



Course Prefix/Number/Title: AH 171 Medical Terminology

Number of Credits: 3

Course Description: Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems.

Pre/Co -requisites: None

Course Objectives:

Students are expected to:

- Identify the meanings and uses of common medical terms as related to each body system
- Identify body systems, structures and functions
- Demonstrate correct 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

Instructor: Heidi Hauf

Office: Old Main

Office Hours: Use Starfish Calendar to Schedule Appointments and view Available Office Hours

Phone: 1-701-228-5453

Email: Messages within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: Hybrid; Wednesdays 4:30-5:15 p.m.

Textbook(s):

Medical Terminology for Health Professions, by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder, 9th Edition, Copyright 2022, ISBN: 9780357513699

Course Requirements:

Independent Practice: Read each chapter. Review the chapter scenarios and critical thinking provided in each chapter.

Participation: Regular attendance is required. In class activities will be graded. Students are expected to engage in meaningful class discussions when appropriate. The medical field requires professionalism, confidentiality, privacy, & honesty. It is important that students showcase these characteristics, especially while in class.

Workbook: Each chapter has assignments from the workbook. Unsubmitted or incomplete pages will be counted as incorrect; therefore, double-check your uploaded files before submitting them. These can be uploaded as pictures or scanned. You **MUST** purchase the workbook.

Discussions: You will need to create a thread with your answer to the questions asked by Wednesday of each week of a discussion. Responses must be well thought out.

Assignments: Chapter assignments should be completed prior to tests.

Exams: Exams allow for one attempt only. They are timed as shown in the course. Please plan accordingly. Failure to submit the exam prior to completion may result in a zero.

Tentative Course Outline:

- Introduction to Medical Terminology
- The Human Body in Health and Disease
- The Skeletal System
- The Muscular System
- The Cardiovascular System
- The Lymphatic and Immune Systems
- The Respiratory System
- The Digestive System
- Midterm Exam
- The Urinary System
- The Nervous System and Mental Health
- Special Senses: The Eyes and Ears
- Skin: The Integumentary System
- The Endocrine System
- The Reproductive Systems
- Diagnostic Procedures, Pharmacology, and Complimentary Medicine
- Final Exam

Academic Calendar: Please review <https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions> for important dates.

Grading Scale:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
Less than 60%	F

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. Employ industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The student will learn technology as it applies to the electronic health record in the healthcare setting. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Classroom Policies:

- Use of AI is Prohibited
- All students have time allotted based off the academic calendar to complete the course. The course ends at 11:59 p.m. central time on the last Friday of the term.
- Assignments are indicated within the course contents and are mandatory. All assignments must be submitted by the due date listed within the course a grade of zero will be given for the uncompleted and/or late assignments.
- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with instructor for a new due date, but ONLY if arrangements are made before the original due date.
- The student may not use the textbook, notes, or other resources when taking exams, this includes receiving assistance from other students, family, friends or acquaintances. This is considered cheating and will be handled according to the *Academic Integrity* policy.

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.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	<ul style="list-style-type: none">• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work.• Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment.• In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	<ul style="list-style-type: none">• Determine if the use of generative AI could enhance student learning in any assignment or project.• Clearly indicate in all course syllabi if generative AI is allowable for any academic work.• If allowable, give specific parameters for how and when generative AI may be used.• If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.