
MEDPT 173: MEDICAL TERMINOLOGY - HEALTH PROFESSIONS

Instructor:

Insert Instructor name

Email:

Instructor e-mail address

Telephone:

Instructor phone number

Office Hours:

Insert Office Hours

Semester and Year:

Term/Semester

Full Academic Year

Credit Hours: 3 Semester Credits

Course Description

This course provides students with a working knowledge of the language of medicine and will include learning medical terminology that may otherwise be learned through years of experience on the job. This includes combining roots, prefixes, and suffixes to form medical terms; linking medical terms, anatomy and physiology, and diseases in order to effectively communicate in a medical facility or setting. The course will emphasize professionalism in correct spelling and pronunciation and will be taught by a body system approach. This course is designed for students seeking an allied health degree but is also well suited as a basis for those working to obtain an academic Associate's or Bachelor's degree in a related health field.

This dual credit course includes required learning objectives established by the partner college. Instruction covers human biology, development, and reproduction, consistent with Idaho Code §33-1609, §33-1611A, and §33-1637. Because these objectives are required for college credit, students may not opt out of this content. Parents who do not wish their student to participate in instruction on these topics should not register the student for this dual credit course. An alternate high school course option will be available.

Pre-requisite / Co-requisite

None.

Course Learning Outcomes

Upon successful completion of this course, students should be able to demonstrate the following competencies:

1. Identify the four word elements used to build medical words.
2. Divide medical words into their component parts.
3. Apply the basic rules to define and build medical words.
4. Identify and define surgical, diagnostic, pathological, adjective, noun, diminutive, and plural suffixes.
5. Recognize and define prefixes of position, number, measurement, and direction.
6. Define common prefixes and suffixes used in medical terminology.
7. Use combining forms, prefixes, suffixes, and word elements to change the meaning of

- medical roots and create appropriate medical terms.
8. Recognize and use appropriate medical word and phrase abbreviations.
 9. Recognize, pronounce, spell, and build words related to body structure and each body system.
 10. Identify and define body planes, cavities, quadrants, and regions of the body.
 11. List and identify terms related to direction, position, and planes of the body.
 12. Be able to identify and describe the functional relationship between body systems.
 13. Locate the major organs and/or structures of each body system and describe their function.
 14. Describe diseases, conditions, and procedures related to each body system.
 15. Explain the pharmacology associated with the treatment of disorders within each body system.
 16. Use medical terminology pertaining to the anatomy and physiology of the more complex systems of the human body.

Course Expectations

Students should plan on working 7–10 hours per week for a 16-week course or 10–15 hours per week for a 12-week course. This time includes reading, assignments, discussions, studying for assessments, and project work. Some students may need more time, and some may need less. Maintaining a consistent schedule and following the pacing guide are key to success.

Required Text/Materials

There is no textbook required for this class. All required resources are available through the online course.

Communication Policy

OFFICE HOURS:

Insert office hours

OFFICE LOCATION:

Insert office location and office hour times

PHONE:

Insert phone number and communication information

EMAIL ADDRESS:

Insert email address and communication information

Attendance

Attendance is defined as active participation in course activities, such as submitting assignments, completing assessments, and contributing to discussions. Students are expected to log in regularly and submit work by posted due dates in order to maintain pacing.

Grades

Grading Policy/Evaluation

Letter grades are based upon a total percentage earned by the student using a Weighted Assessment Method and the Grading Distribution Scale as shown below.

- Coursework 80%
- Semester Final Exam: 20%

Assessment

Coursework/Unit Exams = 80%

Final Exam = 20%

Total = 100%

Letter Grades:

- A: 90–100%
- B: 80–89%
- C: 70–79%
- D: 60–69%
- F: 59% or below

Final Assessment

Semester Final must be taken during finals week. Failure to schedule and complete the final will result in a grade of zero on the final and a total course grade of 10%.

Idaho Digital Learning Alliance Policy requires that all instructors accept late work for at least 50% of the value of the assignment. Also, many assignments can be redone for an improved grade.

Feedback

Regular class assignments are graded within 72 hours (3 days). Longer course assignments, projects, course papers, and extended narratives may be graded within 96 hours (4 days). Students are encouraged to check their grades weekly to ensure accuracy. Keep copies of all your assignments, as these may be necessary to resolve grading discrepancies.

Grading Scale

Grading Scale Information

Letter grades are assigned according to the weighted percentage of maximum possible points earned:

94 - 100%	= A
90 - 93%	= A-
87 - 89%	= B+
83 - 86%	= B
80 - 82%	= B-
77 - 79%	= C+
73 - 76%	= C
70 - 72%	= C-
67 - 69%	= D+
60 - 66%	= D
0-59%	= F

DUAL CREDIT AND TRANSFER EQUIVALENCY REQUIREMENTS for Medical Assisting:

Students who want to receive College Dual Credit for Medical Terminology taken through IDLA or other High School course offering must complete the course with the following criteria:

1. Must attain a grade of B or better on the final test.

...*And*

2. Must receive a grade of B or better overall for the course.

Students who have taken an equivalent Medical Terminology at another institution and want to receive course credit for the Medical Assistant program requirement must have the course approved by the Program Director and must complete said course with a grade of C or better.

Course Assignments / General Instructions / Course Overview

Course Assignments will be given for the following units:

Unit 1: Constructing Medical Words

Unit 2: Body Structure and the Integumentary System

Unit 3: Digestive and Respiratory Systems

Unit 4: Cardiovascular, Blood, Lymphatic, and Immune Systems

Unit 5: Musculoskeletal and Urinary Systems

Unit 6: Reproductive System

Unit 7: Endocrine and Nervous Systems

Unit 8: Special Senses

Final Exam: Cumulative, Units 1-8

General Instruction & Overview

1. Methods of instruction will include, but are not limited to:

Readings, class discussion boards, videos, and online interactives.

~Lessons/discussion - Students are responsible for reading through the content and engaging with classmates in discussion boards.

~Visual materials - Various visual materials will be presented, such as videos, diagrams, and slide shows.

~Case studies, reverse spell checks, medical record activities, and word exercises of various types will be completed to reinforce unit lessons.

~Students are encouraged and expected to participate in games and activities to assist in learning the large amount of material covered during the course. They are fun!

2. Use of the course glossary will be emphasized to help you find various medical terms and to emphasize the importance of correct spelling.

3. It is essential that students have a basic understanding of this material to succeed with other classes in which this course is a prerequisite. This same basic understanding is necessary for most job functions in the field.

4. There will be “zero-tolerance” for cheating of any kind. Students are expected to complete and submit work that is their own, upholding the highest standards of integrity. Cheating may result in a zero, notification to your local school, or removal from the course and/or a failing grade.

Course Schedule

Below is a table of topics and due dates for units in this course.

Unit	Topics	Objectives	Dates
1	Constructing Medical Words	By the end of Unit 1, you will be able to: <ul style="list-style-type: none"> ● Use prefix, suffix, root, and combining terms to create medical words. ● Identify and define common prefixes and suffixes used in medical terminology and describe how they change the meaning of a medical word. 	<div style="background-color: #e1f5fe; padding: 5px; text-align: center;">Date</div>

LC State Course Syllabus

2	Body Structure and the Integumentary System	<p>By the end of Unit 2, you will be able to:</p> <ul style="list-style-type: none"> ● Use body planes, cavities, directions, and anatomical body landmarks as reference points. ● Construct and deconstruct integumentary medical terms. ● Develop integumentary disease summaries using medical terms. 	Date
3	Digestive and Respiratory Systems	<p>By the end of Unit 3, you will be able to:</p> <ul style="list-style-type: none"> ● Use medical terminology to explain medical reports and documentation. ● Summarize digestive diseases in both medical and layman's terms. ● Apply knowledge of respiratory medical terminology to medical documents. ● Explain various diseases of the respiratory system. 	Date
4	Cardiovascular and Lymphatic System	<p>By the end of Unit 4, you will be able to:</p> <ul style="list-style-type: none"> ● Construct and deconstruct cardiovascular medical terminology. ● Summarize various cardiovascular diseases. ● Apply knowledge of lymphatic medical terminology to medical documents. ● Explain various diseases of the lymphatic system. 	Date
5	Musculoskeletal and Urinary Systems	<p>By the end of Unit 5, you will be able to:</p> <ul style="list-style-type: none"> ● Use medical terminology to explain medical reports and documentation related to the musculoskeletal system. ● Summarize musculoskeletal diseases in both medical and layman's terms. ● Apply knowledge of urinary medical terminology to medical documents. ● Explain various diseases of the urinary system. 	Date
6	The Reproductive System	<p>By the end of Unit 6, you will be able to:</p> <ul style="list-style-type: none"> ● Use medical terminology of the reproductive system to explain medical reports and documentation. ● Compare reproductive diseases that can occur in both male and female systems. 	Date

LC State Course Syllabus

7	The Endocrine and Nervous Systems	<p>By the end of Unit 7, you will be able to:</p> <ul style="list-style-type: none"> ● Use medical terminology to explain medical reports and documentation related to the endocrine system. ● Summarize endocrine diseases in both medical and layman's terms. ● Apply knowledge of the nervous system and medical terminology to medical documents. ● Explain various diseases of the nervous system. 	Date
8	Special Senses	<p>By the end of Unit 8, you will be able to:</p> <ul style="list-style-type: none"> ● Use medical terminology of the special systems to explain medical reports and documentation. ● Explain various diseases of the special senses. 	Date
	Finals Week		Date

*The instructor reserves the right to make changes to the course schedule, as needed, to accommodate situations that may arise throughout the semester/year.

Shared College Information

The following addendum material is updated regularly and available on the [Academic Affairs, Information for Faculty](#) webpage.

Consumer Information

The Higher Education Act of 1965 (amended in 1988 and 2008) requires all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, LC State has developed a [consumer information webpage](#) for your reference.

Student Rights and Responsibilities

Students are responsible for knowing their program requirements, course requirements, and other information associated with their enrollment at LC State. Students should review the [LC State General Catalog](#) and the [LC State Student Handbook](#) for more information.

Academic Freedom

Lewis-Clark State promotes, values, encourages, and creates an environment that adheres to the principle of academic freedom. Deep at the institutional core is the intellectual pursuit of all knowledge and theories, thought, reason, and perspective of truth for all LC State students, faculty, staff, and administrators.

A students' right to academic freedom and expression are specifically identified in the student handbook, which essentially states concepts expressed in the classroom are for educational purposes, and a student's adherence to any belief system will not be used as evaluative criteria.

Artificial Intelligence (AI)

AI Use in the Course is Situational

Recognizing the role that Artificial Intelligence (AI) plays in education today, the use of these programs in coursework will be allowed on a limited and specific basis. It is understood that if a student is permitted to use an AI tool for any academic work submitted for a grade, including assignments, discussion boards, exams, etc., the program must be cited, and the student may also be asked to provide the prompts used in the program. Graded work that allows/disallows the use of AI tools will specify the rules for its use in the instructions. If AI tools are used when the instructions state it is not allowed, this will result in a sanction per the LC State Student Code of Conduct.



IDLA Dual Credit Medical Terminology Syllabus

Concurrent Enrollment Program

**This is a dual credit course. There are two separate registration processes for this course: an IDLA registration & the college registration. This means that you can receive both college credit and high school credit on 2 separate transcripts if you complete registration with the university or college. You must use the College Registration information found in this syllabus and register through the college separately. This syllabus includes policies for both the Idaho Digital Learning Alliance and the cooperating university. Please be sure to review the entire syllabus.

[Course Map & Standards Alignment](#)

Compatibility:

This course is Chromebook compatible.

Technical Requirements for Course Activities:

A laptop or desktop computer less than 6 years old with the latest release of browser and operating system.

A high-speed internet connection. A current email account.

Chrome, Edge, or Firefox web browser. A headset with a microphone.

Create files with a word processor.

Save, download, and attach files to submit assignments. Work in multiple tabs within an Internet browser.

Other technical skills will be taught within the course.

Accessibility and Assistive Technology:

Visit the [Accessibility Tools](#) for assistance and information on assistive technology available to you.



Technical Support:

The Resources tab in your class also provides information about how to access technical support and is found under the same Resources tab as the Accessibility and Assistive Technology.

Phone: 1-208-342-0207

Email Address: support@idla.org

Office Hours: 7:00 a.m. to 6:00 p.m. (MST) Monday through Friday

Other Policies:

Visit the [Parent/Student Resources website](#) to obtain information about other policies such as fees, drop deadlines, how to enroll, how grades will be reported, and how to set up your proctored final exam.

Ownership of Materials:

All ownership, copyrights, trademarks, and other rights in Idaho Digital Learning Alliance (IDLA) courses shall remain with Idaho Digital Learning Alliance. Except as expressly authorized, students and schools using Idaho Digital Learning Alliance courses do not have the right to sell, transfer, license, or distribute Idaho Digital Learning Alliance courses in any other format, context, manner, or means or for any other purpose not specifically authorized without Idaho Digital Learning Alliance's prior written consent. All rights not expressly granted to the user are reserved to Idaho Digital Learning Alliance.