



INSTRUCTIONAL PACKAGE

AHS 102 MEDICAL TERMINOLOGY

Effective Term
Fall 2025/Spring 2026/Summer 2026

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: AHS 102

COURSE TITLE: Medical Terminology

CONTACT HOURS: 3

CREDIT HOURS: 3

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 workplace.

COURSE DESCRIPTION:

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

PREREQUISITES/CO-REQUISITES:

ACT English 12 or SAT Critical Reading 380 or Multiple Measures English 1 or Writing Sample ENG155 1 or Writing Sample ENG 100 1 or WS ENG101 with Lab 1 or 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:

Please visit 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.

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.

Remote proctoring fees (Honorlock) \$18/semester

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

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

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

After successful completion of this course, the student will be able to meet the following outcomes

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

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.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

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*

Tests/Exams	40%
Discussions	20%
Quizzes	20%
Final Exam	20%
	100%

****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 – minimum for any healthcare degree
60-69	D
Below 60	F

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. You must attend at least one meeting of all 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **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, and 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 tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through 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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator
Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

Student and prospective student inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).