

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: AHS	PREFIX:	NO: 102	EFFECTIVE DATE Spring 2009	NEXT REVIEW DATE Spring 2009		
TITLE: Medical Terminology			CREDITS 3	CONTACTS		
				CLASS	LAB	TOTAL
			3	0	3	

INSTRUCTOR: Cheryl Douglass, RN BSN
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PREREQUISITES: None

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

This course introduces the student to the basic rules for interpreting, constructing, and spelling medical terms. Each course lesson includes common terms, definitions and pronunciations for prefixes, suffixes general body terms, and terms which relate to each body system. Each body system lesson includes terms for anatomy, pathology, pharmacology, x-ray, and surgical test and procedures. Emphasis is upon learning word roots, prefixes and suffixes and how they are combined rather than learning each individual term.

TEXTBOOK(S) OR ALTERNATIVE: Chabner, Davi-Ellen, Medical Terminology A Short Course, Saunders, 5th edition 2009

MATERIALS (specifying those to be purchased by student):
Students need to purchase paper and pencils.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Academic Dishonesty:

NETC honors the State Technical Student Code with regard to Academic Dishonesty. Students should read page 46 of the NETC Course Catalog 2008-2010. A copy of the Student Code is available at www.netc.edu.

Statement on Written Assignments:

The instructor reserves the right to refuse any paper, which is messy or unreadable, or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, and grammar.

Attendance and Tardy Policy:

Please refer to the student handbook. A student must attend a minimum of 80% of the meetings of each class. If absences exceed 20% of a class, the student will be dropped automatically by the

instructor, and assigned a grade of "F".

Three tardies will equal one absence. A student will be considered tardy if he/she comes into the classroom after the roll has been called.

Disabilities Statement:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog page 54*).

ID Policy:

It is mandatory that every student wear his or her student ID at all times. Students will be dismissed from class if not wearing their ID. The student may get his/her ID and return to class before the mid-point of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

Student Responsibility:

The student is responsible for material covered in any class. An appointment may be obtained with the instructor to receive information on a missed class.

Students are expected to adhere to college policy regarding conduct, attendance, and withdrawal as stated in the college handbook.

COURSE TOPICAL OUTLINE: (List topics and subtopics of course)

CONTENTS

1-Basic Word Structure

- 2-Organization of the Body
- 3-Suffixes
- 4-Prefixes
- 5-Medical Specialist and Case Reports

Appendices

- I- Body Systems
 - II- Diagnostic Tests and Procedures
 - III- Abbreviations, Acronyms, Symbols, and Eponyms
 - IV- Health Careers
- Glossary of Medical Terms
Glossary of Word Parts
Glossary of English/Spanish Terms

***NOTE: The above information is a general outline of the material covered. The instructor reserves the right to alter the material either adding to or deleting from the list, as conditions and time allows.

OBJECTIVES OF COURSE: Upon successful completion of this course, the student should be able to:

1. Analyze and define medical words and terms used both in health and disease.
2. Spell medical words and terms correctly.
3. Understand how medical words and terms are formed from root words, prefixes, suffixes, and combining forms.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Unit Tests (lecture tests) = 100%

GRADING SCALE:

93 - 100 = A
85 - 92 = B
75 - 84 = C
70 - 74 = D
69 and Below = F

LEARNING OUTCOMES:

1. Recognize prefixes, suffixes, root words, and combined forms used to write medical terms.

2. Recognize correct spelling of terms.
3. Recognize word parts in medical terms.
4. Correctly combine word parts to write medical terms.
5. Match diseases, disorders, and diagnostic terms pertaining to each body system.
6. Recognize the names and general locations of major structures of each body system.