

Medical Terminology

AH 171 – 3 credits

Course Description: This course introduces the basics of medical terminology. Attention will be given to correct definitions, pronunciation, and spelling of medical terms. Common medical abbreviations will be integrated throughout the units.

Prerequisites: None

Course Objectives: After completion of this course, the student will be able to:

- Identify the meanings and uses of common medical terms as related to each body system.
- Identify body systems, structures and functions.
- Demonstrate correct punctuation and spelling of commonly used medical terms.
- Identify medical abbreviations and their meanings.
- Describe common diagnostic procedures related to each body system.
- Describe common pathological conditions of each body systems.

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Required Textbook: Medical Terminology for Health Professionals (7th Ed)

Course Requirements

- The student is expected to read the assigned reading material and come to class prepared for discussion.
- The student is expected to attend class and participate in class discussions and class assignments. Class assignments will count toward your grade. If prior arrangements are not made, late assignments are worth half credit, no exceptions. It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.
- The student is required to complete chapter exams and final exam. Exams are to be closed book, closed notes, and closed neighbors. These are timed exams taken through Moodle. Only 1 make-up exam is allowed during the semester. If you miss an exam you must contact me within 24 hours of the missed exam to arrange for a time to make up the exam. Exams must be made up within 72 hours of the original exam time. If you do not contact me within 24 hours a grade of 0 will be entered for the exam that was missed. Students are only allowed to make up **ONE** exam per course.
- The syllabus is a living document that is subject to change.

Grading Scale: There are a possible 1030 points available for this course which consist of:

Chapter Exams: 14 exams x 50 points = 700 points

Chapter Assignments: 15 assignments x 10 points = 150 points

Final Exam: 100 points

Attendance: 80 points (2 points per day)

A = 927 to 1030 (90% to 100%)
B = 824 to 926 (80% to 89%)
C = 721 to 823 (70% to 79%)
D = 618 to 720 (60% to 69%)
FAIL = 617 and below (59% and below)

Technology: All cell phones and other electronic devices are to be turned off or set to vibrate during class. Texting is not permitted in class.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Electronic Devices: Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes. If this is an IVN course, cell phone must be turned off at all times in class! I will not tolerate texting, playing games, watching videos or anything else that is disruptive to the class and others around you. You will be asked once to put the phone away, if asked again you will be asked to leave. Do NOT wear headphones during tests. They are not allowed.

Classroom Conduct: This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

Academic Integrity: Plagiarism: To plagiarize is to "steal and pass off the ideas or words of another as one's own" (*Webster's Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a "0" for the assignment.**

Cheating: Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.

Disability Policy: Students who have a disability for which they need accommodations are encouraged to contact their instructor and the Learning Center to request disability support services as soon as possible at the start of the semester.

Tentative Course Outline

Week 1: Introduction & Syllabus

Week 2: Chapter 1 - Introduction to Medical Terminology

Week 3: Chapter 2 -The Human Body in Health & Disease
Week 4: Chapter 12 – Skin: The Integumentary System
Week 5: Chapter 3 – The Skeletal System
Week 6: Chapter 4 – The Muscular System
Week 7: Chapter 10 – The Nervous System
Week 8: Chapter 13 – The Endocrine System
Week 9: Chapter 11 – Special Senses: The Eyes and Ears
Week 10: Chapter 5 – The Cardiovascular System
Week 11: Chapter 6 – The Lymphatic & Immune System
Week 12: Chapter 7 – The Respiratory System
Week 13: Chapter 8 – The Digestive System
Week 14: Chapter 9 – The Urinary System
Week 15: Chapter 14 – The Reproductive System
Week 16: Chapter 15 – Diagnostic Procedures, Nuclear Medicine, and Pharmacology

No class:

September 1 – Labor Day
October 8 – Assessment Day
November 11 – Veteran’s Day
November 28 – Thanksgiving break