

CASPER COLLEGE COURSE SYLLABUS  
**HLTK 1200-01 Medical Terminology**

**Semester/Year:** Fall 2015

**Lecture Hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Class Time:** 0800-0915

**Days:** Tuesday and Thursday

**Room:** UU 415

**Instructor's Name:** Tracy Suhr MSN, RNC

**Instructor's Contact**

**Office Phone:** 268-2413

**Email:** [tsuhr@caspercollege.edu](mailto:tsuhr@caspercollege.edu)

**Information:** Office HS 103

**Office Hours:** Per door schedule or by appointment. Phone messages can be left on my voicemail if I am not available.

**Course Description:** An introduction to medical vocabulary and terminology. The use of abbreviations, suffixes, prefixes and combining forms are stressed to give the student a working knowledge of medical words.

**Statement of Prerequisites:** None

**Goal:** Students will acquire knowledge of medical terminology as it relates to each body system and diagnostic tests.

**Casper College General Education Outcomes:**

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

**Course Outcomes:**

The student will:

1. Identify and spell medical terminology words. (CCGE #1)
2. Define anatomical terms. (CCGE #1)
3. Identify related diagnostic, surgical, and medical terms associated with each body system studied. (CCGE #1)
4. Define the anatomical terms associated with each body system studied. (CCGE #1)
5. Build, define, pronounce, spell, and analyze the related diagnostic, surgical and procedural terms associated with each assigned unit. (CCGE #1)
6. Identify and define the word parts associated with assigned medical terminology. (CCGE #1)

**Methodology:** Class time will be devoted to discussion of content, word pronunciation, spelling, vocabulary, and learning exercises designed to assist the student to learn medical terminology.

**Evaluation Criteria:**

1. Eight (8) unit tests (lowest one will be dropped) and one (1) cumulative final will be administered.
2. **NO MAKE UP TESTS ARE GIVEN EITHER BEFORE OR AFTER ANY UNIT TEST.**  
A first missed test earns zero points (remember lowest unit test will be dropped). Points for a second missed unit test will be added to the value of the final exam. It is strongly recommended that any missed test be reviewed by appointment with the instructor for up to two weeks following the exam.
3. A total of 20 spelling quizzes will be given during the class periods not associated with a unit test. With spelling quizzes, you need to write or print the words neatly. If I cannot read your writing or printing clearly, the work will be considered misspelled. **QUIZZES CANNOT BE MADE UP OR TAKEN EARLY.** Please review the glossary words and the meanings prior to class time each week.
4. There will be one written article assignment which will be due **Thursday November 5, 2015**  
Details are on page 4 and 5 of the syllabus.
5. Final Course grade is comprised of:

Course Component	Point Value
Unit test (7) 100 points each	700
Quizzes (20) 10 points each	200
Article Assignment 200 points	200
Final Exam 300 points *	300*
Total points for course	1400

**\*NOTE:** The point value for the final exam may vary if the student has missed two or more unit tests. Refer to “Evaluation Criteria”, item 2.

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| <ol style="list-style-type: none"> <li>6. Course grade point range</li> <li>A = 1260 - 1400 points</li> <li>B = 1259 – 1120 points</li> <li>C = 1119 – 0980 points</li> <li>D = 0979 – 0840 points</li> <li>F = ≤ 839 points</li> </ol> | Unit exam point range<br>A = 90 - 100<br>B = 80 - 89<br>C = 70 - 79<br>D = 60 - 69<br>F = 0 - 59 |
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**Required Text, Readings, and Materials:** Required textbook: Ehrlich, A. and Schroeder, C. (2013). *Medical Terminology for Health Professions, 7<sup>th</sup> ed.* Albany: Delmar-Thomson Learning.

Recommended textbook(s): Any medical dictionary, including those available through the Casper College Bookstore (and local area bookstores). The instructor recommends the following titles:

- *Stedman’s Concise Medical Dictionary for the Health Professions*
- *Taber’s Cyclopedic Medical Dictionary*
- *Mosby’s Medical and Nursing Dictionary*
- *Mosby’s Pocket Dictionary of Medicine*
- *Dorland’s Illustrated Medical Dictionary*

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:** Thursday November 12, 2015, at 5:00 p.m. It is your responsibility to withdraw from the course by the deadline.

**Classroom Conduct:**

1. “Students are expected to attend all classes for which they are registered and are accountable for all class work during an absence. Nonattendance at a required class, laboratory, rehearsal, or field trip constitutes an absence. Excessive absences or tardiness may result in a lowered grade; and, at the discretion of the college administration, a student who fails to attend regularly may be asked to withdraw from college”. (Casper College Catalog)
2. No children are allowed in class.
3. Cell Phone Use: If cell phone use, including text messaging, becomes a problematic in the classroom, all students will be required to power off their cell phones and deposit them in a box prior to each class session. The faculty recommends not bringing said devices to class.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

# Article Assignment



**Directions:** Select an article that contains a minimum of 15 medical terms. You will benefit from choosing an article with medical terms that can be easily separated into component word parts. Although anatomical terms are considered medical terms, they do not readily lend themselves to dissection and definition using the principles learned in this course. You may choose to obtain this article online or from a printed journal.

**PREAPPROVAL:** Make a copy of your chosen article and identify the terms you intend to use for the assignment by highlighting or underlining them. Submit your article to the instructor for approval no later than Tuesday, October 6, 2015. **Preapproval is required for credit to be earned for this assignment (see article grading scale).** Your article will be returned to you on October 13, 2015.

## **COMPLETED ASSIGNMENT: Due November 5, 2015**

1. When the article has been returned to you, re-read it.
2. Write a single page (maximum) summary of the article including:
  - a. the reason you selected this article
  - b. a brief description of the content of the article **in your own words**
  - c. the importance of medical terminology in the article (whether you feel your knowledge of medical terminology helped you to understand what the author(s) attempted to present and why/why not?)
3. Make an alphabetical list of the 15 different medical terms contained within the article. Define each term, then, dissect each term and label its parts as applicable---prefix, word root, suffix. Lastly identify and define each word part. **Follow the example below.**
4. Submit the original article with your paper; be sure to use a cover sheet or folder!
5. **20 points will be deducted for each day the article assignment is late (see article grading scale).** Late assignments will **NOT** be accepted after Thursday November 12, 2015.

## **EXAMPLE OF HOW TERMS ARE TO BE DONE**

**Term definition:** Hypoglycemia: An abnormally low concentration of glucose in the blood.

**Term dissection:** hypo/glyc/emia  
(p) (wr) (s)

**Word part identification & definition:** (p) hypo-: deficient  
(wr) glyc/o: glucose, sugar  
(s) -emia: blood condition

## ARTICLE ASSIGNMENT GRADING SCALE

This assignment is worth 200 points and will be evaluated based upon the following criteria:

### **Article Summary: 25 points possible**

Reason for selection	5 points
Summary of article content	15 points
Importance of terminology to article	5 points

### **Terminology: 120 points possible**

Term definition	15 points
Term dissection	15 points
Word part identification	45 points
Word part definitions	45 points

### **Assignment Quality: 55 points possible**

Article pre-approval.....	10 points
Paper submitted on time.....	10 points
Terminology alphabetized	5 points
Grammar, punctuation, spelling	20 points
Cover sheet, folder, formatting, professionalism	10 points

