



**REID STATE TECHNICAL COLLEGE
HEALTH SCIENCE PROGRAM COURSE SYLLABUS
Spring Semester 2018**

I. HPS 105: MEDICAL TERMINOLOGY (Online)

II. COURSE HOURS

- 3 Credit hours
- 2 Theory credit hours
- 1 Lab credit hours
- 0 Clinical credit hour
- 4 Contact Hours

III. CLASS MEETING DATES/TIMES/LOCATION

January 2018 – May 2018
Orientation (on-campus) and then online
Reid State Technical College Online

IV. CLINICAL DATES/TIMES/LOCATION (None)

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Instructor: Felicia Hall-Grace, MSN, RN
Phone: 251-578-1313 ext. 126
Email Address: fgrace@rstc.edu
Office location: Reid State Technical College Building 100
(next door to Room 108)

COURSE DESCRIPTION:

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

VI. PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: Admission to Reid State Technical College Health Program Sciences' Short Certificate

Co-requisites: None

VII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

- Exploring Medical Language (A Student-Directed Approach), 9th Edition Myrna and Danielle LaFleur Brooks, Elsevier Mosby.
- The Language of Medicine, 10th Edition, Davi-Ellen Chabner, Elsevier.
- Medical Language Terminology in Context, Melodie Hull, F.A. Davis

PROFESSIONAL COMPETENCIES/OBJECTIVES

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

1. Recognize prefixes, suffixes, and word roots as word parts used to write medical terms.
2. Recognize combining forms and suffixes in medical terms.
3. Write the meaning of word parts and match the word parts to their meanings.
4. Analyze and write medical terms that use different combining forms.
5. Define four techniques that are used in a physical examination.
6. Differentiate different diagnostic procedures and therapeutic interventions.
7. Recognize the relationship of cells, tissues, and organs.
8. Recognize directional terms, planes of the body, body cavities, and the four abdominal quadrants.
9. Apply appropriate terminology to major organs and systems of the human body.
10. Identify the major functions of body systems.
11. Compare interrelationships of body systems.
12. Describe basic diseases affecting each of the body systems.

VIII. OUTLINE OF MODULES

- A. Introduction to Medical Language/Basic Word Structure
- B. Organization of the Body/Directional Terms
- C. Suffixes
- D. Prefixes
- E. Medical Specialists and Case Reports
- F. The Cardiovascular System
- G. The Digestive System
- H. The Endocrine System
- I. The Female Reproductive System
- J. The Lymphatic System
- K. The Male Reproductive System
- L. The Musculoskeletal System
- M. The Nervous System
- N. The Skin and Sense Organs
- O. The Urinary System

- IX. EVALUATION AND ASSESSMENT:** Students are expected to read chapters and do assignments throughout the semester during the week at which it is scheduled. The course will consist of discussion, quizzes, and various other assignments. The class will consist of practicing pronunciations and answering any questions students may have. Students are encouraged to actively participate in class as this enhances learning.

Exams/quizzes may consist of multiple-choice questions, fill-in-the blank, true/false, matching, essay questions, critical thinking, presentation, oral testing, and diagrams. Assignments, worksheets and discussion questions and other assignments such as projects, may be set up in the same format. Each student is expected to complete **all assignments**, which includes (quizzes, worksheets, discussion questions, mid-term and final exams) during the date/times they are scheduled, any late assignments will have 5 points deducted from it each day up to three days after that time a zero will be placed in the gradebook. Grades will not be rounded up, for example: if a student makes 70.5 on a quiz, then that is the grade entered into the gradebook for that quiz, not a 71. The final average is the only grade that can be rounded up for example, the final average of 69.51 will become a 70.

Submitting documents to the Instructor: If a student need to submit an assignment please do so in .doc only. Only use Microsoft Word for submission. The best way to save documents is by using Microsoft office 97-2003 or higher. The student's name, date, and course should be included on every page of any submitted material. Email submitted to the instructor within the course must include a subject in the subject line.

Grades are based on your course participation, which are: discussion questions, completion of assignments, and quizzes.

Quiz Grades	20%
Worksheet Grades	15%
Midterm Exam	25%
Final Exam	25%
Discussion Questions/Forum	15%

Grading Scale:

A=90-100
B=80-89
C=75-79
D – 60-74
F = 59 and Below

Grades that may be received other than A, B, C, D, F:

I = Incomplete
W = Withdrawn
AU = Audit

**See college catalog for withdrawal procedures.

X. ATTENDANCE

Attendance is a **MUST!!** If you must be absent from class, please bring me an excuse by the next class day or call me on my contact number listed above.

NOTE: Penalties for ALL missed coursework will still apply.

XI. STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XII. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide

appropriate disability documentation to the College. **Please contact the ADA representative.**

Cheating and Plagiarism: All work submitted by the student for grade consideration must be original work of the student. If there is a question as to the originality of the work, the student will be afforded an opportunity to discuss the matter with the instructor prior to a grade being recorded. Plagiarism will not be tolerated! Please see the college handbook for policies related to cheating. A student willfully assisting another student in cheating will be considered equally guilty, and subjected to similar action.

XIII. COURSE CALENDAR

(See Canvas web page)

XIV. STUDENT ACKNOWLEDGEMENT FORM

PLEASE READ AND SIGN AND RETURN TO INSTRUCTOR AFTER YOU HAVE READ THE SYLLABUS THOROUGHLY.

I have received, read, and understand the course syllabus for *HPS 105: Medical Terminology*. Failure to adhere to the guidelines in this syllabus could result in me receiving a failing grade for the course.

Student's Signature: _____

Date: _____

Instructor: *Felicia Hall-Grace, MSN, RN*
Reid State Technical College
Medical Terminology Instructor
Date: 1/08/2018

Course Title

Course Prefix and number