

SYLLABUS

ST 102: Medical Terminology

Term I, 2 credits

Instructor: Tara Kruse

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Instructor Communication: Email is the best way to contact me. Messages received between Monday and Friday (8:00 a.m. to 5:00 p.m.) are generally returned within 24 hours. Messages received on Saturdays, Sundays, or holidays will be returned on the next business day. Office hours are by appointment.

Course Description

In this course, you will learn the basic components of medical terminology and gain a foundational understanding of the language used in healthcare.

Course Outcomes

1. Distinguish between roots, suffixes, and prefixes in a medical word.
2. Explain the basic rules of medical word structure.
3. Identify the meaning of common roots, suffixes, and prefixes.

Program Outcomes

1. Demonstrate competence in the technological aspects of the surgical technologist profession.
2. Provide surgical patient care and comfort with empathy and cultural competence.
3. Demonstrate competence in surgical technologist duties, procedures and cases.

Course Requirements

- **Textbook:** *Illustrated Guide to Medical Terminology* (2nd edition) by Juanita Davies
- **Time:** This is a compressed course. You will generally be completing one topic per day. Topics generally take 4-6 hours to complete.
- **Moodle:** All learning materials, activities, and assignments will be available on Moodle.
- **Computer Access:** Since coursework is completed online, you will need access to a computer and a reliable internet connection.

- **Microphone:** This is a terminology course which will require you to properly pronounce words. For the pronunciation assignments, you will need to have a way of recording yourself. This will be easiest if you have a microphone in your computer.

Course Expectations

Written Assignments

Written assignments which utilize sources, including your textbook, are expected to include citations. The format can be APA or MLA. If you have any questions about this, please contact your instructor. The [LBCC Online Writing Lab](#) is also available as a great resource for all students. This does not apply to assignments in the format of quizzes or recorded voice assignments.

Communication

As a student in this course I would like you to be successful. If you have questions, are experiencing challenges that impact your schoolwork, or would like to check in about this course for any reason, please contact me. Start with an email, we can also arrange a Zoom conference or phone call if that is more effective for whatever you would like to discuss.

If I know about issues in a timely manner it is much easier to address them. We are humans working together towards a common goal – your success in this program and your future career as a CST. I expect you to communicate with me about anything that impacts you in a way that might cause deviations from the planned course outline, or other challenges you might experience which we can work together to solve.

Respect

An environment of mutual respect should be maintained throughout the program.

Examples of students respecting other students includes supporting others through words and actions, avoiding gossip, respecting individuality, and addressing each other in kind and constructive ways.

Examples of respecting faculty include adhering to program and college guidelines, professional communication, and communicating any issues impacting schoolwork to seek solutions.

Examples of respecting yourself include dedicating effort to your studies, presenting yourself in a professional manner as you would in a workplace, and doing your best.

Course Schedule

Topic	Assignments (course outcomes)
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Topic 1: Basic Word Structure	Topic 1 Quiz (2) Topic 1 Terminology (Speaking) Topic 1 Terminology (Spelling) Your Study Plan
Topic 2: Basic Body Structure	Topic 2 Quiz (1, 3) Topic 2 Terminology (Speaking) Topic 2 Terminology (Spelling)
Topic 3: Comprehension Assessment #1	Comprehension Assessment #1 (3)
Topic 4: Common Suffixes	Topic 4 Quiz (1, 3) Topic 4 Terminology (Speaking) Topic 4 Terminology (Spelling)
Topic 5: Common Prefixes	Topic 5 Quiz (1, 3) Topic 5 Terminology (Speaking) Topic 5 Terminology (Spelling)
Topic 6: Comprehension Assessment #2	Comprehension Assessment #2 (3)
Topic 7: Body Organization	Topic 7 Quiz (1, 3) Topic 7 Terminology (Speaking) Topic 7 Terminology (Spelling) Wrong-Site, Wrong-Patient Case Studies
Topic 8: Pharmacology Terminology	Topic 8 Quiz (1, 3) Topic 8 Terminology (Speaking) Topic 8 Terminology (Spelling)
Topic 9: Abbreviations	Topic 9 Quiz (2)
Topic 10: Final	Final Exam (Cumulative) (1 – 3)

Course Policies

Grading

- A = 90 – 100%
- B = 80 – 89%
- C = 75 – 79%
- FAIL = < 75%

Late Assignments

Work that is submitted after the due dates [listed for your course](#) will be subject to 10% reduction from the grade for each of the first three days after the due date. After three days, late work will not be accepted. If you have extenuating circumstances preventing you from completing your work on time it is your responsibility to contact the instructor in a timely manner to arrange for possible exceptions.

Course Failure

If a student fails this course, they must follow the Surgical Tech Program Failing Grade Policy.

Accessibility

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

COVID-19 Precautions

Although this course is online, if there is reason to be on campus during this course the following COVID-19 precaution expectations apply. Please also check with the department before clinicals with sufficient time to meet vaccination requirements before clinical rotations.

CLASSROOM REQUIREMENTS FOR ALL STUDENTS AND FACULTY DUE TO COVID-19

Linn-Benton Community College has established rules and policies to make the return to the classroom as safe as possible. It is required for everyone to follow all of the campus rules and policies. To participate in this class, LBCC requires all students to comply with the following:

MASKS REQUIRED AT ALL TIMES IN CLASSROOMS

Wear a mask or face covering indoors at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement.

State guidelines to not limit class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use.

STATEMENT OF INCLUSION

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support this right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. (Related to Board Policy #1015)