



MEDICAL TERMINOLOGY

Revision Date: 3/19/2012

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COURSE NUMBER:

AHS 102

PREREQUISITE(S):

ENG 032* AND RDG 032* or equivalent.

CO-REQUISITE(S):

None

COURSE DESCRIPTIONS:

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definitions, and pronunciation.

TEXTBOOK(S):

Shiland, Betsy J. Mastering Healthcare Terminology. 3rd ed. St. Louis: Mosby, 2010. (Includes Access Code) ISBN# 0-323-05563

REFERENCE(S):

Anderson, Losi. Mosby's Medical, Nursing, and Allied Health Dictionary. 8th ed. St. Louis: Mosby, 2009. ISBN# 978-0-323-04937-5

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

Access to a computer with Internet access, Internet Explorer 7.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and up-to-date anti-virus software.

METHOD OF INSTRUCTION:

This medical terminology course is delivered through an on-line format which is designed for the independent learner. Only those students with basic computer skills who are highly motivated and disciplined should enroll in this course.

The course material is organized according to body systems. The material provided online is supplemental to the required text. The course schedules and guidelines will help the student progress through the course. The course has a schedule with specific due dates for assignment, quizzes and tests.

The Blackboard portion of the course will become available to the student the first day of the semester. The internet format allows the student some flexibility in "class

attendance". Attendance is essential to successful completion of this course and thus the student should log in to the course a minimum of three times per week.

GRADING SYSTEM:

94	-	100	=	A
85	-	93	=	B
75	-	84	=	C
70	-	74	=	D
Below	-	70	=	F

Students must earn a grade of 75 or higher in order to receive credit for AHS 102.

It is the policy of all AHS faculty that no individual test grades or course grades are rounded to a whole number.

GRADE CALCULATION METHOD:

Chapter Tests	=	70%
Homework, Quizzes, etc.	=	15%
Final Examination	=	15%
	=	100%

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR:

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

ATTENDANCE POLICY:

Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

For AHS 102 On-Line Sections – the completion of the "Course Information Quiz" which is due at the end of the drop/add period for the specific term is the verification of attendance for this course. If this quiz is not completed by the due date and time, the student will be dropped from the class by the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department

head and academic dean.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

All information concerning assignments, quizzes and tests can be located on the course "**HOME PAGE**" under the "**Start Here**" icon. Important dates for course quizzes, assignments and tests will be posted on the course calendar and in the appropriate assignment and assessment area.

Assignments:

A variety of assignments in the course are designed to assist the student's comprehension and proper use of medical terminology. A complete description of each assignment may be found by clicking on the **Start Here** icon on the Blackboard home page and then by clicking on the **Assignment Information** icon.

Assignments will be submitted electronically in the Blackboard portion of the course. Any assignment not received by the due date and time will receive a grade of zero (0). *Technology is not an excuse for a late submission of an assignment.*

Professional journal assignments previously or currently submitted as an assignment in another course will not be accepted.

Chapter and Test Prep Quizzes:

Chapter and Test Prep Quizzes for the course will be completed in the Blackboard portion of the course. Submission of the quizzes will constitute a portion of the "Assignment & Quiz" grade for the course. Guidelines for the submission of the quizzes, to include due dates, can be located on the **Course Schedule** under the "**Start Here**" icon.

Tests:

All course tests will be administered in the Testing Center (E-3) on the central campus of Spartanburg Community College. If the student would like to take the tests at the SCC Cherokee Campus or Tyger River Campus, an e-mail request must be sent to the instructor within the **first week of the course.**

Testing Lab hours can be located through the Testing Center link on the SCC Online Webpage.

The student must check the course calendar and/or the “Course Schedule” for availability of the tests. The chapter tests will be available in the Testing Center for a period of two days.

If a test is not taken during the specified time frame, the student will receive a test grade of zero (0).

All students will take a comprehensive final exam at the specified time and date on the schedule. If the final exam is not taken according to the schedule, the student will receive a grade of zero (0).

If the student does not reside in the SCC service area, the student must contact the instructor to discuss a potential alternate testing site. Arrangements must be initiated by the student during the first week of the semester.

Spelling is critical in medical terminology; therefore, **misspelled words will be counted as incorrect.**

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

COURSE OUTCOMES & OBJECTIVES:

Upon satisfactory completion of this course, the student will be able to:

- I. Define the types of healthcare terms as well as word

roots, combining forms, prefixes, and suffixes.

1. Recognize the types of healthcare terms.
 2. Identify word roots.
 3. Identify combining forms.
 4. Identify prefixes.
 5. Identify suffixes.
 6. Use the rules given to build, spell and pronounce healthcare terms.
 7. Sort word parts and terms presented into healthcare vocabulary categories.
 8. Recognize the most common healthcare disciplines and their associated specialists.
 9. Identify pertinent abbreviations presented in this chapter.
 10. Spell all related terminology correctly.
- II. Identify basic body structure and its pertinent terminology.
1. Use terms associated with the organization of the body.
 2. Use terms associated with positional and directional vocabulary.
 3. Use terms associated with the body cavities.
 4. Use terms associated with the abdominopelvic regions and quadrants.
 5. Use terms associated with planes of the body.
 6. Identify prefix, suffix, and combining forms related to the abdominopelvic regions.
 7. Identify pertinent abbreviations presented in this chapter.
 8. Spell all related terminology correctly.
- III. Identify basic components of the musculoskeletal system and its pertinent terminology.
1. Identify basic anatomy and physiology of the musculoskeletal system.
 2. Identify prefix, suffix, and combining forms related to the musculoskeletal system.
 3. Recognize terms related to the pathology of the musculoskeletal system
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the musculoskeletal system.
 5. Identify appropriate abbreviations related to the musculoskeletal system.
 6. Spell all related terminology correctly.

- IV. Identify basic components of the integumentary system and its pertinent terminology.
 1. Identify basic anatomy and physiology of the integumentary system.
 2. Identify prefix, suffix, and combining forms related to the integumentary system.
 3. Recognize terms related to the pathology of the integumentary system
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the integumentary system.
 5. Identify appropriate abbreviations related to the integumentary system.
 6. Spell all related terminology correctly.

- V. Identify basic components of the gastrointestinal system and its pertinent terminology.
 1. Identify basic anatomy and physiology of the gastrointestinal system.
 2. Identify prefix, suffix, and combining forms related to the gastrointestinal system.
 3. Recognize terms related to the pathology of the gastrointestinal system
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the gastrointestinal system.
 5. Identify appropriate abbreviations related to the gastrointestinal system.
 6. Spell all related terminology correctly.

- VI. Identify basic components of the urinary system and its pertinent terminology.
 1. Identify basic anatomy and physiology of the urinary system.
 2. Identify prefix, suffix, and combining forms related to the urinary system.
 3. Recognize terms related to the pathology of the urinary system
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the urinary system.
 5. Identify appropriate abbreviations related to the urinary system.
 6. Spell all related terminology correctly.

- VII. Identify basic components of the male reproductive system and its pertinent terminology.
1. Identify basic anatomy and physiology of the male reproductive system.
 2. Identify prefix, suffix, and combining forms related to the male reproductive system.
 3. Recognize terms related to the pathology of the male reproductive system
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the male reproductive system.
 5. Identify appropriate abbreviations related to the male reproductive system.
 6. Spell all related terminology correctly.
- VIII. Identify basic components of the female reproductive system and its pertinent terminology.
1. Identify basic anatomy and physiology of the female reproductive system.
 2. Identify prefix, suffix, and combining forms related to the female reproductive system.
 3. Recognize terms related to the pathology of the female reproductive system
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the female reproductive system.
 5. Identify appropriate abbreviations related to the female reproductive system.
 6. Spell all related terminology correctly.
- IX. Identify basic components of the blood, lymphatic and immune systems and their pertinent terminology.
1. Identify basic anatomy and physiology of the blood, lymphatic and immune systems.
 2. Identify prefix, suffix, and combining forms related to the blood, lymphatic and immune systems.
 3. Recognize terms related to the pathology of the blood, lymphatic and immune systems
 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the blood, lymphatic and immune systems.
 5. Identify appropriate abbreviations related to the blood, lymphatic and immune systems.
 6. Spell all related terminology correctly.

- X. Identify basic components of the cardiovascular system and its pertinent terminology.
 - 1. Identify basic anatomy and physiology of the cardiovascular system.
 - 2. Identify prefix, suffix, and combining forms related to the cardiovascular system.
 - 3. Recognize terms related to the pathology of the cardiovascular system
 - 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the cardiovascular system.
 - 5. Identify appropriate abbreviations related to the cardiovascular system.
 - 6. Spell all related terminology correctly.

- XI. Identify basic components of the respiratory system and its pertinent terminology.
 - 1. Identify basic anatomy and physiology of the respiratory system.
 - 2. Identify prefix, suffix, and combining forms related to the respiratory system.
 - 3. Recognize terms related to the pathology of the respiratory system
 - 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the respiratory system.
 - 5. Identify appropriate abbreviations related to the respiratory system.
 - 6. Spell all related terminology correctly.

- XII. Identify basic components of the nervous system and its pertinent terminology.
 - 1. Identify basic anatomy and physiology of the nervous system.
 - 2. Identify prefix, suffix, and combining forms related to the nervous system.
 - 3. Recognize terms related to the pathology of the nervous system.
 - 4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the nervous system.
 - 5. Identify appropriate abbreviations related to the nervous system.
 - 6. Spell all related terminology correctly.

- XIII. Identify common aspects of mental and behavioral

health and the related terminology.

1. Define basic pathologies associated with mental and behavioral health.
2. Use terms associated with mental and behavioral health.
3. Identify prefix, suffix, and combining forms related to the mental and behavioral health.
4. Apply diagnostic, therapeutic surgical, and/or additional terms related to the nervous system.
5. Identify pertinent abbreviations presented in this chapter.
6. Spell all related terminology correctly.

XIV. Identify basic components of the special senses (eye and ear) and their pertinent terminology.

1. Identify basic anatomy and physiology of the special senses.
2. Identify prefix, suffix, and combining forms related to the special senses.
3. Recognize terms related to the pathology of the special senses.
4. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the special senses.
5. Identify appropriate abbreviations related to the special senses.
6. Spell all related terminology correctly.

XV. Identify basic components of the endocrine system and its pertinent terminology.

1. Define basic anatomy/physiology of the endocrine system.
2. Use terms associated with pathologies of the endocrine system.
3. Identify prefix, suffix, and combining forms related to the endocrine system.
4. Apply diagnostic, therapeutic surgical, and/or additional terms related to the endocrine system.
5. Identify appropriate abbreviations related to the endocrine system.
6. Spell all related terminology correctly.

XVI. Identify common aspects of neoplasms and the pertinent terminology.

1. Identify basic anatomy and physiology of neoplasms.
2. Identify prefix, suffix, and combining forms related to

- the nervous system.
3. Recognize terms related to the pathology of the nervous system.
 4. Identify common neoplasms of each of the body systems.
 5. Spell and define terms associated with diagnostic procedures, diagnoses, and treatment procedures of the nervous system.
 6. Identify appropriate abbreviations related to the nervous system.
 7. Spell all related terminology correctly.