

Northern Essex Community College
HES 115 MEDICAL TERMINOLOGY
FALL 2022

Instructor Contact Information

Instructor: Dawn Wheaton, CPC

Email: dwheaton@necc.mass.edu

Office: El Hefni Building LC-129

Office Hours: By appointment

Class Schedule: 9/7/22 – 12/20/22, Tuesday, 12:30 – 1:45 p.m.

Course Information

On Campus and Online Hybrid Instructional Method

3 Credit; 3 Lecture Hours

Satisfies: Open/Free

Prerequisites/Proficiencies: Basic Reading and Basic Writing proficiency

General Course Description

This course will focus on the study of basic prefixes, suffixes, roots, abbreviations, symptomatic, disease and operative terminology. Terms will be selected using an anatomic systems approach. Terms of positions, direction and planes of the human body will be discussed.

General Course Objectives

The student will be able to:

After completion of this course students will be able:

1. Read, correctly spell, and pronounce common medical terms as described in the text.
2. Identify and interpret different prefixes, suffixes and word roots used in the medical language.
3. Utilize the concept of word elements to write a definition of selected medical terms (operative, symptomatic, and diagnostic).
4. Identify medical procedures and tests.
5. Identify the anatomical and clinical divisions of the body.
6. Identify organs and structures of the body by system.
7. Identify and define the meaning of acceptable abbreviations in medical language.
8. Identify terms relating to medical specialists and specialties.
9. Identify and define selected terms related to signs and symptoms of disease pathology and surgery.
10. Read and use medical language to interact with individuals employed in the medical fields.



Course Materials

The following textbook will be used for this course:

- **Medical Terminology for Health Professions, 9th Edition**
Cengage Publishing, ISBN 978-0-3575-1369-9

Course Requirements

Assignments:

Assignments are posted on Blackboard and are due, on time, by due date listed.

Communication and interaction:

The easiest way to communication with me is either in-person during class, in-person in the Center for Health Professions, or by college email which is dwheaton@necc.mass.edu.

Blackboard



This hybrid course requires students to utilize Blackboard on a consistent, meaningful basis for announcements, class resources, and important information. I will regularly send broadcast emails to the class through the Blackboard; this will send an email to your NECC student account, you can change which email account these messages are sent in your Blackboard settings.

Attendance and Participation Policy

Attendance/participation is necessary each week in order for students to truly maximize the learning experience. Students are encouraged to talk with the instructor if they need clarification or have concerns about the policy. If you are ill, please contact me as early as possible if you think you may not be able to complete an assignment or participate in the course due to illness.

I will conduct this course in a collegiate manner and request we all be respectful of our peers, therefore, the use of cell phones during class is discouraged. This includes texting. In the event of an emergency please leave the room to place/receive a call/text.

Approximately one week after the end of the add/drop period on the date specified on the academic calendar, I will assign a No-Show status (NS) to those students who did not attend or participate in this course in a substantive manner. Students assigned an NS will be dropped from the course, which will be removed from the student's transcript; students will not be charged for the class. Students may request reinstatement in a course from which they are dropped by NS, but faculty retain the right to determine, based on their professional judgement, if they will reinstate a student.

Following the NS roster submission, students will remain enrolled in the course unless the student received a NS or the student chooses to withdraw from the class. A withdrawal from a course will be reflected on a student's transcript as a W grade. The W grade does not calculate into term or cumulative GPA and has no earned credit but can impact financial aid standing. Review [Adding, Dropping or Withdrawing from a Course](#) for more information. At the end of the semester students will receive a letter grade for the course.

Absences related to jury duty, religious holidays, and pregnancy may be excused without penalty. Review [Student Absence Policies](#) for more information about protected circumstances.

In every case, the faculty has full and final authority to decide whether a student is permitted to make up work that was missed due to absence or lack of participation and to determine the terms of the makeup work. Please see me to address any questions or concerns about the attendance policy.

Basis for grading



Category	Weighted Percentage
Tests	50%
Assignments	40%
Participation	10%

NECC Grading System

Grade	QP Value	Numeric Range/Comment
A	4.00	93-100
A-	3.70	90-92
B+	3.30	87-89
B	3.00	83-86
B-	2.70	80-82
C+	2.30	77-79
C	2.00	73-76
C-	1.70	70-72
D+	1.30	67-69
D	1.00	60-66
F	0.00	59 or less; failure; no credit earned
W	0.00	Withdrawal from course by student within withdrawal period
NW	0.00	Non-participation withdrawal grade assigned by instructor within withdrawal period

Accessibility/Learning Disabilities

“Northern Essex Community College is committed to providing equal access to students with documented disabilities. To ensure equal access to this class (and your program) please contact the Center for Accessibility Resources & Services (CARS) or Deaf and Hard of Hearing Services (DHHS) to engage in a confidential discussion about accommodations for the classroom and clinical/practicum settings.

Center for Accessibility Resources & Services: Serving students with documented disabilities, such as

learning disabilities, attention deficit disorders, autism spectrum disorders, brain injuries, chronic illness, low vision/blind, physical disabilities, psychiatric disabilities and seizure disorders.

Deaf and Hard of Hearing Services: Serving students who are Deaf or Hard of Hearing.

Accommodations are not provided retroactively. Students are encouraged to register with CARS or DHHS at the start of their program.

The Center for Accessibility Resources & Services is scheduling appointments Mondays through Fridays. Communications/meetings can be flexible based on student's needs and may consist of the following communication options: Zoom, Phone, In-Person or Email.

To get started students may contact us as outlined below:

Call the Center for Accessibility Resources & Services main number 978-556-3654 or email centerforaccess@necc.mass.edu.

Deaf and Hard of Hearing Services call 978-241-7045 (VP/Voice) or email deafservices@necc.mass.edu.

To request an Interpreter or communication access email: interpret@necc.mass.edu

Individual staff members can be contacted via email

COVID vaccinations are required to be on campus. NECC is a mask optional campus, however, please consider wearing a mask on campus to mitigate the risk of catching and spreading COVID-19. For current information please visit: [Coronavirus Information and Updates](#) and [Student COVID-19 Vaccination Requirement](#).

Community Resources:

The Community Resources Office is here to support and connect students with on-campus and community resources. Our staff works with students facing a variety of life challenges, including but not limited to: housing, childcare, food and financial challenges. The Community Resources Office oversees the on-campus food and clothing assistance programs for students on both the Haverhill and Lawrence campuses. More information can be found on our webpage: <https://www.necc.mass.edu/community-resources> or by calling 978-556-3471.

Statement on Plagiarism and Academic Integrity

The NECC policy on Academic Ethics and Plagiarism (defines plagiarism as follows:

"Plagiarism is a very serious violation of academic ethics and the NECC Student Code of Conduct. The College expects all students to maintain high standards of academic honesty and integrity. Plagiarism is defined by the College to be the use of any other person's research, images, words or ideas as though they were your own, without giving appropriate credit to the original source. If a student uses another person's research, images, words or ideas he/she must give credit to the original source through proper citation (consult the instructor about this requirement), regardless of whether the use is a direct quote, or it is incorporated into his/her own work. Further, it is the expectation of the professor that students are knowledgeable of all policies and procedures as stated in the Student Code of Conduct/NECC Policies and Procedures.

NECC Outcomes Assessments

NECC's commitment to student success involves the evaluation of student work at the program, department, and/or campus levels to help ensure that students are achieving the learning outcomes identified by our programs and the college. This process may include the collection of such evidence as student classroom products or classroom-associated reports of student knowledge or skill demonstrations. All collected products will have any identifying information removed before they are

reviewed. Results from these reviews are then aggregated to provide an overall view of students' outcomes achievements. Assessments carried out at the program, department, and/or campus levels will not impact students' course grades. The process of assigning grades will continue to be the responsibility of the course instructors. Any student who does not wish to have their products collected for program, department, or campus-level assessment can opt out by notifying their instructor.

Getting Help

I am here to help you with this course and to make this an enjoyable and worthwhile experience. If you would like assistance outside of class, please send me an email to arrange an appointment. Please do not wait until the last moment to ask for help. Remember, I am just an e-mail away. NECC also offers FREE tutoring and other services at: <https://www.necc.mass.edu/succeed/academic-support-services/tutoring-center/>

Technology Assistance

Help with MyNECC accounts, including login problems for Blackboard, Self Service, Email, and other services provided through the NECC IT Service Desk. The IT Service Desk offers walk-in support in Room A-341 on the Haverhill Campus, and in Lawrence, Room L-242 Monday through Friday from 8 AM to 5 PM. You can also contact the IT Service Desk by phone at 978-556-3111 Monday through Friday from 8 AM to 7 PM, or you may contact them by email at servicedesk@necc.mass.edu.

Lecture Syllabus

The Lecture Syllabus is a guide for our classes and what I hope to cover during the semester. This is not written in cement, meaning that I can make changes at any time, but I will ALWAYS communicate those changes with the class. The weekly quiz will become available AFTER our in-class meeting.

CLASS SCHEDULE FALL 2022

Week of	TOPIC	Chapters to be discussed	Assignments
Sept 7	Blackboard shell is available		Familiarize yourself with the layout, register with Cengage, and read chapter 1.
Sept 12 -18	Introduction to Medical Terminology	1	Read chapter 1 Complete practice exercises Quiz – Chapter 1 by 9/18 at 11:59 p.m.
Sept 19 - 25	The Human Body in Health and Disease	2	Read chapter 2 Complete practice exercises Quiz – Chapter 2 by 9/25 at 11:59 p.m.
Sept 26 – Oct 2	The Skeletal System	3	Read chapter 3 Complete practice exercises Quiz – Chapter 3 by 10/2 at 11:59 p.m.
Oct 3 - 9	The Muscular System	4	Read chapter 4 Complete practice exercises Quiz – Chapter 4 by 10/9 at 11:59 p.m.
Oct 10 – 16	The Cardiovascular System	5	Read chapter 5 Complete practice exercises Quiz – Chapter 5 by 10/16 at 11:59 p.m.
Oct 17 – 23	The Lymphatic and Immune System	6	Read chapter 6 Complete practice exercises Quiz – Chapter 6 by 10/23 at 11:59 p.m.
Oct 24 – 30	The Respiratory System	7	Read chapter 7 Complete practice exercises Quiz – Chapter 7 by 10/30 at 11:59 p.m.
Oct 31 – Nov 6	The Digestive System	8	Read chapter 8 Complete practice exercises Quiz – Chapter 8 by 11/6 at 11:59 p.m.

Nov 7 – 13	The Urinary System	9	Read chapter 9 Complete practice exercises Quiz – Chapter 9 by 11/13 at 11:59 p.m.
Nov 14 – 20	The Nervous System	10	Read chapter 10 Complete practice exercises Quiz – Chapter 10 by 11/20 at 11:59 p.m.
Nov 21 - 27	Special Senses: The Eyes and Ears	11	Read chapter 11 Complete practice exercises Quiz – Chapter 11 by 11/27 at 11:59 p.m.
Nov 28 – Dec 4	The Integumentary System	12	Read chapter 12 Complete practice exercises Quiz – Chapter 12 by 12/4 at 11:59 p.m.
Dec 5 – Dec 11	The Endocrine System	13	Read chapter 13 Complete practice exercises Quiz – Chapter 13 by 12/11 at 11:59 p.m.
Dec 12 – Dec 18	The Reproductive System	14	Read chapter 14 Complete practice exercises Quiz – Chapter 14 by 12/18 at 11:59 p.m.

UNIT OBJECTIVES:

Lesson One:

1. Identify the roles of the four types of word parts used in forming medical terms.
2. Use your knowledge of word parts to analyze unfamiliar medical terms.
3. Describe the steps in locating a term in a medical dictionary or online resource.
4. Define the commonly used word roots, combining forms, suffixes, and prefixes introduced in this chapter.
5. Use the “sounds-like” pronunciation system and audio files to correctly pronounce the primary terms introduced in this chapter.
6. Recognize the importance of spelling medical terms correctly.
7. State why caution is important when using abbreviations.
8. Recognize, define, spell, and correctly pronounce the primary terms introduced in this chapter.

Lesson Two:

1. Define *anatomy* and *physiology* and the uses of anatomic reference systems to identify the anatomic position plus body planes, directions, and cavities.
2. Recognize, define, spell, and pronounce the primary terms related to cells and genetics.
3. Recognize, define, spell, and pronounce the primary terms related to the structure, function, pathology, and procedures of tissues and glands.
4. Identify the major organs and functions of the body systems.
5. Recognize, define, spell, and pronounce the primary terms used to describe pathology, the modes of transmission, and the types of diseases.

Lesson Three

1. Identify and describe the major functions and structures of the skeletal system.
2. Describe three types of joints.
3. Differentiate between the axial and appendicular skeletons.

4. Identify the medical specialists who treat disorders of the skeletal system.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic

Lesson Four:

1. Describe the functions and structures of the muscular system, including the muscle fibers, fascia, tendons, and the three types of muscle.
2. Recognize, define, pronounce, and spell the primary terms related to muscle movements.
3. Explain how the muscles are named.
4. Recognize, define, pronounce, and spell the primary terms related to the pathology and the diagnostic and treatment procedures of the muscular system.

Lesson Five:

1. Describe the heart in terms of chambers, valves, blood flow, heartbeat, and blood supply.
2. Differentiate among the three different types of blood vessels, and describe the major function of each.
3. Identify the major components of blood and the major functions of each component.
4. State the difference between pulmonary and systemic circulation.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the cardiovascular system.

Lesson Six:

1. Describe the major functions and structures of the lymphatic and immune systems.
2. Identify the medical specialists who treat disorders of the lymphatic and immune systems.
3. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and diagnostic and treatment procedures of the lymphatic and immune systems.
4. Recognize, define, spell, and pronounce the primary terms related to oncology.

Lesson Seven:

1. Describe the major functions of the respiratory system.
2. Name and describe the structures of the respiratory system.
3. Recognize, define, spell, and pronounce the primary terms related to the process of respiration.
4. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic treatment procedures of the respiratory system.

Lesson Eight:

1. Identify and describe the major structures and functions of the digestive system.
2. Recall terms relating to the processes of digestion, absorption, and metabolism.
3. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the digestive system.

Lesson Nine:

1. Identify and describe the major functions and structures of the urinary system.
2. Identify the medical specialists who treat disorders of the urinary system.
3. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the urinary system.

Lesson Ten:

1. Describe the functions and structures of the nervous system.
2. Identify the major divisions of the nervous system, and describe the structures and mental health disorders.
3. Identify the medical specialists who treat disorders of the nervous system and mental health disorders.
4. Recognize, define, spell and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the nervous system.
5. Recognize, define, spell and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the nervous system.

Lesson Eleven

1. Describe the functions and structures of the eyes and their accessory structures.
2. Recognize, define, spell and pronounce the primary terms related to the functions and structures of the eyes and vision.
3. Recognize, define, spell and pronounce the primary terms related to the pathology, and diagnostic and treatment procedures of the eyes and vision.
4. Describe the function and structures of the ears.
5. Recognize, define, spell and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of the ears and hearing.

Lesson Twelve:

1. Identify and describe the functions and structures of the integumentary system.
2. Identify the medical specialists associated with the integumentary system.
3. Recognize, define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of the skin.
4. Recognize, define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of hair, nails, and sebaceous glands.

Lesson Thirteen:

1. Describe the location and role of the endocrine glands in maintaining homeostasis.
2. Name and describe the functions of the primary hormones secreted by each of the endocrine glands.
3. Recognize, define, spell, and pronounce the primary terms relating to the pathology and the diagnostic and treatment procedures of the endocrine glands.

Lesson Fourteen

1. Identify and describe the major functions and structures of the male reproductive system.
2. Recognize, define, spell and pronounce the primary terms related to the pathology and diagnostic and treatment procedures of the male reproductive system.
3. Name at least six sexually transmitted diseases.
4. Identify and describe the major functions and structures of the female reproductive system.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the female reproductive system.
6. Recognize, define, spell, and pronounce the primary terms related to pregnancy, childbirth, and the postpartum period.