

Medical Terminology

TEMA1080 301

Course Description

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms, including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on each term's correct spelling, definition, application, and pronunciation.

Course Student Learning Outcomes

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

Transfer/Certification/Licensure/Employment Information

An SLCC Certificate is earned after successfully completing all the courses within the program (the entire training program). This type of certificate provides evidence to employers that a level of competence has been achieved.

Additionally, students take the tests for industry-standard certificates when completing specific courses intended to prepare students for those certificates (e.g., CPR, First Aid, etc.).

A national certification test must be taken before completing the Clinical Medical Assisting program, typically during the externship. You may choose from the NCCT,

NHA, or AMT certifications. Speak with an instructor for more information on each certification and associated costs.

Communication Plan

- Instructors are open and available to help you in the classroom for face-to-face interaction, through college email or Canvas comments and messaging, Zoom, and telephone as posted within the syllabus and the 'Home Page' in Canvas including the 'Communications Statement' (with exception of holidays and campus closures). Feel free to reach out to us!
- I will respond to email within 48 hours. The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.
- In this course I will be posting interactive announcements which will offer specific opportunities for class questions and participation in activities.

Keys for Success (how to succeed in the course)

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Clothing/Lab Dress Code:

Scrubs may be worn in the classroom, and are required in the lab area and for externship (some externship facilities have specific requirements eg. U of U Red, Black, or Navy Blue scrubs only). A disposable lab coat may be provided for use over street clothes if scrubs are not worn for lab and clinical skills. Closed-toe shoes are also required in the laboratory/clinical setting areas when practicing skills.

Food and Drinks:

There will be no food or drinks allowed in the computer or lab area of the classroom. A 'Break Room' with a microwave and refrigerator is available for student use.

Cellular Phone Usage:

Cellular phones will be turned to silent mode or if the phone does not have a silent option then they will be turned off while in the classroom. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones are not allowed at the testing stations.

Classroom Safety:

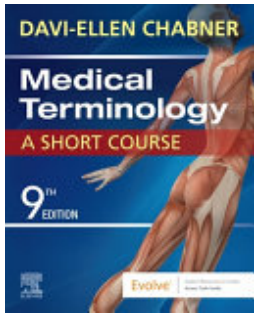
There is an emergency guideline and evacuation route posted in the classroom. As you progress through the program, you will learn OSHA standards of safety in a medical setting. There is a binder with Material Safety Data Sheets located in the classroom to use as a reference in the event of an incident involving hazardous materials. Please be aware of the location of these safety guidelines.

Student Responsibilities:

All students are accountable for the following:

1. Stay engaged and on task (read, watch videos, listen, take notes, ask questions, complete assignments, schedule, and complete skills)
2. Log into the LMS (Canvas - the College's learning management system) for course materials presentations, and examinations
3. Follow the instructor's directions AT ALL TIMES
4. Ask the instructor for assistance when needed; after FIRST having attempted to resolve the problem themselves
5. Complete 12-24 hours of coursework each week for on-time course completion (based on part-time vs full-time enrollment status).

Required Text or Materials



Title: Medical Terminology: A Short Course

ISBN: 9780323479912

Authors: DAVI-ELLEN. CHABNER

Publisher: Elsevier

Edition: 9th

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Appendix 1 Practice Quiz	Quiz	0
	Appendix 1 Test	Quiz	100
	Cardiovascular System Textbook Activities	Assignment	20
	Chapter 1 Crossword Puzzle	Assignment	20
	Chapter 1 Practice Quiz	Quiz	0
	Chapter 1 Test	Quiz	100
	Chapter 1 Textbook Activities	Assignment	20
	Chapter 2 Crossword Puzzle	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
	Chapter 2 Practice Quiz	Quiz	0
	Chapter 2 Test	Quiz	100
	Chapter 2 Textbook Activities	Assignment	20
	Chapter 3 Crossword Puzzle	Assignment	20
	Chapter 3 Practice Quiz	Quiz	0
	Chapter 3 Test	Quiz	100
	Chapter 3 Textbook Activities	Assignment	20
	Chapter 4 Crossword Puzzle	Assignment	20
	Chapter 4 Practice Quiz	Quiz	0
	Chapter 4 Test	Quiz	100
	Chapter 4 Textbook Activities	Assignment	20
	Chapter 5 Crossword Puzzle	Assignment	20
	Chapter 5 Practice Quiz	Quiz	0
	Chapter 5 Test	Quiz	100
	Chapter 5 Textbook Activities	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
	Digestive System Textbook Activities	Assignment	20
	Endocrine System Textbook Activities	Assignment	20
	Female Reproductive System Textbook Activities	Assignment	20
	Final Exam Practice Quiz	Quiz	0
	Final Summative Assessment A: Medical Terminology	Quiz	100
	Introduce Yourself	Discussion	0
	Introduce Yourself	Discussion	0
	Lymphatic System Textbook Activities	Assignment	20
	Male Reproductive System Textbook Activities	Assignment	20
	Medical Terminology Performance Assessment	Assignment	12
	Musculoskeletal System Textbook Activities	Assignment	20
	Nervous System Textbook Activities	Assignment	20
	Respiratory System Textbook Activities	Assignment	20

Due Date	Assignment Name	Assignment Type	Points
	Respondus Monitor Setup and Practice Quiz - Requires Respondus LockDown Browser + Webcam	Quiz	0
	Skin and Sense Organs Textbook Activities	Assignment	20
	Spelling Assignment Chapter 1	Assignment	50
	Spelling Assignment Chapter 2	Assignment	50
	Spelling Assignment Chapter 3	Assignment	50
	Spelling Assignment Chapter 4	Assignment	50
	Spelling Assignment Chapter 5	Assignment	50
	Urinary System Textbook Activities	Assignment	20

Brief Description of Assignments/Exams

- Module 1-Basic Word Structure
- Module 2-Body Organization
- Module 3-Suffixes
- Module 4-Prefixes
- Module 5-Medical Specialists and Case Reports

- Module 6-Appendix
- Module 7-Summative Assessment

Grading Scale

Percentage	Letter Grade
93-100	A
90-92	A-
86-89	B+
83-85	B
80-82	B-
76-79	C+
73-75	C
70-72	C-
66-69	D+
63-65	D
60-62	D-
59 or below	E

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)