

MIDSTATE COLLEGE
411 W. Northmoor Road
Peoria, IL 61614
(309) 692-4092 (800) 251-4299
(Summer 2015)

COURSE: AH 110 Medical Terminology
CREDIT HOURS: 4 quarter hours **METHOD OF DELIVERY:** classroom

COURSE DESCRIPTION:

Medical Terminology is a study of the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. The student will be able to recognize, spell, pronounce, and define medical words by combining prefixes, suffixes, and roots.

TEXT: 1. Medical Terminology Made Easy, 4th ed. ISBN 14089884x
2. Stedman's Medical Dictionary for the Health Professions and Nursing Illustrated 7th Edition ISBN 978-1-60831-692-2

AUTHOR: 1. Dennerll
2. Lippincott Williams & Wilkins

PUBLISHER: 1. Thompson
2. Lippincott Williams & Wilkins 2008

REQUIREMENTS FOR COMPLETING THE COURSE:

Completion of assessment tools to the satisfaction of the instructor and standard departmental AH110 final exam. Department policy prohibits extra credit work. Required curriculum in all three learning domains (cognitive, psychomotor and affective) is listed under learning objectives and coded by assessment tool. T=test, W= worksheet, W* = worksheet with work product. Required curriculum topics are followed by numerical mapping to Core Curriculum 2008.

TOPICS: Recognize basic structure of medical words such as prefixes, suffixes, word roots, and combining forms Sight recognition of common word roots, prefixes, and suffixes. Combining word parts to make medical words. Medical dictionary use. Reading reports in medical language.

LEARNING OBJECTIVES: Upon completion of this course, the student will be able to:

1. **T** diagram medical word parts and label the word parts. **C IV (10)**
2. **T** define both medical terms and abbreviations related to all body systems. **C IV (11)**
3. **T** build medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms. **MSC**
4. **T** successfully use a medical dictionary. **MSC**
5. **T** use medical terminology, pt history, data and observations. **P IV (3)**
6. **T** pronounce medical terms correctly to communicate information. **P IV (3)**

MIDSTATE GRADING SCALE:	90 - 100 A
	80 - 89 B
	70 - 79 C
	60 - 69 D
	0 - 59 F

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the college promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

This is a standardized syllabus for AH110. All modifications will be made by the program director to maintain consistency. **Syllabus form 9/2013jlh**

Instructor information:

Gail Piscaglia

Office Hours: Posted

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Participation Requirements:**Participation Requirements/Policies and Procedures:**

1. All work is to be completed on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material.
2. You are expected to attend all classes and be on time. If you must arrive late or leave during class, please do so quietly. Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. If for some reason you are not able to attend class, I am not available to re-teach the missed lesson on a one to one basis. ***Attendance is expected...not suggested.***
3. **Academic dishonesty is never tolerated and will be referred to the dean.**
4. Black Ink must be used on all written assignments. Ragged edged paper is not acceptable for assignments. Work should be portfolio quality.
5. **Please make certain that you cell phone is turned off or on “vibrate” if it must be on. If you must take a call during class, please step out of the class quietly to avoid disrupting the rest of the class. Absolutely no text messaging will be allowed during class time. No phone calls will be allowed during testing.**

Methods of Evaluating Student Performance: There will be a midterm and final exam. There will be 8 weekly quizzes, and two dictionary assignments.

Instructor’s Grading Scale: All assignments are expected to be on time

Quizzes: (11 weeks at 10 points each) 110 points

Midterm exam: 150 points

Final exam: 200 points

Medical Dictionary Assignments: (2 assignments at 25 points each) 50 points.

Midterm and Final Exams will be a combination of multiple choices, true and false, word translation, word building, and pronunciation.

Summer 2015

Week 1	Orientation – No Class	
Week 2	Memorial Day – No Class	
Week 3	Introductions, review syllabi Lectures – How to work this program Assignment: Read & work <ul style="list-style-type: none">• How to Work this Program• The Word-Building System Lecture – The Word-Building System Topic: Word parts Objective: diagram medical word parts and label the word parts Assignment: Read & work unit 1	C IV (10)
	Lecture – Unit 1 Topic: Medical and Anatomic Terminology Objective: build medical words from Greek and Latin prefixes, suffixes, word roots and combining forms. Assignment: Read & work unit 2; Study for Quiz	MSC
Week 4	Review Activities Unit 1 Quiz Lecture – Unit 2 Topics: Cardiovascular and Lymphatic System Objective: define both medical terms and abbreviations related to all body systems Lecture – Unit 3 Topic: Nervous System and Tumors Objective: define both medical terms and abbreviations related to all body systems Assignment: Read & work Unit 3; Study for Quizzes	C IV (11) C IV (11)
Week 5	Review Activities Unit 2 & 3 Quizzes Lecture - Unit 4 Topic: Digestive System Objective: define both medical terms and abbreviations related to all body systems Assignment: Read and Work Unit 4 Lecture – Unit 5 Topics: Muscles, bones and joints Objective: define both medical terms and abbreviations related to all body systems Assignment: Read and Work Unit 5; Study for Quizzes	C IV (11) C IV (11)
Week 6	Review Activities Unit 4 & 5 Quizzes Lecture - Unit 6 Topic: Male Reproductive and Urinary Systems Objective: define both medical terms and abbreviations related to all body systems Assignment: Read and Work Unit 6; study for Midterm Exam	C IV (11)

- Week 7** Midterm Exam
 Dictionary Practice Part 1
 Objective: successfully use a medical dictionary MCS
 Assignment: Read and work Unit 6
- Week 8** Unit 6 Quiz
 Dictionary Practice II
 Objective: successfully use a medical dictionary MCS
 Assignment: Read & work Unit 7
- Lecture – Unit 7
 Topic: Obstetrics and Gynecology
 Objective: define both medical terms and abbreviations related to all body systems C IV (11)
 Assignment: Study for Quiz
- Week 9** Review Activities
 Quiz Unit 7
 Assignment: Read Unit 8
- Lecture – Unit 8
 Topics: Eyes, Ears, Respiratory System and Special Senses
 Objective: define both medical terms and abbreviations related to all body systems C IV (11)
 Assignment: Study for Quiz
- Week 10** Review Activities
 Quiz Unit 8
 Assignment: Read and work Units 9
- Lecture – Units 9
 Topics: Direction and Regions of the Body
 Objective: build medical words from Greek and Latin prefixes, suffixes, word roots and combining forms. MSC
 Assignment: Read and work Unit 10
- Lecture – Unit 10
 Topics: Pathogenic
 Objective: build medical words from Greek and Latin prefixes, suffixes, word roots and combining forms. MSC
 Assignment: Study for final exam
- Week 11** Lecture: Putting it all together
 Objective:
 - Use medical terminology, pt. history, data and observations P IV (3)
 - Pronounce medical terms correctly to communicate information PIV (3)
 Assignment: Study for final exam
 Putting it all together activity and final exam review
- Week 12** Final Exam