



## AHS 102 Medical Terminology **Allied Health Sciences Program**

**Fall Semester 2009**

**Catalog Course Description:** This course is designed to introduce the student to medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition and pronunciation.

**Prerequisite(s):** RDG 100

**Credit Hours:** 3 credits

**Departmental Website:** <http://www.midlandstech.edu/healthsciences/>

**Instructor:** Please see separate Instructor Information Form

**Lead Instructor:** Dr. Richard Boan

**Office:** HSB 208

**Telephone:** (803)822-3280

**FAX:** (803) 822-3517

**E-mail:** boanr@midlandstech.edu

**Campus Mailbox:** HSB 212

**Administrative Specialist:** Bonnie Wood 822-3432

**Program Coordinator:** Dr. Richard Boan 822-3280 boanr@midlandstech.edu

**Class Schedule:** I01 Internet It is recommended that you go online at least three times a week if not every day. If you have not logged on for 14 days you are considered over the limit unless you contact me first.

**Textbook(s):** Medical Terminology for Health Professions 6<sup>th</sup>Ed. By Ehrlich

**Additional Textbooks/Readings:** Tabor's Cyclopedic Medical Dictionary, Davis

**Course Objectives:** On completion of this course, the student should be able to:

1. Define the meaning of medical terminology word roots, suffixes, and prefixes
2. Recognize and understand basic medical terms
3. Identify and decipher medical abbreviations
4. Spell and pronounce basic medical terminology
5. Analyze unfamiliar terms using the knowledge of word roots, suffixes and prefixes gained in the course

### **Course Outcomes and Competencies:**

**Intended Course Outcome 1:** The student will demonstrate a mastery of the use of Medical Terminology through the completion of a report.

**Course Competency:** Student will submit an acceptable report (refer to criteria) which demonstrates competency in the use of those medical terms necessary to convey to a reader information as appropriate to the topic.

**Performance Measurement Instrument and Success criteria:** Student report will demonstrate an understanding of medical terms by receiving a passing grade of 75% or higher on the paper.

**Intended Course Outcome 2:** The student will be able to show an understanding of the definitions, appropriate combinations of prefixes, suffixes and root word in making or analyzing of medical terms.

**Course Competency:** The student will demonstrate mastery through obtaining a passing grade of 75% or higher on the departmental final exam.

**Performance Measurement Instrument and Success Criteria:** Student will obtain a passing grade (75%) on the departmental final exam.

### **Course Attendance:**

#### **On Campus Courses:**

The quality of your learning experience in this class is determined in large by your active participation in the learning process. Therefore, it is important that you make every effort to attend every class. Students are expected to attend all classes and are responsible for class work, homework, lecture notes, reading assignments, etc., whether or not you are present.

There is no such thing as an "excused absence". On certain occasions, circumstances may arise, such as illness, personal issues or transportation problems that prevent you from attending class. In light of that, the maximum number of absences (no matter what the reason is -such as illness, out of town, etc.) allowed is twice the number of meeting times per week.

Students should not be late to class. Students who come in late interfere with the class presentation and disturb the other students in the class. Likewise, students should not leave in the middle of class or before class is dismissed.

If you arrive after the roll has been taken, you will be marked absent. It is YOUR responsibility to see the instructor after class on THAT DAY so your absence can be changed to a tardy. Three tardies will be counted as one absence. Missing more than 10 minutes of class, (late arrival or early exit), will constitute an absence.

The student is responsible for keeping up with the number of classes missed.

Absences will be counted beginning with the first day of class

#### **Internet Courses:**

Students are required to sign into the course at least once per week. Failure to do so will result in student being withdrawn from the course. In addition, students may not miss scheduled test without prior approval of the instructor.

### **Additional items to consider:**

- A. Incompletes are awarded only under extenuating circumstances, such as hospitalization, and require the permission of the instructor. All requests must be properly documented. Normally, the course work must be completed no later than the end of the following term.
- B. The instructor is not required to permit makeup work after the fact and may assign a grade of "0". Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements with your instructor **prior to the due date** of the assignment in question.
- C. You are responsible for making sure all work reaches the instructor. All assignments should be submitted directly to the instructor; if assignments are submitted in any other way, they must be clearly labeled with the instructor's name.
- D. You are responsible for all material and announcements presented, whether you are present or absent.

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

**Course Requirements:** There will be 5 departmental tests, and a departmental comprehensive final exam. In addition, the student will be required to submit a paper (See Addendum for Specific directions). The instructor may also assign additional quizzes and homework (see instructor specific guidelines).

**Course Grading:** The final grade for this course will be determined as follows:

60% Tests, Quizzes and other assignments per instructor (to include 20% for midterm exam for Internet courses)

15% Report

25% Departmental Final Examination

<b>Grading Scale:</b>	92-100	A	Superior Work
.	84-91	B	Good Work
	75-83	C	Average Work
	0-74	F	Unsatisfactory Work

### **Classroom Rules/Other:**

Mastering the content of this course requires regular attendance in class, consistent study of text material and class notes, and preparation of homework assignments. Students are expected to BE PREPARED FOR and PARTICIPATE in every class meeting. Students are expected to have all assignments completed by the due date.

You are in college. You will be treated and respected as an adult. It is a violation of the MTC Student Code to interfere with the learning process in the classroom. Courteous, attentive behavior is expected at all times. Disruptive behavior in any form will not be tolerated. Students engaged in such behavior will be dismissed from class and subject to disciplinary procedures.

It is expected that all beepers and cellular telephones will be turned off or "set" to the silent mode during class. You may not receive or place telephone calls during class.

No electronic devices will be (including, but not limited to I-pods, MP3 players, etc) will be permitted in class. Tape recorders may be permitted at the discretion of the instructor. A Laptop computer is allowed only if the student uses it to take notes during class.

Be on time! It is inconsiderate to your classmates and disruptive to the class to arrive late. Students are expected to be in their seats ready to start class at the beginning of the class. Leaving during class should only be in case of an emergency. If you know you must leave early, please let the instructor know ahead of time.

Prior to each class, the student should review the previously covered material of the last class period. Additionally, the next chapter should be reviewed, in depth, for complete understanding and class participation.

**TENTATIVE SCHEDULE**  
**Course Topic Outline/Course Calendar with Assignments:**  
**Specific Dates will be provided by the instructor**

WEEK	LECTURE TOPIC	CHAPTER
1	Introduction to Medical Terminology	
1	Pronunciation Word Parts	1 1
2	Prefixes Combining Forms Suffixes The Human Body in Health and disease	1 1 1 2
3	Test 1 Skeletal System	3
4	Muscle System	4
5	Test 2 Cardiovascular System	5
6	Lymphatic and Immune Systems	6
7	Test 3 Respiratory System	7
8	Digestive System	8
9	Test 4 Urinary System	9
10	Nervous System	10
11	Test 5 Special Senses: Eyes and Ears	11
12	Skin: Integumentary System Test 6	12
13	Endocrine	13
14	Reproductive System Test 7	14
15	FINAL EXAM	

**PLEASE NOTE:** Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

Name	Course Number and Section		
Criteria	Description: <i>Credible evidence of plagiarism will result in zero points for the paper.</i>	Points	Criteria Total
Criteria 1	<b>Usage of Medical Terminology:</b> <ul style="list-style-type: none"> <li>• Inclusion of Medical Terms 1 point per term for up to 20 different terms (list of terms = 1 point)</li> <li>• Proper contextual usage of Medical Terms 1.5 points per term for up to 10 terms</li> </ul>	20  15	
Criteria 2	<b>Content:</b> Subject matter should flow & be easily readable. Current data/statistics should be included. Reader is fully informed at conclusion (methodologies of diagnosis, treatment, prognosis, etc., are completely discussed) <b>References:</b> A minimum of 3 references is to be used <u>excluding</u> the textbook, encyclopedias, Webopedia, WebMD and all dictionaries. If an Internet source is used, student should be sure it is from a valid scientific source. <i>Sources must be 3 years old or less</i> <ul style="list-style-type: none"> <li>• Three or more valid references earns 8 points</li> <li>• Two valid references earns 4 points</li> <li>• One valid reference earns 1 point</li> </ul>	5  7  8	
Criteria 3	<b>Grammar:</b> Sentences should be grammatically correct. <ul style="list-style-type: none"> <li>• Proper grammatical conventions followed</li> <li>• All words spelled properly</li> </ul>	14 14	
Criteria 4	<b>Length/Style:</b> A. The <u>body</u> of the paper (excludes title page, personal accounts, footnotes, and bibliography) should contain a minimum of 800 words and should be typed utilizing MS-Word software.(NOTE: For online courses the Paper should be submitted to the instructor per directions with <b>Student Name FINAL SUBMISSION</b> in the subject line. <ul style="list-style-type: none"> <li>• 800 words or &gt; earns 4 points</li> <li>• Less than 800 words earns 0 points</li> </ul> B. Reports must be keyed on 8 ½ x 11” white paper and black ink. <ul style="list-style-type: none"> <li>• Standard 12 font = 1 point</li> <li>• Double spacing = 1 point</li> <li>• Proper margins = 1 point</li> </ul>	4   3	
Criteria 5	<b>Title page:</b> Should be completed as instructed. <ul style="list-style-type: none"> <li>• Title page follows instructions = 2 points</li> <li>• Title page with one error = 1 point</li> <li>• Title page with 2 or &gt; errors = 0 points</li> <li>• Abstract</li> </ul>	2   2	
Criteria 6	<b>Citations:</b> A. References are to be properly cited with correct format as instructed throughout the paper. <ul style="list-style-type: none"> <li>• Accurate references earn 3 points.</li> <li>• Each error on a reference deducts one point.</li> <li>• Accurate in-text citation earns 3 points.</li> <li>• Each in-text citation error deducts one point.</li> </ul>	6	
Submission Criteria	<b>Timely submission:</b> Papers submitted after due date will have <b>five points deducted</b> from overall score plus 2 points for each <b>additional day late</b> . This includes weekends and non-class days. Papers submitted on or before due date score zero points in this category. Papers submitted late will have a negative score in this category.		
	TOTAL	100	

NOTE: FAILURE TO FOLLOW DIRECTIONS MAY RESULT IN ADDITIONAL LOST POINTS!

## Student Learning Objectives

Chapter 1 On completion of this chapter, you should be able to:

- Identify the roles of the four types of word parts in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts.
- Describe the steps in locating a term in a medical dictionary.
- Define the commonly used prefixes, word roots, combining forms, and suffixes introduced in this chapter.
- Pronounce medical terms correctly using the "sounds-like" system.
- Recognize the importance of always spelling medical terms correctly.
- Recognize, define, spell, and pronounce the medical terms in this chapter.

Chapter 2 On completion of this chapter, you should be able to:

- Define anatomy and physiology and use anatomic reference systems to identify the anatomic position, body planes, directions, and cavities.
- Recognize, define, spell, and pronounce the terms related to the abdominal cavity and peritoneum.
- Recognize, define, spell, and pronounce the terms related to the structure, function, pathology, and procedures of cells, tissues, and glands.
- Define the terms associated with cytology and genetics, including chromosomes, genes, DNA, and mutation.
- Differentiate between genetic and congenital disorders and identify examples of each.
- Identify the body systems in terms of their major structures and functions.
- Recognize, define, spell, and pronounce the terms related to types of diseases and the modes of disease transmission.

Chapter 3 On completion of this chapter, you should be able to:

- Identify and describe the major functions and structures of the skeletal system.
- Describe three types of joints.
- Differentiate between the axial and appendicular skeletons.
- Identify the medical specialists who treat disorders of the skeletal system.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the skeletal system.

Chapter 4 On completion of this chapter, you should be able to:

- Describe the functions and structures of the muscular system, including muscle fibers, fascia, tendons.
- Recognize, define, spell, and pronounce the terms related to muscle movements and explain how the muscles are named.
- Recognize, define, pronounce, and spell the terms related to the pathology and the diagnostic and treatment procedures of the muscular system.

Chapter 5 On completion of this chapter, you should be able to:

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

Chapter 6 On completion of this chapter, you should be able to:

- Describe the major functions and structures of the lymphatic and immune systems.
- Recognize, define, spell, and pronounce the major terms related to the pathology and the diagnostic and treatment procedures of the lymphatic and immune systems.
- Recognize, define, spell, and pronounce terms related to oncology.

Chapter 7 On completion of this chapter, you should be able to:

- Identify and describe the major structures and functions of the respiratory system.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the respiratory system.

Chapter 8 On completion of this chapter, you should be able to:

- Identify and describe the major structures and functions of the digestive system.
- Describe the processes of digestion, absorption, and metabolism.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the digestive system.

Chapter 9 On completion of this chapter, you should be able to:

- Describe the major functions of the urinary system.
- Name and describe the structures of the urinary system.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the urinary system.

Chapter 10 On completion of this chapter, you should be able to:

- Describe the functions and structures of the nervous system.
- Identify the major divisions of the nervous system and describe the structures of each by location and function.
- Identify the medical specialists who treat disorders of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of mental health disorders.

Chapter 11 On completion of this chapter, you should be able to:

- Describe the functions and structures of the eyes and adnexa, their accessory structures.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the eyes and vision.
- Describe the functions and structures of the ears.
- Recognize, define, spell, and pronounce terms related to the pathology and the diagnostic and treatment procedures of the ears and hearing.

Chapter 12 On completion of this chapter, you should be able to:

- Identify and describe the functions and structures of the integumentary system.
- Identify the medical specialists associated with the integumentary system.
- Recognize, define, spell, and pronounce the terms used to describe the pathology and the diagnostic and treatment procedures related to the skin.
- Recognize, define, spell, and pronounce the terms used to describe the pathology and the diagnostic and treatment procedures related to the hair, nails, and sebaceous glands.

Chapter 13      On completion of this chapter, you should be able to:

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

Chapter 14      On completion of this chapter, you should be able to:

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



**Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web: <http://www.midlandstech.edu/planner/>**

**Academic Dishonesty:** The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

**Campus Emergency Protocol:** Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! ([http://www.midlandstech.edu/Phone\\_Alert.htm](http://www.midlandstech.edu/Phone_Alert.htm)), voice mail, email, college Intranet, and the MTC website homepage.

**Inclement Weather Policy:** In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

**Student E-Mail Accounts:** All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

**Student Evaluation of Instruction:** Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

**Students Requiring Special Accommodations:** If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.