SYLLABUS FOR APS-1000

Healthcare Terminology

COURSE DESCRIPTION

Whether entering the healthcare field or communicating with your personal health care providers, understanding healthcare terminology can be a true advantage. This course will familiarize students with everyday healthcare terminology to allow them to manage their own healthcare needs and to advance into various careers in the healthcare field. By taking this course, you will understand basic healthcare terminology and abbreviations, be able to translate unfamiliar healthcare terminology, and utilize healthcare terminology in real-life situations. You do not need a healthcare background prior to enrolling.

COURSE TOPICS

- Components of healthcare terms
- Spelling and pronunciation of healthcare terminology
- Healthcare terminology related to:
    - Body Structure
    - Directional Terms
    - Positions & Imaging Tests
    - Laboratory testing
- Healthcare terminology used to describe:
    - Pathology, modes of transmission, and types of diseases
- Healthcare terminology identifying:
    - Major organs and functions of body systems
- Healthcare terminology related to:
    - Pathology and diagnostic and treatment procedures of the different body systems

COURSE OBJECTIVES

After completing this course, you should be able to:

CO 1   Define basic healthcare terminology

CO 2   Interpret healthcare abbreviations

CO 3   Translate unfamiliar healthcare terminology using word parts, roots, suffixes, and prefixes

CO 4   Utilize healthcare terminology in everyday real-life situations

COURSE MATERIALS

You will need the following materials to complete your coursework. Some course materials may be free, open source, or available from other providers. You can access free or open-source materials by clicking the links provided below or in the module details documents. To purchase course materials, please visit the [University's textbook supplier](#).

Required Resources

- Grimm S., Allee, C., Belitz, H., Gotz, T., Randolph, M., Strachota, E., and Zielinski L. (2022). [Medical Terminology.](#) Wisconsin Technical College System.

  Grimm S., Allee, C., Belitz, H., Gotz, T., Randolph, M., Strachota, E., and Zielinski L. (2022). [Medical Terminology Student Companion.](#) Wisconsin Technical College System.

COURSE STRUCTURE

Healthcare Terminology is a 1-credit, online course consisting of seven modules. Modules include an overview, topics, learning objectives, study materials, and activities. Module titles are listed below.

- **Module 1: Word Parts in Medical Terms & Medical Terminology related to the Body and Integumentary System**
  Course objectives covered in this module: CO 1, CO 2, CO 3, CO 4

- **Module 2: Musculoskeletal System**
  Course objectives covered in this module: CO 1, CO 2, CO 3, CO 4

- **Module 3: Cardiovascular**
  Course objectives covered in this module: CO 1, CO 3, CO 4

- **Module 4: Sensory & Nervous Systems**
  Course objectives covered in this module: CO 1, CO 2, CO 3, CO 4

- **Module 5: Respiratory, Urinary & Digestive Systems**
  Course objectives covered in this module: CO 1, CO 2, CO 3, CO 4

- **Module 6: Reproductive Systems and Obstetrics**
  Course objectives covered in this module: CO 1, CO 2, CO 3, CO 4

- **Module 7: Lymphatic, Immune and Endocrine Systems**
  Course objectives covered in this module: CO 1, CO 2, CO 3, CO 4

ASSESSMENT METHODS

Consult the Course Calendar for due dates.

Promoting Originality—One or more of your course activities may utilize a tool designed to promote original work and evaluate your submissions for plagiarism. More information about this tool is available in [this document](#).

Discussion Forums

You are required to complete **eight** discussion forums.

Quizzes

You are required to take **seven (7)** quizzes, one per module. All quiz questions are multiple choice. You may use any materials that you wish while taking the quizzes, and there is no time limit for taking each quiz.

Students find that quiz-taking is one way to prepare for examinations. Therefore, you will be able to take each quiz an unlimited number of times. This arrangement will allow you to go back and reread portions of the text that you need to review and then take the quiz again for further practice. Your highest score will be recorded in the gradebook.

Final Examination and Practice Final Examination

For a list of key topics that may appear on your exams, refer to the **study guide** available in the Examinations section of the course website.

You are required to take a proctored, online final exam using the University's [Online Proctor Service](#) (OPS). Please refer to the "Examinations and Proctors" section of the Online Student Handbook (see [Student Handbooks](#) in the General Information area of the course website) for further information about scheduling and taking online exams and for all exam policies and procedures. You are strongly advised to schedule your exams within the first week of the semester.

Final Exam

The final exam is a closed-book, proctored exam assessing content from modules 1 through 7. It is 90 minutes and consists of multiple-choice questions.

Practice Final Exam

An unproctored, graded **practice final exam**, also assessing content from modules 1 through 7, is required. It is 90 minutes, multiple choice, and available in the Examinations section of the course website. While it contains different questions from those on the graded final exam, it follows the same format and should give you a sense of what to expect on the final exam. You may take the exam multiple times, but the score from your first attempt will be posted to the gradebook.

Statement about Cheating

You are on your honor not to cheat during the exam. Cheating means:

- Looking up any answer or part of an answer in an unauthorized textbook or on the Internet, or using any other source to find the answer.
- Copying and pasting or in any way copying responses or parts of responses from any other source into your online test. This includes but is not limited to copying and pasting from other documents or spreadsheets, whether written by yourself or anyone else.
- Plagiarizing answers.
- Asking anyone else to assist you by whatever means available while you take the exam.
- Copying any part of the exam to share with other students.
- Telling your mentor that you need another attempt at the exam because your connection to the Internet was interrupted when that is not true.

If there is evidence that you have cheated or plagiarized in your exam, the exam will be declared invalid, and you will fail the course.

GRADING AND EVALUATION

Your grade in the course will be determined as follows:

- **Online discussions (8)—**40%
- **Quizzes (7)—**20%
- **Practice Final Exam (unproctored, Modules 1–7)—**5%
- **Final Exam (proctored, Modules 1–7)—**35%

All activities will receive a numerical grade of 0–100. You will receive a score of 0 for any work not submitted. Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

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A    = 93–100        C+   = 78–79
A–   = 90–92         C    = 73–77
B+   = 88–89         C–   = 70–72
B    = 83–87         D    = 60–69
B–   = 80–82         F    = Below 60
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To receive credit for the course, you must earn a letter grade of C or better (for an area of study course) or D or better (for a course not in your area of study), based on the weighted average of all assigned course work (e.g., exams, assignments, discussion postings).

STRATEGIES FOR SUCCESS

First Steps to Success

To succeed in this course, take the following first steps:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.

- Take time to read the entire Online Student Handbook. The Handbook answers many questions about how to proceed through the course, how to schedule exams, and how to get the most from your educational experience at Thomas Edison State University.

- Arrange to take your examination(s) by following the instructions in this Syllabus and the Online Student Handbook.

- Familiarize yourself with the learning management systems environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.

- If you are not familiar with web-based learning be sure to review the processes for posting responses online and submitting assignments before class begins.

Study Tips

Consider the following study tips for success:

- To stay on track throughout the course, begin each week by consulting the Course Calendar. The Course Calendar provides an overview of the course and indicates due dates for submitting assignments, posting discussions, and submitting the final project.

- Check Announcements regularly for new course information.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Thomas Edison State University recognizes, values, and relies upon the diversity of our community. We strive to provide equitable, inclusive learning experiences that embrace our students' backgrounds, identities, experiences, abilities, and expertise.

Using AI Ethically: A Guide for TESU Students

TESU's Academic Code of Conduct permits student AI use in support of their writing and research process--not as a replacement for original writing. Document AI use with an acknowledgment statement at the end of each assignment, noting the tools and prompts used. Cite any AI-generated content on the References page. Please review Using AI Ethically: A Guide for TESU Students for more detailed information.

ACCESSIBILITY AND ACCOMMODATIONS

Thomas Edison State University adheres to the Americans with Disabilities Act (ADA, 1990; ADAAA, 2008) and Section 504 of the Rehabilitation Act of 1973. The Office of Student Accessibility Services (OSAS) oversees requests for academic accommodations related to disabilities; a student who is pregnant, postpartum, or a student parenting a newborn who is not the birth parent [as covered under NJSA18A]; and students requesting academic accommodation for a short-term/temporary illness and/or injury. Information can be found on the Office of Student Accessibility Services webpage and questions can be sent to ADA@tesu.edu.

ACADEMIC POLICIES

To ensure success in all your academic endeavors and coursework at Thomas Edison State University, familiarize yourself with all administrative and academic policies including those related to academic integrity, course late submissions, course extensions, and grading policies.

For more, see:

- University-wide policies
- Undergraduate academic policies
- Undergraduate course policies
- Graduate academic policies
- Graduate course policies

- [Nursing student policies](#)
- [Nursing graduate student policies](#)
- [International student policies](#)
- [Academic code of conduct](#)