

Technical College of the Lowcountry 921 Ribaut Rd. Beaufort, SC 29901 Instructor Name Bldg. #, Room 843-###-#### instructor@tcl.edu

# AHS 102 Medical Terminology Spring 2021

# **Course Description**

AHS 102 Medical Terminology Lec. 3 Lab. 0 Cr. 3 3 Cr (3 hours didactic instruction, 0 lab, 0 other) Prerequisites: ENG 100 and RDG 100.

# **Course Focus**

This course is designed to provide the student with a basic understanding of the unique language needed to communicate effectively as a health care professional. A major focus is to develop skill sin word analysis. The basic structure of medical terms and the rules for word building and word deconstruction will be discussed in the context of how the body works in health and disease. This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation

# **Required Personal Protective Equipment Statement**

"All students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students will also be required to wear PPE while participating in any "on campus" activities such as labs/lectures. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or "on campus" activities, and therefore unable to progress in the program".

### **Text and References**

### Course texts

*Medical Terminology: Learning Through Practice (Textbook with Connect)* **1**<sup>st</sup> *Edition.* Bostwick. McGraw-Hill Education. MHID: 0-07-351385-7, ISBN:978-0-07-351385-0

### **Optional text**

Professional medical dictionary, available for purchase at the student bookstore or for use in the learning resource center reference section.

### **Course Outcomes**

Upon successful completion of this course the student will be able to identify, spell, and define medical terms related to the diagnosis, pathology, and treatment of the major body systems.

### **Course Goals**

The following list of course goals will be addressed in the course. (\*designates a CRUCIAL goal)

### 1. consider abbreviations

- 2. consider correct spelling\*
- 3. illustrate recorded vital signs
- 4. pronounce medical terms
- 5. use medical dictionary\*
- 6. use medical terminology
- 7. use medical word parts
- 8. classify muscle movement
- 9. classify oncology
- 10. define genetic terms
- 11. define medical terms\*
- 12. define respiratory system pathophysiology
- 13. determine anatomic position
- 14. distinguish human organs
- 15. identify human anatomy functions and structures
- 16. identify medical terminology
- 17. identify medical terminology word part roles\*
- 18. illustrate blood functions and components
- 19. list digestive system procedures
- 20. name human anatomy system structures
- 21. name sexually transmitted diseases
- 22. name urinary system structures
- 23. recognize examination procedure terms
- 24. recognize medical terminology
- 25. recognize muscle movement terminology
- 26. spell medical terms\*
- 27. state pulmonary and systemic differences
- 28. characterize joint types
- 29. characterize medical specialists
- 30. describe coronary system
- 31. describe human anatomy structures and functions
- 32. describe sensory system structures and functions
- 33. differentiate axial and appendicular skeletons
- 34. differentiate blood vessel functions and types
- 35. differentiate radiographic projections
- 36. explain human anatomy system processes\*
- 37. find medical terminology definitions\*
- 38. locate medical dictionary\*
- 39. state eye function and structure
- 40. analyze word parts\*

## **Course Evaluation**

	Percent of Final
Assessment	Grade
Attendance and Participation in Discussion	25%
Assignments	25%
Chapter Tests	30%
Final	20%
	100%

Chapter tests may be taken only once and are timed/proctored. If a student has issues with a lesson assignment, test, or the final exam, the instructor must be contacted before the test, lesson assignments, or the final exam is due. Tests, lesson assignments, and/or the final exam will not be reset unless the instructor is contacted prior to the due date. If it is necessary for the instructor to re-set more than two quizzes, the student may be required to take the tests at the TCL testing center. Students may be required to take the tests at the TCL testing center.

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in at <u>least twice weekly</u> and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

Assignment Completion:

Chapter assignments are to be completed as stated on the class schedule. Review of chapter(s) will be done (independently online). Assignments & Tests are then due (by Sunday night at 11:59 PM each week on Connect/Blackboard). For Connect: If a student has started the assignment before the PM deadline, he/she will be able to finish, however, a percentage may taken off of the final grade at the instructor's discretion.

There may be weeks in which more than one chapter has been assigned for review and testing. Students will be accountable to check the class schedule and make sure they are completing all assignments by the due dates listed.

1. Late Work Policy:

If assignments are not submitted by due date, a zero will be earned. In special circumstances, students may have additional time to complete the assignment, with penalty points applied for each day late, only with prior approval of the instructor and deductions can vary per instructor.

See course website for additional expectations for student fulfillment of requirements.

# **Course Schedule**

- 1. Review Study Chapter PowerPoints located in Course documents for information concerning important points of the chapter.
- 2. Complete the Discussion board corresponding to each week by the assigned date.
- 3. Complete all assignments for each assigned chapter per week.
- 4. Complete the weekly tests by the due date listed.
- 5. Log on to course website at least twice per chapter.
- 6. Check the Blackboard bulletin board at least twice a week, including early in the week for information or clarification of definitions, answers, to student's questions and any additional assignments.

# ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8219 or (843) 525-8242 during the first ten business days of the academic term.

# ATTENDANCE

- 1. The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
- 2. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- 3. Students taking an online/internet class must sign in <u>and</u> communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- 4. Attendance in an online course is defined by; at least <u>twice weekly</u> course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least <u>twice a week</u> and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

- 5. Reinstatement requires the signature of the Division Dean.
  - a) In the event it becomes necessary for a student to withdraw from the course *OR* if a student stops attending class, it is the student's responsibility to e-mail the instructor. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
  - b) When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance
    - Or
  - c) Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
  - d) Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- 6. A student must take the final exam or be excused from the final exam in order to earn a nonwithdrawal grade.

# \*\*\*During paper examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.

# Honorlock Online Proctoring and Technology Requirements:

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your onlineproctored tests:

- A computer with access to a high-speed Internet connection
- A computer with the ability to install the Honorlock extension on Google Chrome.
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
- Microsoft Office. (Microsoft Office can be downloaded for free by accessing the Office 365 link in you TCL email account.)

# A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

# HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR

104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV.

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. With TCL's Text Alerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (<u>https://tcl.regroup.com/signup</u>).

## ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.

Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to <u>all</u> Health Science programs.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

- 1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
- 2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
- 3. viewing another student's computer screen during a quiz or examinations.
- 4. talking or communicating with another student during a test.
- 5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.

6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.

- 7. knowingly aiding a person involved in academic misconduct.
- 8. providing false information to staff and/or faculty.
- 9. entering an office unaccompanied by faculty or staff.
- 10. <u>Misuse of any electronic devices including "cheating watches". All students are required to remove ALL</u> electronic watches of any kind during exams & quizzes and should be placed with their personal belongings in the back of the classroom.

### Netiquette

If you communicate with your classmates or instructor in writing through the discussion forum, e-mail, message link, or chat sessions. "Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:

- Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
- Be careful what you put in writing. Even if you are writing a message to one person, assume that anyone could read it. Though you may send a message to a single person, it is very easy to forward your message to many other people.
- Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
- Never use profanity in any area of an online course. The transcripts of online course message boards, email, discussion forums, and chat sessions may be saved by the instructor and/or school administration.
- When responding to e-mail messages, only use "Reply to All" when you really intend to reply to all.
- Avoid unkindly public criticism of others.
- Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.

#### **GRADING POLICY**

Grading scale		
90% - 100% A	W	withdraw
82% - 89% B	WP	withdraw with passing grade
75% - 81% C	WF	withdraw with failing grade
70% - 74% D	I	Incomplete
Below 70% F		

**Grading Methodology.** The final grade must be 75.000% or more in order to pass the course.

Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the individual instructor <u>prior to</u> the examination or presentation day or on the examination or presentation day <u>before the test/presentation</u> is scheduled to be given. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor's voice mail <u>AND</u> with another member of the faculty or administrative assistant. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor of the reason for the absence. Grades are posted on Blackboard within one week of administration of tests and examinations.

Course Instructor:	Instructor Name	
Office Location:	Bldg. # , Room #	
<b>Telephone Number</b>	843-###-####	
Email	instuctor@tcl.edu	
Office Hours	by appointment	
Becky Callahan, Administrative Specialist for Health Sciences		

470-8378

# Example CLASS SCHEDULE

# 14 WEEK SESSION (INSERT DATES)

DATE	ASSIGNMENTS	TOPICS DISCUSSED
Week 1 Insert Dates if desired	Register for Connect and access class to become familiar with software.	Introduction to Connect, how to log in, how to register, how to navigate and use SmartBook/LearnSmart.
	<ul> <li>Read -</li> <li>Chapter 1: Learning Terminology, Word Roots, and Combining Forms</li> <li>Watch Chapter 1 PowerPoint</li> </ul>	List and discuss the main learning objectives/ topics covered in chapter. Practice word building and
	Complete and Submit – • Chapter 1 In-Chapter Practice Exercises • Chapter 1 Review (End of Chapter exercises)	pronouncing medical terms using Connect Audio Spelling and Pronunciation. Review importance of accurate
		spelling and understanding of medical terms.
Week 1/2 Insert Dates if desired	Read – Chapter 2: Prefixes Chapter 3: Suffixes	List and discuss the main learning objectives/ topics covered in chapters.
	Watch Chapters 2 and 3 PowerPoints	Practice word building and pronouncing medical terms
	Complete and Submit – • Chapters 2 and 3 In-Chapter Practice	using Connect Audio Spelling and Pronunciation.
	<ul> <li>Exercises</li> <li>Chapters 2 and 3 Reviews (End of Chapter exercises)</li> </ul>	Review importance of accurate spelling and understanding of medical terms.
Week 2	EXAM - Chapters 1-3 Read	List and discuss the main
Insert Dates if desired	Chapter 4: The Human Body: An     Orientation	learning objectives/ topics covered in chapter.
	Watch Chapter 4 PowerPoint	Discuss structure and function of the human body.
	Complete and Submit – • Chapter 4 In-Chapter Practice Exercises • Chapter 4 Review (End of Chapter exercises)	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
Week 3 Insert Dates if desired	<ul><li>Read -</li><li>Chapter 5: The Integumentary System</li></ul>	List and discuss the main learning objectives/ topics covered in chapter.
	Watch Chapter 5 PowerPoint	Discuss structure and function of
	Complete and Submit –	the human body.
	Chapter 5 In-Chapter Practice Exercises	

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	• Chapter 5 Review (End of Chapter exercises)	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
Week 4 Insert Dates if desired	Read - • Chapter 6: The Musculoskeletal System Watch Chapter 6 PowerPoint Complete and Submit – • Chapter 6 In-Chapter Practice Exercises • Chapter 6 Review (End of Chapter exercises)	List and discuss the main learning objectives/ topics covered in chapter. Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation. Review importance of accurate
		spelling and understanding of medical terms.
Week 5 Insert Dates if desired	Read - • Chapter 7: The Nervous System Watch Chapter 7 PowerPoint Complete and Submit – • Chapter 7 In-Chapter Practice Exercises • Chapter 7 Review (End of Chapter exercises)	List and discuss the main learning objectives/ topics covered in chapter. Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation. Review importance of accurate
		spelling and understanding of medical terms.
Week 6 Insert Dates if desired	<ul> <li>Read -</li> <li>Chapter 8: The Sensory System</li> <li>Watch Chapter 8 PowerPoint</li> <li>Complete and Submit –</li> <li>Chapter 8 In-Chapter Practice Exercises</li> <li>Chapter 8 Review (End of Chapter exercises)</li> </ul>	List and discuss the main learning objectives/ topics covered in chapter. Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
<b>Week 7</b> Insert Dates if desired	<ul><li>Read -</li><li>Chapter 9: The Endocrine System</li></ul>	List and discuss the main learning objectives/ topics covered in chapter.
	Watch Chapter 8 PowerPoint	

	Complete and Submit – • Chapter 9 In-Chapter Practice Exercises • Chapter 9 Review (End of Chapter exercises) • MIDTERM EXAM – Chapters 4-8	Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
<b>Week 8</b> Insert Dates if desired	Read - • Chapter 10: The Blood System Watch Chapter 10 PowerPoint Complete and Submit – • Chapter 10 In-Chapter Practice Exercises • Chapter 10 Review (End of Chapter exercises)	List and discuss the main learning objectives/ topics covered in chapter. Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling
		and Pronunciation. Review importance of accurate spelling and understanding of medical terms.
<b>Week 9</b> Insert Dates if desired	Read - • Chapter 11: The Cardiovascular System Watch Chapter 11 PowerPoint Complete and Submit – • Chapter 11 In-Chapter Practice Exercises • Chapter 11 Review (End of Chapter exercises)	List and discuss the main learning objectives/ topics covered in chapter. Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation. Review importance of accurate spelling and understanding of medical terms.
<b>Week 10</b> Insert Dates if desired	Read - • Chapter 12: The Respiratory System Watch Chapter 12 PowerPoint Complete and Submit – • Chapter 12 In-Chapter Practice Exercises • Chapter 12 Review (End of Chapter exercises)	List and discuss the main learning objectives/ topics covered in chapter. Discuss structure and function of the human body. Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation. Review importance of accurate spelling and understanding of

Week 11 Insert Dates if	Read - • Chapter 13: The Lymphatic System and	List and discuss the main learning objectives/ topics
desired	Body Defense	covered in chapter.
	Watch Chapter 13 PowerPoint	Discuss structure and function of the human body.
	Complete and Submit – • Chapter 13 In-Chapter Practice Exercises • Chapter 13 Review (End of Chapter exercises)	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
Week 12 Insert Dates if desired	Read - • Chapter 14: The Digestive System and Body Metabolism	List and discuss the main learning objectives/ topics covered in chapter.
	Watch Chapter 14 PowerPoint	Discuss structure and function of the human body.
	Complete and Submit – • Chapter 14 In-Chapter Practice Exercises • Chapter 14 Review (End of Chapter exercises)	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
<b>Week 13</b> Insert Dates if desired	<ul> <li>Read -</li> <li>Chapter 15: The Urinary System</li> </ul>	List and discuss the main learning objectives/ topics covered in chapter.
	Watch Chapter 15 PowerPoint Complete and Submit –	Discuss structure and function of the human body.
	<ul> <li>Chapter 15 In-Chapter Practice Exercises</li> <li>Chapter 15 Review (End of Chapter exercises)</li> </ul>	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
		Review importance of accurate spelling and understanding of medical terms.
Week 14 Insert Dates if desired	<ul> <li>Read -</li> <li>Chapter 16: The Male Reproductive System</li> </ul>	List and discuss the main learning objectives/ topics covered in chapter.
	Watch Chapter 16 PowerPoint Complete and Submit –	Discuss structure and function of the human body.
	<ul> <li>Chapter 16 In-Chapter Practice Exercises</li> <li>Chapter 16 Review (End of Chapter exercises)</li> </ul>	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.

		Review importance of accurate spelling and understanding of medical terms.
Week 14 Insert Dates if desired	<ul> <li>Read -</li> <li>Chapter 17: The Female Reproductive System</li> </ul>	List and discuss the main learning objectives/ topics covered in chapter.
	Watch Chapter 17 PowerPoint	Discuss structure and function of the human body.
	Complete and Submit – • Chapter 17 In-Chapter Practice Exercises • Chapter 17 Review (End of Chapter exercises)	Practice word building and pronouncing medical terms using Connect Audio Spelling and Pronunciation.
	• FINAL EXAM – ALL Chapters	Review importance of accurate spelling and understanding of medical terms.