

# AHS 102

## Medical Terminology

**COURSE:** AHS 102

**INSTRUCTOR:** Theresa Wright, MSN/ED, RN  
Office: 807 C  
Telephone: 921-6986  
Email: twright@netc.edu

Office hours: posted each semester outside office door and by appointment with individuals.

**PREREQUISITES:** None

**COURSE DESCRIPTION:** This course is designed to introduce the student to 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.

**CREDIT HOURS:** 3 credits (3 hours of lecture per week)

**TEACHING STRATEGIES:** Lecture, class discussions, reading assignments, individual and group presentations, small group practice sessions, skill demonstrations, audio-visual materials, paper and pencil tests.

### **REQUIRED TEXTS AND SUPPLIES**

Exploring Medical Language: A Student-Directed Approach (5<sup>th</sup> ed) by Myrna LaFleur Brooks

### **METHOD OF EVALUATION**

Unit tests	90%
Quizzes/written assignments and projects**	10%

\*\*If no quizzes/written assignments or projects given, the tests will be worth 100%

### **GRADING SCALE**

A.....	93 – 100
B.....	85 – 92
C.....	75 – 84
D.....	70 – 74
F.....	69 and below

A grade of “C” or better is required for successful completion.

**COLLATERAL READING:** Collateral reading may be assigned and content may be used in exam questions.

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

**Academic Dishonesty:**

NETC honors the state TEC Student Code with regard to Academic Dishonesty. Students should read the NETC Course Catalog. A copy of the Student Code is available at [www.netc.edu](http://www.netc.edu)

**Statement on Written Assignments:**

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

**Attendance and Tardy Policy:**

The student is responsible for material covered in any class or lab. 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". It is strongly advised that students attend all classes. An appointment may be obtained with the instructor to receive information on a missed class.

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.

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

**Classroom Etiquette:**

An integral part of an education is developing a sense of integrity, responsibility, and professionalism, not only toward us, but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflects on you and your fellow students. Please be considerate.

**TENTATIVE COURSE OUTLINE**

Part I Introduction to Word Parts and Human Body Structure  
Part II Body Systems

**Exams :**

Chapters 1-3  
Chapter 4  
Chapter 5  
Chapter 6  
Chapter 7, 8

Chapter 9  
Chapter 10  
Chapter 11  
Chapter 12 & 13  
Chapter 14  
Chapter 15  
Chapter 16

**\*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.

**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 words 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.

**COLLEGE WIDE COMPETENCIES:**

- Solve problems incorporating effective decision-making, reasoning and creativity.
- Practice interpersonal skills and teamwork in their lives and chosen careers.

**ASSESSMENT TOOLS:** May include but not limited to:

1. Objective tests
2. Projects

**GUIDELINES FOR STUDENTS:**

1. All written work must have your name on it or you will receive a zero.
2. Students are expected to be fully prepared for each class.
3. One half (1/2) point will be deducted for each misspelled word. This applies if the same word is misspelled more than once, and no points will be given if I am unable to read your answer.
4. **Tests** will consist of information gathered from: text, lecture, assigned reading, material handed out in class/on web or assigned, and video content.
  - a. There will be no retests. Makeup tests will be allowed only for valid excuses and prior contact with the instructor is made when possible. A grade of “zero (0)” will be recorded for any tests missed. If a foreseeable problem should arise, a test may be taken early at a time established by the instructor. To be eligible to take the test before the planned exam date the student must contact the instructor prior to the scheduled time of the test. The student may leave a phone message or E-

mail explaining their situation and the timestamp on the message must meet the deadline stated above. The instructor will return the call or respond to the E-mail indicating if the excuse is acceptable or not, and if the excuse is acceptable the day and time of the test will be arranged.

- b. In event you are absent on a day of a scheduled test, and your excuse has been determined valid by your instructor, you are expected to make arrangements to make up the missed test on your first day back to school. Failure to do so will result in a grade of zero (0) for that test. The test will be left in the Success Center. You will need your student ID card in order to take the test. The instructor reserves the right to administer a full discussion test or a test other than the original test. The instructor reserves the right to alter students seating arrangements during tests.
  - c. Tests will be returned as soon as possible. Tests will not be returned until all students have taken the test. Tests are not to be taken from the classroom and must be returned to the instructor after review. Any unscheduled quizzes that are missed will not be allowed to be taken at a later time.
5. Assignments are to be turned in at the designated assignment time. If you are unable to turn in the assignment, make arrangements to have the assignment turned in for you.
6. Students will be expected to maintain professional conduct at all times in the classroom (please see student nurse handbook).
7. There is to be no drinking or eating in the classroom.
8. 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 Catalog).
9. **Electronic devices** (cell phones, pagers, etc) must be turned off during class. The devices are not part of the instructional environment and may be confiscated by the instructor if utilized during class time. If you are a member of emergency preparedness, you must have authorization from the Vice President of student services to keep your device on during class.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Grade Sheet**

**I. Unit Tests:** Add the tests together and divide by the number of tests taken. Take this result and multiply by 90%. (the spaces provided include but are not limited to the number of exams that will be given)

Test 1	_____	Test 7	_____	<b>Percentage (90)</b>	
Test 2	_____	Test 8	_____	<b>1<sup>st</sup> Quarter:</b>	_____
Test 3	_____	Test 9	_____	<b>Midterm:</b>	_____
Test 4	_____	Test 10	_____	<b>Final:</b>	_____ <b>(1)</b>
Test 5	_____	Test 11	_____		
Test 6	_____	Test 12	_____		

**II. Written Assignments, unscheduled Tests, Etc:** Add the unscheduled tests and project scores together and divide by the total number of grades. Take this result and multiply by 10 %. If no unscheduled tests or projects are given the test score will be worth 100% of the grade.

1.	_____	6.	_____	<b>1<sup>st</sup> Quarter:</b>	_____
2.	_____	7.	_____	<b>Midterm:</b>	_____
3.	_____	8.	_____	<b>Final:</b>	_____ <b>(2)</b>
4.	_____	9.	_____		
5.	_____	10.	_____		

**Total grade:**  
**Add 1, and 2 together for total grade.** \_\_\_\_\_.

**1<sup>st</sup> Quarter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Midterm Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Final Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acknowledgement of Policies**

Name \_\_\_\_\_

Class \_\_\_\_\_

**I have read the syllabus for this class and my instructor has gone over it with me. I understand it, I will adhere to it, and do not have any questions.**

1. If I am absent from class, **I am** responsible to get my assignments and notes from my instructor or a classmate and **be prepared** for the next class. The instructor **will not** go over missed work in class with me.
2. During test review, I must return my test when the instructor asks for it or my grade will be a **0** for it. I am not allowed to write down questions from the test during review at any time.
3. The quizzes and/or written assignments count 10%, and tests count for 90%. If no quizzes are given, the tests will be worth 100% Exams will consist of information gathered from text, lecture, assigned reading, material handed out in class/on web or assigned, and video content.
4. I am allowed to miss a maximum of 10% of class time. 3 tardies = 1 day. The instructor will **drop** me after I have exceeded the 10% time frame.
5. **There will be no retest of any manner. No make-up tests** are given except in extenuating circumstances. **I am responsible** to contact my instructor **prior** to the time the test is scheduled to arrange a meeting to **discuss** the process of making up the missed test.
6. Cell phones are **not allowed** in the classroom. **This is your warning not** to have a cell phone. If it rings, I will take it for the rest of this class. If it rings a **2<sup>nd</sup> time this semester**, I will send it to **Dr. Robertson**, and you may speak with him to have it returned.

Signature \_\_\_\_\_

Date: \_\_\_\_\_