

**Online Course Information Form**

**Course Number:** AH1143

**Course Title:** Medical Terminology

**Course Description:** This course provides a study of medical terminology related to healthcare professionals, including word structure and formation. Medical terms, their abbreviations, their meanings, and appropriate spellings are studied. Also studied will be the language of all body systems as well as medical tests and specific specialties.

**Instructor:** Shelley Young

**Instructor Bio:** Shelley is a registered nurse who is currently a full time instructor for the Practical Nursing Program here at Tech. She has been in the medical field since 1995. Starting out as a Certified Nursing Assistant she later graduated from SEARK in Pine Bluff in 1997 with a certificate in Practical Nursing. In 1999 she graduated from Baptist School of Nursing in Little Rock where she obtained her diploma in nursing.

**Prerequisite:** None

**Textbook Title:** The Language of Medicine, Chabner

**Learning Outcomes:** Upon successful completion of Medical Terminology with an overall average of at least 70%, the student will possess the basic knowledge and understanding of medical terms.

**Course Objectives:**

Upon successful completion of this course the student will be able to:

- Divide medical terms into their component parts.
- Identify the meaning of basic combining forms, suffixes, and prefixes of medical language.
- Utilize combining forms, suffixes, and prefixes to build medical words.
- Identify terms related to the structural organization of the human body.
- Identify terms that describe positions, directions, and planes of the body.
- Apply knowledge of understanding medical terms in their proper context, such as in medical report and records.
- Identify major pathological conditions and medical conditions that affect specific body systems.
- Identify common laboratory and clinical procedures related to each bodily system and their respective abbreviations
- Identify diagnostic techniques used by radiologist and nuclear physicians.
- Identify commonly used medical abbreviations.
- Analyze medical terms through common combining forms, prefixes, and suffixes.

**Teaching Methodology, including description of interaction between student and instructor:**

- 1) You must show reasonable and satisfactory progress toward completing the required course work throughout the semester.
- 2) Check the calendar for course deadlines. Suggested and required deadlines are listed.
- 3) Required deadlines are noted in the calendar and work submitted after a required deadline will not be accepted. You will be given a grade of zero for the work missed.

**Methods of Assessment:**

- 1) Discussion Board

- 2) Quizzes
- 3) Exams
- 4) Assignments

**Enrollment Procedures:**

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$5 drop fee is assessed for drops that take place after the registration period ends.

**Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):**

The final exam must be taken at an approved proctor site.

**Access to Learning Resources:**

Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail with Blackboard. Students will be required to purchase the course textbook, if applicable, and Learning Resource Center access is encouraged but not required to be successful. Textbooks can be ordered online. The Bookstore number is (870) 574-4510. The Library number is (870) 574-4518.

**Other Considerations (writing ability, assignments/projects, time considerations, etc.):**

- 1) Two-thirds of final grade will be determined by written examinations and assignments.
- 2) One-third of final grade will be determined by a comprehensive final examination.
- 3) The following scale will be used to determine letter grades:  
90 – 100 = A                      80-89 = B                      70 – 79 = C
- 4) Incomplete grades are not granted for Internet courses. Students may request an Extension for extenuating circumstances.

Extensions are for two-weeks beyond the end of the semester only. **All extensions must be requested prior to deadlines.**

Students will need Internet access, MS Word, Adobe Acrobat Reader, and the ability to receive and send e-mail attachments.