Response” and complete and “GRADE” the two exercises.
8. Click on “Practice” and complete and “GRADE” the assigned exercise.
9. Use “Return to Dashboard” to help navigate through the course.

COURSE ASSESSMENTS:

Exercises = 20% of your final course grade

There are a total of 80 exercises to complete on Medical Language Lab. You need to complete and submit and hit “GRADE” the exercise for grading to receive for the assignment. However, your grade will not count. As long as you fully complete the exercise, you will receive credit for the assignment.

Final Exam = 80% of final course grade

The final exam will be comprised of 80 multiple choice questions covering information from Chapters 1-16 of the text.

GRADING POLICY: Final grades will be based on the following scale:

<i>Alpha Grade</i>	<i>Scale</i>	<i>Percentage</i>
A	4.0	94-100
A-	3.7	90-93
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	75-76
F	0.0	0-74

TIMELINE FOR FEEDBACK FROM FACULTY:

Faculty members will respond in a maximum of 24 hours to an e-mail request. This does not apply to weekends or legal holidays. Assignments will typically be graded within 1 week unless otherwise noted. More rigorous and sophisticated assignments may require more than a 1 week turn around.

COURSE POLICY/PROCEDURES

Students are responsible for complying with the College of Health Care Sciences Student Handbook policies on Attendance, Dress Code and Conduct, Academic Honor, and Academic Affairs. Students are expected to prepare reading assignments ahead of each session and to actively participate in the online and on campus class sessions, as applicable.

REMEDIATION POLICY, IF APPLICABLE: A student who earns a grade less than the minimum passing grade for the final course grade will remediate this course through the appropriate mechanism, as determined by the primary course leader (written examination, practical examination, oral presentations, etc.). A course remediation examination will only be allowed one time for this course, but be aware that a student may remediate no more than two courses during his or her enrollment in the program. Please note that if a student is successful on course remediation, the highest grade achievable will be the minimum passing grade for that course with an E notated after the remediated grade [e.g. C(E) or 75E], on the student's transcript. Full details for course remediation can be found in the Student Handbook.

CLASSROOM RULES OF CONDUCT:

Netiquette: In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

Cell phones/Tape recorders/Laptops etc.: Beepers, cell phones and other electronic devices (excluding laptop computers) must be turned off during class hours. Laptop computers may be used during lectures for lecture topic and notes only.

Dress: Students are expected to abide by the student dress code. Students must attend class dressed in appropriate clothing or they will be sent home to change clothing. In such cases, students will be considered late or absent. For online live and/or collaborate courses, students must be in proper dress code. Failure to do so may result in referral to the Committee on Student Progress for disciplinary action.

ATTENDANCE POLICIES: Please refer to the Academic Handbook

UNIVERSITY POLICIES

STUDENTS WITH DISABILITIES: Nova Southeastern University provides reasonable accommodations for qualified students with a documented disability. For more information about the ADA policy, services and procedures, please contact the Office of Student Disability Services at 954-262-7185 or visit <http://www.nova.edu/disabilityservices>.

CHCS EFFECTIVE WRITING CENTER: If you need some one-on-one help to improve your writing skills, you can make an appointment with one of the coaches in the HPD library. For more information or to make an appointment, go to <http://nova.campusguides.com/hpdwritingcenter/appointments>.

HENDERSON STUDENT COUNSELING CENTER: The counseling center is staffed by licensed mental health professionals, a licensed psychologist and a psychiatrist. For more information, please call 954-424-6911 or visit www.hendersonbh.org/studentcounseling.

Academic Standards

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

- 1. Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- 2. Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- 3. Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code
- 4. Plagiarism**—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment.

Unprofessional Conduct: Behavior(s) unbecoming a professional, including but not limited to: violation of rules, inappropriate dress or language, private conversations during lectures and presentations, rudeness to the professor, classmates, or patients. Each violation will be placed in writing in the student's permanent file. Depending on the nature of the violation or in the event of two incidents, a student will be referred for disciplinary action to the Committee on Student Progress and may be reflected on the student's transcript.

**THE COURSE DIRECTOR RESERVES THE RIGHT
TO MAKE REVISIONS TO THIS SYLLABUS AT ANY TIME.**