

Course Syllabus

Course Name: MED-C202: Medical Terminology

Course Length: 1 Month

Credits: 2 Credits

Clock Hour: 84

Tuition: \$500

Program Goal: This course is designed to introduce and familiarize the student with the medical terminology used to describe the structure and functions of the human body. This knowledge provides a foundation for further study in the clinical aspects of the Medical Office Assistant profession. Topics include medical words and phrases and medical abbreviations related to the systems of the human body and disease processes.

Upon completion of this course, the Professional Medical Office Assistant student will be able to correctly spell, define, pronounce, define and relate the chapter materials to their job duties within the Medical Office profession.

Text material:

Medical Terminology for Health Professions, 7th Edition
includes Studyware CD-ROM Ann
Ehrlich Goddard College
Carol L. Schroeder University of Wisconsin
ISBN-10: 1111543275 | ISBN-13: 9781111543273

Software Needed: none

Class Hours: Program is available 24/7/365. Support is available via e-mail, course forums and scheduled support sessions

Class Location: 140 Little Street Belleville, NJ 07109. Programs are provided via the WOLI online classroom.

Teaching Method: Assignments will be completed and submitted by the due date. These are independent and consist of both reading and writing assignments. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions and additional learning activities.

Features and Benefits:

- Accompanying StudyWARE™ CD-ROM offers additional practice through interactive quizzes and fun activities such as Spelling Bee that correlate with each chapter in the book. Also available online.
- A new section on complimentary and alternative therapies reflects the changing role of holistic health care in our society.
- Removable Flashcards test memory and increase knowledge.
- The Comprehensive Medical Terminology Review includes study tips, practice exercises, and a simulated final test to help learners prepare for the final examination.
- Additional tools included to support instructors teaching a simplified syllabus.

Program Contents:

Preface.

1. Introduction to Medical Terminology.
2. The Human Body in Health and Disease.

Word Part Review.

3. The Skeletal System.
4. The Muscular System.
5. The Cardiovascular System.
6. The Lymphatic and Immune Systems.
7. The Respiratory System.
8. The Digestive System.
9. The Urinary System.
10. The Nervous System.
11. Special Senses: The Eyes and Ears.
12. Skin: The Integumentary System.
13. The Endocrine System.
14. The Reproductive Systems.
15. Diagnostic Procedures, Nuclear Medicine, and Pharmacology.

Comprehensive Medical Terminology Review.

Appendix A: Word Parts.

Appendix B: Abbreviations.

Appendix C: Glossary of Pathology and Procedures. Flash Cards.

Quizzes and Exams:

Quizzes: Chapter quizzes will cover the concepts mastered in each chapter.

Exams: A final Exam will be given at the end of your course to ensure your successful completion of this course.

Grading:

Upon successful completion of our course, you will receive a grade from the student services department. Grades for each course within a program will be averaged to determine your overall grade point average. A grade point average of 2.0 is required for graduation. For information regarding a grade point average below a 2.0, please refer to the Academic Probation section.

Grading System

A	4.0 Excellent	90% to 100%
B	3.0 Good	80% to 89%
C	2.0 Satisfactory	70% to 79%
D	1.0 Unsatisfactory	60% to 69%
F	0.0 Failure	0% to 59%
I	Incomplete	

If you fail to complete your course/program, you will receive an "I" (Incomplete) for that course and will be placed on probation for the next course of instruction. You will have an opportunity to repeat and complete the course. If you fail to successfully complete a course you may be removed from the program and no graduation certificate will be issued.