

BIOL 1000
Medical Terminology
SYLLABUS

COURSE NAME: Medical Terminology

CREDIT HOURS: 3

INSTRUCTOR: OFFICE

PHONE:

OFFICE NUMBER:

OFFICE HOURS:

EMAIL:

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively
- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems which include integumentary, skeletal, muscular, nervous, sense organs, circulatory and lymphatic, respiratory, digestive, urinary, reproductive and endocrine

Consult the Dept. Chair of your area of study with questions regarding transfer credit for this course.

TEXTS:

Exploring Medical Language; 7th ed LeFleur; Mosby
ISBN 0.323.04950.8

Mosby's Pocket Dictionary of Medicine, Nursing Allied Health; 6th Mosby
ISBN 0.323.05291.6

Medical Terminology Online access code; required for WEB SECTIONS ONLY
ISBN 0.323.05181.2

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

OTHER SUPPLIES:

Student Handbook

- Students are responsible for obtaining, reading and understanding the Nashville State Community College Student Handbook.
- If you have trouble locating a copy or understanding its contents, please see your instructor as soon as possible to avoid any misunderstandings.

WEB SHELL

Students must log into the Web Shell for this course frequently to

- Communicate with instructor and classmates
- Access material referred to in class
- Complete and submit assignments

How to access the Web Shell

- Log into the Nashville State community College home page(www.nsc.edu)
- Click on the 'Attend Online' link.
- Log in with your
 A number
 Password (this is your PIN number)

GRADING CRITERIA:

Test Average	75%
Class Participation	25%
Optional extra credit assignment	3%

METHODS OF EVALUATION:

- Tests will consist of multiple choice and possibly matching, fill in the blank and short answer. There will be six tests total, five of which are worth 100 points. Additionally, Tests 1-6 will each have a 10 point spelling quiz, the lowest of the 6 will be dropped. Test #6 is taken during the final exam period and is worth 200 points.
- Class participation will include a report (100 points), worksheets, book checks of completed exercises, group in-class assignments, Internet assignments, and assignments off of the CD included with your text. Late work will only be accepted if student informed instructor ahead of time that they would need to miss class.
- Final exam: Test #6 is taken during the final exam time for this class. It does not cover the entire semester, but will cover abbreviations from the entire semester in addition to the chapters covered for that test.
- Optional extra credit assignment: An extra 3% will be added to your final grade if the following criteria are met: all words and abbreviations from your Word List are included on flash cards. You are encouraged to use the flash cards included with your text, but not all terms from the word lists are included, so you must make cards for those terms as well. You will turn in your cards at the beginning of class on the day of the test that covers the material for that test.

MAKE-UP TESTS:

- Tests will be taken as a class at the time specified on the schedule unless other arrangements are made PRIOR TO the regularly scheduled time.
- If a student fails to take a test without making arrangements, the score for that test will be recorded as a ZERO. Make up tests must be completed within 7 days except for extraordinary circumstances.
- Extraordinary circumstances may require documentation.

GRADING SCALE:

93-100	A
84-92	B
75-83	C*
66-74	D
65 and below	F

*The class must be completed with a 75 or higher to count toward Surgical Technology

CHEATING:

DON'T

- Do not use books, notes or any materials other than those specified at the time of testing. Do not exchange information with a classmate during the test or afterwards with a classmate who has not yet taken the test.
- Failure to abide by the rules on cheating even once, will result in dismissal from this course with a grade of F.
- Further information regarding plagiarism is included with the report assignment.

ATTENDANCE:

- Unexcused absences in excess of (4) four will result in a failing grade for the course.

Failure to attend class will result in a final course grade of "FA" or "FN"

- FA – Failure – attendance related (last date of attendance required)
- FN – Failure – never attended class

Being prepared for class means always bringing your text, your medical dictionary and your notebook containing all handouts received up to that point as well as all returned participation assignments.

Americans with Disabilities Act (ADA)

Nashville State Technical Community College complies with the American with Disabilities Act. If you wish to request any accommodation(s) for this class, please notify the instructor as soon as possible.

If you require special accommodations for this class, please contact the Disabilities Office at 353-3592.

NOTE:

This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor.

A course syllabus will be provided the first day of class.

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words” (A Writer’s Reference 331).

Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by:

- claiming credit for the work of another person, using information from a web page or source without citing the reference
- fraudulently using someone else’s work on an exam, paper, or assignment
- recycling your own work from another course
- purchasing papers or materials from another source and presenting them as your own
- attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor
- impersonating someone else in a testing situation
- providing confidential test information to someone else
- submitting the same assignment in two different classes without requesting both instructor’s permission
- allowing someone else to copy or use your work
- using someone else’s work to complete your own
- altering documents, transcripts or grades
- forging a faculty/staff member’s signature

IN ADDITION TO OTHER POSSIBLE DISCIPLINARY SANCTIONS THAT MAY BE IMPOSED THROUGH REGULAR COLLEGE PROCEDURES AS A RESULT OF ACADEMIC DISHONESTY, THE INSTRUCTOR HAS THE AUTHORITY TO ASSIGN AN “F” OR A “ZERO” FOR THE EXERCISE, PAPER, OR EXAMINATION, OR TO ASSIGN AN “F” FOR THE COURSE.

NASHVILLE STATE HAS A ZERO TOLERANCE POLICY FOR DISRUPTIVE CONDUCT IN THE CLASSROOM.

- The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
- He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct, or conduct which violates the general rules and regulations of the College.
- Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
 - Offensive language
 - Harassment of students or professors
 - Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught
 - Failure to cooperate in maintaining classroom decorum
 - Continued use of any electronic or other noise or light emitting device which disturbs others;
 - Beepers
 - Cell phones
 - Palm pilots
 - Lap-top computers
 - Games
- Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved.