

## **Dakota College at Bottineau Course Syllabus**

**Course Prefix/Number/Title:** AH 171 Medical Terminology

**Number of credits:** 3

**Course Description:** This course introduces the basics of medical terminology. Attention will be given to correct definitions, pronunciation, and spelling of medical terms. Common medical abbreviations will be integrated throughout the units.

**Pre-/Co-requisites:** None

**Course Objectives:** After completion of this course, the student will be able to:

- Identify the meanings and uses of common medical terms as related to each body system.
- Identify body systems, structures and functions.
- Demonstrate correct punctuation and spelling of commonly used medical terms.
- Identify medical abbreviations and their meanings.
- Describe common procedures related to each body system.
- Describe common pathological conditions of each body systems.

**Instructor:** Vicki Bickford, MT (ASCP)

**Office:** Thatcher 2213

**Office Hours:** M-W-F 9:00-9:50  
M-W 2:00-4:00  
T-Th by appt

**Phone:** 701/228-5672

**Email:** [vicki.l.bickford@dakotacollege.edu](mailto:vicki.l.bickford@dakotacollege.edu)

**Lecture/Lab Schedule:** M-W-F 10-10:50 Thatcher 2211

**Textbook(s):** Medical Terminology for Health Professionals (7th Ed) Ehrlich, Schroeder

**Course Requirements:**

- The student is expected to read the assigned reading material and come to class prepared for discussion.

- The student is expected to attend class and participate in class discussions and class assignments. Class assignments will count toward your grade. If prior arrangements are not made, late assignments are worth half credit, no exceptions. It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades. All assignments will be confirmed during the class prior to their due date.

- The student is required to complete chapter exams, and final exam. Exams will be administered in class as paper exams. If a student has a valid reason to miss an exam, he or she MUST contact me 48 hours before exam time to have an opportunity to reschedule. If it is an emergency in which prior notice is not possible, student must contact me within 24 hours after original exam time, and exams must be made up within 72 hours of the original exam time. If these conditions are not met, a grade of 0 will be entered for the exam that was missed. Students are only allowed to make up ONE exam per course.

- The syllabus is a living document that is subject to change

### **Tentative Course Outline:**

Week 1: Introduction & Syllabus; Chapter 1- Introduction to Medical Terminology

Week 2: Chapter 2 -The Human Body in Health & Disease

Week 3: Chapter 3 – The Skeletal System

Week 4: Chapter 4 – The Muscular System

Week 5: Chapter 10 – The Nervous System

Week 6: Chapter 11 – Special Senses: The Eyes and Ears

Week 7: Chapter 12 – The Integumentary System

Week 8: Project assignment, Assessment Day, Midterm Quiz

Week 9: Chapter 5 – The Cardiovascular System

Week 10: Chapter 6 – The Lymphatic & Immune System

Week 11: Chapter 7 – The Respiratory System

Week 12: Chapter 8 – The Digestive System

Week 13: Chapter 9 – The Urinary System

Week 14: Chapter 13 – The Endocrine System

Week 15: Chapter 14 – The Reproductive System

Week 16: Final Review, Projects due

Final: Tuesday, Dec 15, 9AM

No class:

September 7 – Labor Day (Monday)

October 14 – Assessment Day (Wednesday)

November 11 – Veteran's Day (Wednesday)

November 27 – Thanksgiving break (Friday)

**General Education Goals/Objectives:** None

**Relationship to Campus Theme:** The goal of Medical Terminology is to give students preparation for working and communicating in the Healthcare industry.

**Classroom Policies:**

- Grading Scale: Grade will be determined on total points that includes tests, assignments, projects, attendance, and extra credit opportunities. There will be Chapter exams given in class, chapter quizzes taken through Moodle, and assignments/projects; a combination of assignments and/or projects that can be submitted through Moodle and those that will be handed in during class. The extra credit opportunities will be through Moodle.

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = 59% and below

- Attendance: Missed class periods will result in loss of attendance points. (Attendance will be given the weight of 80 points with every missed class resulting in 2 points subtracted from total.)
- Electronic Devices: Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable Laptop computers may be used in lecture for taking notes. Texting, playing games, watching videos or anything else that is disruptive to the class and others around you will not be tolerated. You will be asked once to put the phone

away; if asked again you will be asked to leave. Do NOT wear headphones during class or tests. They are not allowed.

**Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:** Plagiarism: To plagiarize is to "steal and pass off the ideas or words of another as one's own" (Webster's Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. Students found plagiarizing material will receive a "0" for the assignment.

Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.

**Disabilities and Special Needs:** Students who have a disability for which they need accommodations are encouraged to contact their instructor and the Learning Center to request disability support services as soon as possible at the start of the semester.