

BASIC MEDICAL TERMINOLOGY

COURSE SYLLABUS

SEMESTER/YEAR	Spring 2005
COURSE TITLE	Basic Medical Terminology
CATALOG NUMBER:	HSC-117
SECTION NUMBER	CRF04
CLASS HOURS:	2.5 hours Day Time
CREDIT HOURS:	2.5 semester hours
COURSE DESCRIPTION:	Introduces basic word structure and terminology pertaining to body systems. Includes spelling pronunciation and word usage. Provides a basic overview of disease process, symptoms, anatomy, special procedures, pharmacology and abbreviations.
PREREQUISITES:	None
INSTRUCTOR	
OFFICE LOCATION	
OFFICE HOURS	
PHONE	
EMAIL	
FAX	
COURSE MATERIALS	<i>Medical Terminology: A Short Course</i> , Davi-Ellen Chabner, Pub Elsevier., Current Edition <i>Language of Medicine Instant Translator</i> Pub W.B. Saunders Co., Current Edition A medical Dictionary
REFERENCES	Flashcards made by student

**ATTENDANCE
POLICY**

Attendance is expected at all lecture classes

Unexcused late arrival for classes or exams will earn only half that day's attendance points.

Students should be in their seats when the first test paper is handed out to avoid being designated late.

You are responsible for obtaining lecture materials that are missed due to absence, from a classmate.

**KIRKWOOD
ATTENDANCE
POLICY**

It is the policy of Kirkwood Community College that punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Each Kirkwood faculty member includes attendance guidelines in the course syllabus. Students will be responsible for knowing and adhering to these guidelines. Penalties for excessive absences may include reduction of grade. It is the student's responsibility to obtain class materials missed due to absence.

Students involved in activities where they are required to represent the college (college-sponsored activities)* must give written notice to the faculty member at least one week in advance of the absence. If regular season schedules have been developed, athletes must present written notice of anticipated absences within the first week of the semester. Students shall be accorded the opportunity to independently make up course work or work of equal value, for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The instructor shall determine alternate exam times and due dates for missed coursework. Failure to provide timely written notice may result in loss of this opportunity

For all other absences, authorization is the province of the faculty member and subject to the standard appeal process.

*College sponsored activities include such events as athletic competitions (excluding practices), student academic competitions, musical and drama performances, official drama rehearsals, and class field trips. Questions on whether an activity is a college-sponsored event for purposes of the policy should be directed to the Vice President of Instruction. If anticipated absences for the semester seem to be extraordinarily numerous or difficult to accommodate, a faculty member may appeal the need for the full accommodation to the VP of Instruction.

**LEARNING
ENVIRONMENT
EXPECTATIONS**

Classroom policies:

Cell phones are to be turned off during lecture and labs
No hats may be worn during exams
No bags may be on tables during exams

Learning Activities in the Text:

You are responsible for activities in the text even if they are not specifically assigned.

**PRODUCTIVE
CLASSROOM
LEARNING
ENVIRONMENT**

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.

Students promote trust by preparing honest and thoughtful work, and by expecting evaluation based on performance. Faculty promote trust by setting clear guidelines for assignments and evaluations, honest feedback, and by assigning bias-free grades.

Students show respect by being prepared and attending class on time, by paying attention, contributing to discussions, listening respectfully to others' points of view, meeting deadlines, and by striving for their best performance. Faculty show respect by their timeliness and preparedness, by taking students seriously, by valuing their goals and aspirations, and by providing honest feedback.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

PLAGIARISM POLICY

According to Webster, to plagiarize is “to steal or pass off the ideas or words of another as one’s own...to use created productions without crediting the source...to commit literary theft...to present as new and original an idea or product derived from an existing source.”

Kirkwood Students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, keep Writing Center receipts, keep logs or journals of your work on assignments and papers, learn to save drafts or versions of assignments under individual file names on computer or diskette, etc. The inability to authenticate your work, should an instructor request it, is sufficient grounds for failing the assignment.

In addition to requiring a student to authenticate his/her work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally, etc

AMERICANS WITH DISABILITIES ACT

Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, 133 Linn Hall and provide a written plan of accommodation to your instructor prior to the accommodation being provided.

LEARNING ACTIVITIES:

- Assigned reading
- Text exercises
- Computer exercises
- Lecture
- Discussion
- Videotapes

ASSESSMENT OF STUDENT LEARNING

There will be an exam at the end of each subunit.

Throughout the course there will be quizzes and tests as listed on the schedule.

Assignments and due dates will be announced in class.

The final grade will be the total of all points earned during the class.

**STUDENT
EVALUATION: HOW
FINAL GRADES ARE
DETERMINED**

Exams, quizzes, tests and assignments
and professionalism 100%

GRADING SCALE

A	93%	D+	67%
A-	90%	D	63%
B+	87%	D-	60%
B	83%	F	Below 60%
B-	80%	FW*	
C+	77%		
C	73%		
C-	70%		

* FW : This grade has the same negative affect on your grade point as an F. The FW grade indicates a student failed the course, had not attended after the 60% point of the course, and did not withdraw by the withdraw deadline.

**MAKE-UP TEST
POLICY**

Make up tests and quizzes will be sent to the Test Center **provided** that the following conditions have been met:

- The student has notified the instructor of their absence before class begins. This may be by voice mail or email . The make up test is taken in the Test Center within one week of the original date of the test, otherwise, a grade of zero will be given for that exam.
- Only one Make up exam per semester may be taken in the Test Center for this class
- The test will be worth 50% of the earned grade for students who do not notify the instructor of their absence, but request that the test be sent to the test center. The one-week deadline will not be extended.
- No make –up quizzes will be given.
- Tests taken in the Test Center may be reviewed after they are graded by visiting with the instructor **during office hours**.

LATE ASSIGNMENT POLICY

Assignments are due during the class.

If you are absent, it is your responsibility to obtain information about any assignments due for the next class, from a classmate. It is strongly recommended that you exchange contact information with at least one classmate early in the semester.

Copies of course materials handed out in class can be obtained from the cupboard in 236LH labeled "Philpott Handouts".

Assignments due on a day you are absent:

- may be presented to the instructor at the next class period
- provided the instructor received notification of your absence
- **NO OTHER LATE ASSIGNMENTS WILL BE ACCEPTED**

DROP DATE

Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund. Details of the refund schedule are available from Enrollment Services in 216 Kirkwood Hall. For detailed discussion of drop dates and policies, please read the student handbook.

The last date to drop this class for this term is **April 13, 2005**

FINAL EXAM INFORMATION

Final exams are scheduled during the last week of the term from **May 5, 2005 to May 11, 2005**. The final exam for this class will be due on **May 10, 2005**

OTHER INFORMATION

Weather Policy:

During the winter and spring sessions the college may have early closings or late starts due to weather conditions. It is not usually possible to make up these classes. These announcements will be made via radio and television stations.

Course Retake Policy:

A student requesting to retake a course must first meet with the program coordinator to develop a plan to improve the likelihood of successful completion of the course. If a third enroll is necessary, this process must be repeated. Students are strongly encouraged to seek assistance from college support services (tutoring, developmental education, etc.).

**COURSE
COMPETENCIES
LEARNING
OUTCOMES AND
OBJECTIVES**

Use Medical Terminology

LEARNING OUTCOMES:

UNIT 101 BEGINNING MEDICAL TERMINOLOGY

101.1 General Learning Outcome: The student should be able to apply basic word structure

- Divide and interpret medical words into their component parts
- Define the meaning of basic combining forms, prefixes, and suffixes of the terms
- Use the combining forms, prefixes, and suffixes to build medical words
- Define commonly used medical abbreviations and symbols

101.2 General Learning Outcome: The student should be able to use terms that pertain to the body as a whole

- Define terms and medical Abbreviations that apply to the structural organization of the body, positions, directions and planes of the body
- Identify body cavities, anatomical/clinical divisions of the abdomen and locate structures within.
- Divide and interpret medical words into their component parts
- Utilize the combining forms, prefixes and suffixes to build medical words

UNIT 201 TERMS RELATED TO BODY SYSTEMS

201.1 General Learning Outcome: The student should be able to use medical terminology as it relates to each of the body systems.

- Define meanings of combining forms, suffixes and prefixes as related to each body system. Combine suffixes, prefixes and combining forms to develop terms for each body system
- Spell accurately medical terminology as it relates to each system
- Separate medical terms into their component parts and interpret meaning
- Combine suffixes, prefixes and combining forms to develop terms for each body system
- Define medical abbreviations for each body system

Sub-Units

- Medical specialists and case reports
- Body systems to include: Cardiovascular system, Digestive system, Endocrine system, Female Reproductive System, Male Reproductive System, Lymphatic system, Musculoskeletal system, Nervous system, Respiratory system, Skin and Sense Organs, Urinary system

SCHEDULE

See following pages

STUDENT STATEMENT MEDICAL TERMINOLOGY

I have read this syllabus and schedule and understand the course procedures and policies it contains.

SEMESTER _____

NAME (PRINTED) _____

SIGNATURE _____

DATE _____