



## INSTRUCTIONAL PACKAGE

AHS 102

MEDICAL TERMINOLOGY

Effective Term

Fall 2018

## **PART I: COURSE INFORMATION**

EFFECTIVE TERM: 201810

COURSE PREFIX: AHS 102

COURSE TITLE: MEDICAL TERMINOLOGY

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

This course will provide an understanding of medical terminology used in the science and medical settings, both academically and in the work place.

### **COURSE DESCRIPTION:**

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

### **PREREQUISITES:**

COMPASS Reading 65 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or ACT English 12 or SAT Critical Reading 380 or Multiple Measures English 1 or Credit level [ENG 100](#) Minimum Grade of C\* or Credit level [ENG 155](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 155](#) Minimum Grade of TC

### **REQUIRED MATERIALS:**

Use the direct link to find textbooks from the [Bookstore](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

The faculty and administration of HGTC are committed to enhancing your learning experience at the College through improved methods of instruction and support services. For information on Student Support Services or questions about your curriculum program please refer to your WaveNet homepage.

### **ADDITIONAL REQUIREMENTS:**

It is highly encouraged that you have a USB external hard drive to save all of your assignments prior to Dropbox uploads via D2L.

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

**STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**

You are expected to treat your fellow students with respect. This means you should limit talking to your neighbor during lecture and do not start to pack up your materials before class is over. Finally, cell phones **MUST** be turned off or put on the vibration mode during class.

During an exam all electronic devices (cell phones, pagers, etc.) must be turned off and stored in a purse or backpack, they may not be visible to the student. The only exception to this policy will be on-call emergency personnel. For those individuals in this situation, please contact your professor on how to handle electronic devices during exams.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

**PART II: STUDENT LEARNING OUTCOMES****PROGRAM LEARNING OUTCOMES**

NA

**COURSE LEARNING OUTCOMES**

1. Have knowledge of vocabulary of the body systems.
2. Identify and define elements used to build medical terms.
3. Apply basic rules to define and build medical terms.
4. Pronounce medical terms for the body systems

**STUDENT COURSE LEARNING OUTCOMES**Module 1

Material Covered:

- The Language of Medicine Chapter 1 Basic Word Structure

Assessments:

- Online Discussion or Classroom Participation

- Online Pronunciation or Homework
- Quiz
- Exam

Learning Outcomes:

1. Identify basic objectives to guide your study of the medical language.
2. Divide medical words into their component parts.
3. Learn the meanings of basic combining forms, prefixes, and suffixes of the medical language.
4. Use these combining forms, prefixes, and suffixes to build medical words.

## Module 2

Material Covered:

- The Language of Medicine Chapter 2

Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

Learning Outcomes:

1. Define terms that apply to the structural organization of the body.
2. Identify the body cavities and recognize the organs contained within those cavities.
3. Locate and identify the anatomical and clinical divisions of the abdomen.
4. Locate and name the anatomical divisions of the back.
5. Become acquainted with terms that describe positions, directions, and planes of the body.
6. Identify the meaning for new word elements and use them to understand medical terms.

## Module 3

Material Covered:

- The Language of Medicine Chapter 3

Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

Learning Outcomes:

1. Define new suffixes and review those presented in previous chapters.
2. Gain practice in word analysis by using these suffixes with combining forms to build and understand terms.
3. Name and know the functions of the different types of blood cells in the body.

## Module 4

### Material Covered:

- The Language of Medicine Chapter 4

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Define basic prefixes used in the medical language.
2. Learn about the Rh condition as an example of an antigen-antibody reaction.
3. Analyze medical terms that combine prefixes and other word elements.

## Module 5

### Material Covered:

- The Language of Medicine Chapter 5

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name the organs of the digestive system and describe their locations and functions.
2. Define combining forms for organs and the meaning of related terminology using these word parts.
3. Describe disease processes and symptoms that affect these organs.

## Module 6

### Material Covered:

- The Language of Medicine Chapter 6

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Define new suffixes and use them with digestive system combining forms.
2. List and explain laboratory tests, clinical procedures, and abbreviations common to the digestive system.
3. Apply your new knowledge to understanding medical terms in their proper context, such as in medical reports and records.

## Module 7

### Material Covered:

- The Language of Medicine Chapter 7

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name essential organs of the urinary system and describe their locations and functions.
2. Define urinary system–related combining forms, prefixes, and suffixes.
3. Recognize how urinalysis is used and interpreted as a diagnostic test.
4. Identify common pathologic conditions affecting the urinary system.
5. List and explain clinical procedures, laboratory tests, and abbreviations that pertain to the urinary system.
6. Understand medical terms in their proper contexts, such as medical reports and records.

## Module 8

### Material Covered:

- The Language of Medicine Chapter 8

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name and locate female reproductive organs and learn their combining forms.
2. Explain how these organs and their hormones function in the processes of menstruation and pregnancy.
3. Identify abnormal conditions of the female reproductive system.
4. Identify abnormal conditions of the female reproductive system and of the newborn child.
5. Describe important laboratory tests, clinical procedures used in gynecology and obstetrics, and recognize related abbreviations.
6. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports or records.

## Module 9

### Material Covered:

- The Language of Medicine Chapter 9

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name, locate, and describe the functions of the organs of the male reproductive system.
2. Define combining forms used to describe the structures of this system.
3. Define abnormal conditions and infectious diseases that affect the male reproductive system.
4. Differentiate among several types of sexually transmitted infections.
5. Describe various laboratory tests and clinical procedures pertinent to disorders of the male reproductive system, and recognize related abbreviations.
6. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

## Module 10

### Material Covered:

- The Language of Medicine Chapter 10

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name, locate, and describe the major organs of the nervous system and their functions.
2. Name, locate, and describe the major organs of the nervous system and their functions.
3. Learn nervous system combining forms and use them with suffixes and prefixes.
4. Define several pathological conditions affecting the nervous system.
5. Describe nervous system–related laboratory tests, clinical procedures, and abbreviations.
6. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

## Module 11

### Material Covered:

- The Language of Medicine Chapter 11

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name the parts of the heart and associated blood vessels and their functions in the circulation of blood.
2. Trace the pathway of blood through the heart.
3. Define combining forms that relate to the cardiovascular system.
4. Identify and describe major pathologic conditions affecting the heart and blood vessels.
5. Describe important laboratory tests and clinical procedures pertaining to the cardiovascular system, and recognize relevant abbreviations.
6. Apply your new knowledge to understand medical terms in their proper context, such as in medical reports and records.

## Module 12

### Material Covered:

- The Language of Medicine Chapter 12

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name the organs of the respiratory system and describe their location and function.
2. Recognize medical terms that pertain to respiration.
3. Identify various pathological conditions that affect the system.
4. Identify clinical procedures and abbreviations related to the system.
5. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records, and review.



### Module 13

#### Material Covered:

- The Language of Medicine Chapter 13

#### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

#### Learning Outcomes:

1. Identify terms relating to the composition, formation, and function of blood.
2. Differentiate among the different types of blood groups.
3. Identify terms related to blood clotting.
4. Build words and recognize combining forms used in blood system terminology.
5. Identify various pathologic conditions affecting blood.
6. Describe various laboratory tests and clinical procedures used with hematologic disorders, and recognize relevant abbreviations.
7. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

### Module 14

#### Material Covered:

- The Language of Medicine Chapter 14

#### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

#### Learning Outcomes:

1. Identify the structures and analyze terms related to the lymphatic system.
2. Learn terms to describe basic elements of the immune system.
3. Recognize terms that describe various pathological conditions affecting the lymphatic and immune systems.
4. Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the lymphatic and immune systems.
5. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

## Module 15

### Material Covered:

- The Language of Medicine Chapter 15

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Define terms relating to the structure and function of bones, joints, and muscles.
2. Describe the process of bone formation and growth.
3. Locate and name the major bones of the body.
4. Analyze the combining forms, prefixes, and suffixes used to describe bones, joints, and muscles.
5. Explain various musculoskeletal disease conditions and terms related to bone fractures.
6. Define terms relating to the structure and function of bones, joints, and muscles.
7. Analyze the combining forms, prefixes, and suffixes used to describe bones, joints, and muscles.
8. Explain various musculoskeletal disease conditions and terms related to joints.
9. Define terms relating to the structure and function of bones, joints, and muscles.
10. Analyze the combining forms, prefixes, and suffixes used to describe bones, joints, and muscles.
11. Explain various musculoskeletal disease conditions and terms related to muscle.
12. Describe important laboratory tests and clinical procedures relating to the musculoskeletal system, and recognize relevant abbreviations.
13. Apply your new knowledge to understanding medical terms in their proper contexts, such as in medical reports and records.

## Module 16

### Material Covered:

- The Language of Medicine Chapter 16

### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

### Learning Outcomes:

1. Name the layers of the skin and the accessory structures associated with the skin.
2. Build medical words using the combining forms that are related to the specialty of dermatology.
3. Identify lesions, symptoms, and pathological conditions that relate to the skin.
4. Identify lesions, symptoms, and pathological conditions that relate to the skin.

5. Describe laboratory tests, clinical procedures that pertain to the skin, and recognize relevant abbreviations.
6. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records

### Module 17

#### Material Covered:

- The Language of Medicine Chapter 17

#### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

#### Learning Outcomes:

1. Identify locations and functions of the major parts of the eye.
2. Name the combining forms, prefixes, and suffixes most commonly used to describe these organs and their parts.
3. Describe the abnormal conditions that may affect the eye.
4. Identify clinical procedures that pertain to ophthalmology and otology.
5. Identify locations and functions of the major parts of the ear.
6. Name the combining forms, prefixes, and suffixes most commonly used to describe these organs and their parts.
7. Describe the abnormal conditions that may affect the ear.
8. Identify clinical procedures that pertain to ophthalmology and otology.
9. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

### Module 18

#### Material Covered:

- The Language of Medicine Chapter 18

#### Assessments:

- Online Discussion or Classroom Participation
- Online Pronunciation or Homework
- Quiz
- Exam

#### Learning Outcomes:

1. Identify the endocrine glands and their hormones and functions.
2. Gain an understanding of the functions of these hormones in the body.
3. Analyze medical terms related to the endocrine glands and their hormones.
4. Identify the abnormal conditions resulting from excessive and deficient secretions of the endocrine glands.
5. Describe laboratory tests, clinical procedures, and abbreviations related to endocrinology.

6. Apply your new knowledge to understanding medical terms in their proper contexts, such as in medical reports and records.

### **PART III: GRADING AND ASSESSMENT**

#### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION**

Online Discussions or Classroom Participation	10%
Online Pronunciation or Homework Assignments	15%
Quizzes	25%
Exams	50%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

#### **GRADING SYSTEM:**

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

#### **GRADING SYSTEM:**

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources

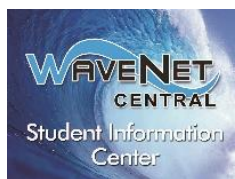


### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

## ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<b>Inquiries regarding the non-discrimination policies:</b>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, AVP Student Affairs</b>  <i>Title IX Coordinator</i>            Building 1100, Room 107A, Conway Campus            PO Box 261966, Conway, SC 29528-6066            843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, AVP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i>            Building 200, Room 212A, Conway Campus            PO Box 261966, Conway, SC 29528-6066            843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>