ONLINE COURSE INFORMATION SHEET

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:

Instructor Bio:

Prerequisite: None

Textbook Information: Chabner, D. E. (2014). *The Language of Medicine.* (10th ed.) St. Louis: Elsevier Saunders, Inc.

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 c ombining 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.

On-Campus Requirement: The final exam must be taken at an approved proctor site. Visit the college website at www.sautech.edu for detailed information.

Modes of Interaction:
1) You need to check your online course e-mail frequently as this is the method of communication that the instructor will use.
2) You must show reasonable and satisfactory progress toward completing the required course work throughout the semester.
3) Check the calendar for course deadlines.
4) 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:
SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:
- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

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 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 $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com/

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations:
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 PowerPoint or MS PowerPoint Reader, MS Word, Adobe Acrobat Reader, and the ability to receive and send e-mail attachments.

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:
- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
    - Can be accessed via SkyDrive inside your student email account. **FREE**
    - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
    - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976
- Adobe Reader 7.0 or higher – used to read files in pdf format
    - Cost: Free
    - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
    - Cost: Free
    - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
    - Cost: Free
    - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?
- Windows Media Player – used to listen play audio files
    - Cost: Free
    - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
    - Cost: Free
    - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-