



CLASS NUMBER AND NAME: MDN161A MEDICAL TERMINOLOGY I

TOTAL HOURS/UNITS: 24 HOURS 2.0 UNITS

PREREQUISITES: NONE

TEXTS AND MATERIALS: Medical Terminology (A Programmed Text),  
Dennerll & Davis, 10<sup>th</sup> Edition, 2010  
(ISBN 9781435438897)  
Medical Dictionary (ISBN 1435438892)  
Study guides (by instructor)  
E-Library and Internet  
<http://www.delmarlearning.com/companions/index.asp?>

CLASS DESCRIPTION: This course is a study of medical word roots, combining forms, suffixes, and prefixes. The student is introduced to terminology used in various medical specialties.

CLASS OBJECTIVES:

- To introduce the student to prefixes, suffixes, and word roots for building literally thousands of medical words.
- To provide the student with programmed format to learn medical terms.
- To demonstrate correct usage of the combining vowel by correctly joining word parts to write medical terms.
- To provide the student with a basic understanding of the importance of correctly spelling medical terms.
- To present the student with a phonetic system that will enable him/her to correctly pronounce medical terms.
- To demonstrate the use of the medical dictionary.
- To review the proper use of grammar.
- To provide the student with the correct spelling and definitions of medical terms.

CLASS FORMAT OVERVIEW: Medical Terminology is divided into two parts. The student must complete Medical Terminology I with a passing grade (60% or better) before taking Medical Terminology II.

METHODS OF INSTRUCTION:

The instructor pronounces the medical terms several times and each student is expected to pronounce the words back to the instructor. The class is conducted in the question and answer method, with each student having an opportunity to participate. As learning medical terms are by using terms appropriately, attendance is important. Class time is used to clarify troublesome areas, to point out areas important to remember, for drill, and for supplementary updated information provided by the instructor.

The instructor is available to students for private conference by appointment or informally between classes.

The instructor provides student word list/ study guides for each section and answers questions regarding the study guides.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor's decision will be final.

It will be the student's responsibility to learn of any assignments given in class when absent.

80% attendance is mandatory;

90% or above is mandatory for all those who are in a full program and qualify for externship.

TESTING:

The student must complete all tests and final with a passing grade (60% or better).

Tests are given at the end of each section or two and a final is given at the end of each part. (MD161A, MD161B).

There are no retakes of Medical tests.

Tests and final exam are a combination of objective questions, completion, and definition questions.

LATE TESTING:

**A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.** If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a "B" minus 10 %). **Late homework will receive 1% off the final grade per class period that it is late.**

GRADING POLICIES:

Each student is graded on the cumulative point system as follows. Each medical term is worth one point on a test ½ off for a misspelling of the word.

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
00 – 59%	F

The final letter grade is based on the cumulative point score of each student at the end of the course.

Students out of uniform will be subject to the uniform contract grading policy.

**IF A STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.**

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Use medical terminology accurately.
2. Build medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms.
3. Spell medical words correctly.
4. Achieve a 60% or better on vocabulary tests covering each section of this course, as they are presented.
5. Achieve a 60% or better on an accumulative final consisting of fifty to sixty plus medical terms and their definitions.

## MDN161A Medical Terminology I - Weekly Schedule

Week				
<b>1</b>	<b>Class Introduction and Read: Unit 1</b>	<b>READ/STUDY Unit 1</b>	<b>READ/STUDY Unit 1</b>	<b>READ/STUDY Unit 2</b>
<b>2</b>	<b>READ/STUDY Unit 2 Complete Practice Test</b>	<b>Unit 1&amp;2 Practice Test REVIEW</b>	<b>Unit 1&amp;2 TEST</b>	<b>READ/STUDY Unit 3</b>
<b>3</b>	<b>READ/STUDY Unit 3</b>	<b>READ/STUDY Unit 4</b>	<b>READ/STUDY Unit 4 Complete Practice Test</b>	<b>Unit 3&amp;4 Practice Test REVIEW</b>
<b>4</b>	<b>Unit 3&amp;4 TEST</b>	<b>READ/STUDY Unit 5</b>	<b>READ/STUDY Unit 5</b>	<b>READ/STUDY Unit 6</b>
<b>5</b>	<b>READ/STUDY Unit 6 Complete Practice Test</b>	<b>Unit 5&amp;6 Practice Test REVIEW</b>	<b>Unit 5 &amp; 6 TEST</b>	<b>READ/STUDY Unit 7</b>
<b>6</b>	<b>READ/STUDY Unit 7 Complete Practice Test</b>	<b>Unit 7&amp;FINAL Practice Test REVIEW</b>	<b>FINAL EXAM</b>	<b>Final Late Testing</b>

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences.

Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus word part lists, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.