

MEDICAL TERMINOLOGY

Revised 12/09/08

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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): Anderson, Losi. Mosby's Medical, Nursing, and Allied Health Dictionary. 7th ed. St. Louis: Mosby,

Shiland, Betsy J. Mastering Healthcare Terminology. 2nd ed. St. Louis: Mosby, 2006.

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Pencil for all tests. Students are expected to bring book to class each day.

METHOD OF INSTRUCTION: The course will be taught through lecture, discussion, and small group activities.

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 :

Chapter Tests	=	70%
Homework, Quizzes, etc	=	15%
Comprehensive Final Examination		<u>15%</u>
		100%

ATTENDANCE
POLICY:

Students are responsible for punctual and regular attendance in all classes, laboratories, field trips, and other class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing work missed.

Students are tardy if not in class at the time the class is scheduled to begin. **Tardy students are admitted to class only at the discretion of the instructor.**

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

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.

If a student is absent due to sickness or emergency on the day of an assigned test, the student must notify the appropriate instructor **PRIOR** to the absence. (The student must speak directly with the specific instructor. If the instructor is not available prior to class, a message may be left on the instructor's voice mail. The instructor will return the phone call as soon as possible.) Arrangements will be made by the student and instructor for the make-up examination **if** the appropriate contact with the instructor is made. Make-up tests will be available for 72 hours in the Testing Lab. This timeframe begins on the day/time of the originally scheduled test. Failure to complete the make-up test within the allotted time frame will result in a grade of zero (0) on the test. No arrangements will be made for the make-up examination in the event that the student is absent without prior notification. A grade of zero (0) will be recorded for that test.

Instructor contact information: _____

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**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.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are **not** permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

It is the student's responsibility to participate in the class daily, **and** to find out what material was covered and assignments given in the event a student is absent. The student is responsible for all missed work.

A variety of assignments in the course are designed to assist the student's comprehension and proper use of medical terminology. All assignments are due at the start of the class unless otherwise indicated by the instructor. Any assignment not submitted on the due date will receive a grade of zero (0). Any unannounced quizzes given on a day of absence cannot be made-up, and a grade of zero (0) will be assigned.

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

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).

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at www.sccsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

COURSE
COMPETENCIES &
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.