

## TEMA 1080 - Medical Terminology (2 Credits)

### Course Description

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

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### Course Objectives

- Identify the four types of word parts in forming medical terms.
  - Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
  - Identify and apply acceptable medical abbreviations.
  - Use knowledge of word parts to define unfamiliar medical terms.
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### Course Outline

- Introduction to Medical Terminology
- Musculoskeletal
- Cardiovascular
- Lymphatic & Immune and Respiratory
- Digestive and Urinary
- Nervous and Special Senses
- Integumentary and Endocrine
- Reproductive and Diagnostic Procedures

## Assignments and Assessments

Welcome  
Orientation  
Syllabus and Course Agreement  
Course Timeline  
Module 1: Word Parts and Terms  
Read Chapter 1 Introduction to Medical Terminology  
Chapter 1 Lecture Notes  
Chapter 1 Introduction  
Primary Medical Terms and Word Parts  
1.1 Check Your Understanding: Word Part Mastery  
1.2 Check Your Understanding: Building Terms  
1.3 Check Your Understanding: Vocabulary  
1.4 Check Your Understanding: Spelling Terms  
1.1 Image Labeling  
Medical Dictionary Use; Pronunciation; Spelling; Singular and Plural Endings  
1.5 Check Your Understanding: Spelling Terms  
1.6 Check Your Understanding: Vocabulary  
Look-Alike, Sound-Alike Terms and Word Parts  
1.7 Check Your Understanding: Word Part Mastery  
1.8 Check Your Understanding: Building Terms  
1.9 Check Your Understanding: Vocabulary  
1.10 Check Your Understanding: Spelling Terms  
Using Abbreviations  
Apply lit: 1.1 Word Building  
Apply lit: 1.2 Word Building  
Apply lit: 1.3 Term Dissection  
Apply lit: 1.4 Term Dissection  
Chapter 1 Flashcards  
Chapter 1 Review: Introduction to Medical Terminology  
Chapter 1 Pre-Test: Introduction to Medical Terminology  
Introduction to Medical Terminology Exam - Requires Respondus LockDown Browser+Webcam  
Read Chapter 2 The Human Body in Health and Disease  
Chapter 2 Lecture Notes  
Chapter 2 Introduction  
Anatomic Reference Systems  
2.1 Check Your Understanding: Word Part Mastery  
2.2 Check Your Understanding: Building Terms  
2.3 Check Your Understanding: Vocabulary  
2.1 Image Labeling  
Structures of the Body  
2.5 Check Your Understanding: Word Part Mastery  
2.6 Check Your Understanding: Building Terms  
2.7 Check Your Understanding: Vocabulary  
2.8 Check Your Understanding: Spelling Terms  
Pathology  
2.9 Check Your Understanding: Word Part Mastery  
2.10 Check Your Understanding: Building Terms  
2.11 Check Your Understanding: Vocabulary  
2.12 Check Your Understanding: Spelling Terms  
Abbreviations  
2.13 Check Your Understanding: Abbreviations

Apply lit: 2.1 Whole Body Terminology  
Apply lit: 2.2 Whole Body Terminology  
Chapter 2 Flashcards  
Chapter 2 Review: The Human Body in Health and Disease  
Chapter 2 Pre-Test: The Human Body in Health and Disease  
The Human Body in Health and Disease Exam - Requires Respondus LockDown Browser  
Module 2: Word Parts and Terms  
Read Chapter 3 The Skeletal System  
Chapter 3 Lecture Notes  
Chapter 3 Introduction  
Functions, Structures and Medical Specialties of the Skeletal System  
3.1 Check Your Understanding: Word Part Mastery  
3.2 Check Your Understanding: Building Terms  
3.3 Check Your Understanding: Vocabulary  
3.4 Check Your Understanding: Spelling Terms  
3.1 Image Labeling  
Pathology of the Skeletal System  
3.5 Check Your Understanding: Word Part Mastery  
3.6 Check Your Understanding: Building Terms  
3.7 Check Your Understanding: Vocabulary  
3.8 Check Your Understanding: Spelling Terms  
3.2 Image Labeling  
Apply lit: 3.1 Medical Document Spellcheck  
Apply lit: 3.2 Image Identification  
Diagnosis and Treatment of the Skeletal System  
3.9 Check Your Understanding: Word Part Mastery  
3.10 Check Your Understanding: Building Terms  
3.11 Check Your Understanding: Vocabulary  
3.12 Check Your Understanding: Spelling Terms  
Apply lit: 3.3 Medical Term Translation  
Apply lit: 3.4 Audio Message Translation  
Abbreviations  
3.13 Check Your Understanding: Abbreviations  
Apply lit: 3.1 Medical Terminology at Work  
Chapter 3 Flashcards  
Chapter 3 Review: The Skeletal System  
Chapter 3 Pre-Test: The Skeletal System  
Skeletal Exam - Requires Respondus LockDown Browser+Webcam  
Read Chapter 4 The Muscular System  
Chapter 4 Lecture Notes  
Chapter 4 Introduction  
Structures, Functions and Medical Specialties of the Muscular System  
4.1 Check Your Understanding: Word Part Mastery  
4.2 Check Your Understanding: Building Terms  
4.3 Check Your Understanding: Vocabulary  
4.4 Check Your Understanding: Spelling Terms  
4.1 Image Labeling  
Pathology of the Muscular System  
4.5 Check Your Understanding: Word Part Mastery

4.6 Check Your Understanding: Building Terms  
 4.7 Check Your Understanding: Vocabulary  
 4.8 Check Your Understanding: Spelling Terms  
 Apply lit: 4.1 Medical Term Translation  
 Apply lit: 4.2 Image Identification  
 Diagnosis and Treatment of the Muscular System  
 4.9 Check Your Understanding: Word Part Mastery  
 4.10 Check Your Understanding: Building Terms  
 4.11 Check Your Understanding: Vocabulary  
 4.12 Check Your Understanding: Spelling Terms  
 Apply lit: 4.3 Medical Document Spellcheck  
 Apply lit: 4.4 Audio Message Translation  
 Abbreviations  
 4.13 Check Your Understanding: Abbreviations  
 Chapter 4 Flashcards  
 Chapter 4 Review: The Muscular System  
 Apply lit: 4.1 Medical Terminology at Work  
 Chapter 4 Pre-Test : The Muscular System  
 4.1 Recall Word Parts Learned in Chapter 3  
 4.2 Recall Abbreviations Learned in Chapter 3  
 Apply lit: 4.1 Apply Terms Learned in Chapter 3  
 Muscular Exam - Requires Respondus LockDown Browser + Webcam  
 Check point meeting- Module 2  
 Module 3: Word Parts and Terms  
 Read Chapter 5 The Cardiovascular System  
 Chapter 5 Lecture Notes  
 Chapter 5 Introduction  
 Structures, Functions and Medical Specialties of the Cardiovascular System  
 5.1 Check Your Understanding: Word Part Mastery  
 5.2 Check Your Understanding: Building Terms  
 5.3 Check Your Understanding: Vocabulary  
 5.4 Check Your Understanding: Spelling Terms  
 5.1 Image Labeling  
 5.2 Image Labeling  
 Pathology of the Cardiovascular System  
 5.5 Check Your Understanding: Word Part Mastery  
 5.6 Check Your Understanding: Building Terms  
 5.7 Check Your Understanding: Vocabulary  
 5.8 Check Your Understanding: Spelling Terms  
 Apply lit: 5.1 Medical Document Spellcheck  
 Apply lit: 5.2 Audio Message Translation  
 Diagnosis and Treatment of the Cardiovascular System  
 5.9 Check Your Understanding: Word Part Mastery  
 5.10 Check Your Understanding: Building Terms  
 5.11 Check Your Understanding: Vocabulary  
 5.12 Check Your Understanding: Spelling Terms  
 Apply lit: 5.3 Medical Term Translation  
 Apply lit: 5.4 Image Identification  
 Abbreviations  
 5.13 Check Your Understanding: Abbreviations  
 Chapter 5 Flashcards  
 Chapter 5 Review: The Cardiovascular System

Apply lit: 5.1 Medical Terminology at Work  
 Chapter 5 Pre-Test: The Cardiovascular System  
 5.1 Recall Word Parts Learned in Chapters 3-4  
 5.2 Recall Abbreviations Learned in Chapters 3-4  
 Apply lit: 5.1 Apply Terms Learned in Chapters 3-4  
 Check point meeting- Module 3  
 Module 4: Word Parts and Terms  
 Read Chapter 6 The Lymphatic and Immune Systems  
 Chapter 6 Lecture Notes  
 Chapter 6 Introduction  
 Function, Structure, Pathology, and Diagnostic Procedures of the Lymphatic System;  
 Medical Specialties Related to the Lymphatic and Immune Systems  
 6.1 Check Your Understanding: Word Part Mastery  
 6.2 Check Your Understanding: Building Terms  
 6.3 Check Your Understanding: Vocabulary  
 6.4 Check Your Understanding: Spelling Terms  
 6.1 Image Labeling  
 Pathology, Diagnostic Procedures, and Treatment of the Immune System  
 6.5 Check Your Understanding: Word Part Mastery  
 6.6 Check Your Understanding: Building Terms  
 6.7 Check Your Understanding: Vocabulary  
 6.8 Check Your Understanding: Spelling Terms  
 Apply lit: 6.1 Medical Document Spellcheck  
 Apply lit: 6.2 Medical Term Translation  
 Pathogenic Organisms, Oncology, and Cancer Treatments  
 6.9 Check Your Understanding: Word Part Mastery  
 6.10 Check Your Understanding: Building Terms  
 6.11 Check Your Understanding: Vocabulary  
 6.12 Check Your Understanding: Spelling Terms  
 Apply lit: 6.4 Medical Term Translation  
 Apply lit: 6.5 Image Identification  
 Abbreviations  
 6.13 Check Your Understanding: Abbreviations  
 Chapter 6 Flashcards  
 Chapter 6 Review: The Lymphatic and Immune Systems  
 Apply lit: 6.1 Medical Terminology at Work  
 Apply lit: 6.2 Medical Terminology at Work  
 Chapter 6 Pre-Test: The Lymphatic and Immune Systems  
 6.1 Recall Word Parts Learned in Chapters 3-5  
 6.2 Recall Abbreviations Learned in Chapters 3-5  
 Apply lit: 6.1 Apply Terms Learned in Chapters 3-5  
 Lymphatic and Immune Exam - Requires Respondus LockDown Browser+ Webcam  
 Read Chapter 7 The Respiratory System  
 Chapter 7 Lecture Notes  
 Chapter 7 Introduction  
 Structures, Functions and Medical Specialties of the Respiratory System  
 7.1 Check Your Understanding: Word Part Mastery  
 7.2 Check Your Understanding: Building Terms  
 7.3 Check Your Understanding: Vocabulary

7.4 Check Your Understanding: Spelling Terms

7.1 Image Labeling

Pathology of the Respiratory System

7.5 Check Your Understanding: Word Part Mastery

7.6 Check Your Understanding: Building Terms

7.7 Check Your Understanding: Vocabulary

7.8 Check Your Understanding: Spelling Terms

Apply lit: 7.1 Medical Document Spellcheck

Apply lit: 7.2 Image Identification

Diagnosis and Treatment of the Respiratory System

7.9 Check Your Understanding: Word Part Mastery

7.10 Check Your Understanding: Building Terms

7.11 Check Your Understanding: Vocabulary

7.12 Check Your Understanding: Spelling Terms

Apply lit: 7.3 Medical Term Translation

Apply lit: 7.4 Audio Message Translation

Abbreviations

7.13 Check Your Understanding: Abbreviations

Chapter 7 Flashcards

Chapter 7 Review: The Respiratory System

Apply lit: 7.1 Medical Terminology at Work

Chapter 7 Pre-Test: The Respiratory System

7.1 Recall Word Parts Learned in Chapters 3-6

7.2 Recall Abbreviations Learned in Chapters 3-6

Apply lit: 7.1 Apply Terms Learned in Chapters 3-6

Respiratory Exam - Requires Respondus LockDown Browser+ Webcam

Check point meeting- Module 4

Module 5: Word Parts and Terms

Read Chapter 8 The Digestive System

Chapter 8 Lecture Notes

Chapter 8 Introduction

Structures, Functions and Medical Specialties of the Digestive System

8.1 Check Your Understanding: Word Part Mastery

8.2 Check Your Understanding: Building Terms

8.3 Check Your Understanding: Vocabulary

8.4 Check Your Understanding: Spelling Terms

8.1 Image Labeling

Pathology of the Digestive System

8.5 Check Your Understanding: Word Part Mastery

8.6 Check Your Understanding: Building Terms

8.7 Check Your Understanding: Vocabulary

8.8 Check Your Understanding: Spelling Terms

Apply lit: 8.1 Medical Term Translation

Apply lit: 8.2 Image Identification

Diagnosis and Treatment of the Digestive System

8.9 Check Your Understanding: Word Part Mastery

8.10 Check Your Understanding: Building Terms

8.11 Check Your Understanding: Vocabulary

8.12 Check Your Understanding: Spelling Terms

Apply lit: 8.3 Medical Document Spellcheck

Apply lit: 8.4 Audio Message Translation

Abbreviations

8.13 Check Your Understanding: Abbreviations

Chapter 8 Flashcards

Chapter 8 Review: The Digestive System

Apply lit: 8.1 Medical Terminology at Work

Chapter 8 Pre-Test: The Digestive System

8.1 Recall Word Parts Learned in Chapters 3-7

8.2 Recall Abbreviations Learned in Chapters 3-7

Apply lit: 8.1 Apply Terms Learned in Chapters 3-7

Digestive Exam - Requires Respondus LockDown Browser+ Webcam

Read Chapter 9 The Urinary System

Chapter 9 Lecture Notes

Chapter 9 Introduction

Structures, Functions and Medical Specialties of the Urinary System

9.1 Check Your Understanding: Word Part Mastery

9.2 Check Your Understanding: Building Terms

9.3 Check Your Understanding: Vocabulary

9.4 Check Your Understanding: Spelling Terms

9.1 Image Labeling

Pathology of the Urinary System

9.5 Check Your Understanding: Word Part Mastery

9.6 Check Your Understanding: Building Terms

9.7 Check Your Understanding: Vocabulary

9.8 Check Your Understanding: Spelling Terms

Apply lit: 9.1 Medical Document Spellcheck

Apply lit: 9.2 Audio Message Translation

Diagnosis and Treatment of the Urinary System

9.9 Check Your Understanding: Word Part Mastery

9.10 Check Your Understanding: Building Terms

9.11 Check Your Understanding: Vocabulary

9.12 Check Your Understanding: Spelling Terms

Apply lit: 9.3 Medical Term Translation

Apply lit: 9.4 Image Identification

Abbreviations

9.13 Check Your Understanding: Abbreviations

Chapter 9 Flashcards

Chapter 9 Review: The Urinary System

Apply lit: 9.1 Medical Terminology at Work

Chapter 9 Pre-Test: The Urinary System

9.1 Recall Word Parts Learned in Chapters 5-8

9.2 Recall Abbreviations Learned in Chapters 5-8

Apply lit: 9.1 Apply Terms Learned in Chapters 4-8

Urinary Exam - Requires Respondus LockDown Browser + Webcam

Check point meeting- Module 5

Module 6: Word Parts and Terms

Read Chapter 10 The Nervous System and Mental Health

Chapter 10 Lecture Notes

Chapter 10 Introduction

Structures, Functions and Medical Specialties of the Nervous System and Mental Health

10.1 Check Your Understanding: Word Part Mastery

10.2 Check Your Understanding: Building Terms

10.3 Check Your Understanding: Vocabulary  
 10.4 Check Your Understanding: Spelling Terms  
 10.1 Image Labeling  
 Pathology of the Nervous System and Mental Health  
 10.5 Check Your Understanding: Word Part Mastery  
 10.6 Check Your Understanding: Building Terms  
 10.7 Check Your Understanding: Vocabulary  
 10.8 Check Your Understanding: Spelling Terms  
 Apply lit: 10.1 Medical Document Spellcheck  
 Apply lit: 10.2 Image Identification  
 Diagnosis and Treatment of the Nervous System and Mental Health  
 10.9 Check Your Understanding: Word Part Mastery  
 10.10 Check Your Understanding: Building Terms  
 10.11 Check Your Understanding: Vocabulary  
 10.12 Check Your Understanding: Spelling Terms  
 Apply lit: 10.3 Medical Term Identification  
 Apply lit: 10.4 Audio Message Translation  
 Abbreviations  
 10.13 Check Your Understanding: Abbreviations  
 Chapter 10 Flashcards  
 Chapter 10 Review: The Nervous System and Mental Health  
 Apply lit: 10.1 Medical Terminology at Work  
 Chapter 10 Pre-Test: The Nervous System and Mental Health  
 10.1 Recall Word Parts Learned in Chapters 6-9  
 10.2 Recall Abbreviations Learned in Chapters 6-9  
 Apply lit: 10.1 Apply Terms Learned in Chapters 5-9  
 Nervous Exam - Requires Respondus LockDown Browser+ Webcam  
 Read Chapter 11 Special Senses: The Eyes and Ears  
 Chapter 11 Lecture Notes  
 Chapter 11 Introduction  
 Functions of the Eyes  
 Structures of the Eyes  
 Medical Specialties Related to the Eyes and Vision  
 11.1 Check Your Understanding: Word Part Mastery  
 11.2 Check Your Understanding: Building Terms  
 11.3 Check Your Understanding: Vocabulary  
 11.4 Check Your Understanding: Spelling Terms  
 11.1 Image Labeling  
 Pathology of the Eyes and Vision  
 Diagnostic Procedures for Vision and the Eyes  
 Treatment Procedures of the Eyes and Vision  
 11.5 Check Your Understanding: Word Part Mastery  
 11.6 Check Your Understanding: Building Terms  
 11.7 Check Your Understanding: Vocabulary  
 11.8 Check Your Understanding: Spelling Terms  
 Apply lit: 11.1 Image Identification  
 Apply lit: 11.2 Medical Term Identification  
 Functions of the Ears  
 Structures of the Ears  
 Medical Specialties Related to the Ears and Hearing  
 11.9 Check Your Understanding: Word Part Mastery  
 11.10 Check Your Understanding: Building Terms

11.11 Check Your Understanding: Vocabulary  
 Pathology of the Ears and Hearing  
 Diagnostic Procedures for the Ears and Hearing  
 Treatment Procedures of the Ears and Hearing  
 11.12 Check Your Understanding: Word Part Mastery  
 11.13 Check Your Understanding: Building Terms  
 11.14 Check Your Understanding: Vocabulary  
 11.15 Check Your Understanding: Spelling Terms  
 Apply lit: 11.3 Medical Document Spellcheck  
 Apply lit: 11.4 Audio Message Translation  
 Abbreviations  
 11.16 Check Your Understanding: Abbreviations  
 Chapter 11 Flashcards  
 Chapter 11 Review: Special Senses: The Eyes and Ears  
 Apply lit: 11.1 Medical Terminology at Work  
 Chapter 11 Pre-Test: Special Senses: The Eyes and Ears  
 11.1 Recall Word Parts Learned in Chapters 7-10  
 11.2 Recall Abbreviations Learned in Chapters 7-10  
 Apply lit: 11.1 Apply Terms Learned in Chapters 6-10  
 Special Senses Exam - Requires Respondus LockDown Browser+ Webcam  
 Check point meeting- Module 6  
 Module 7: Word Parts and Terms  
 Read Chapter 12 Skin: The Integumentary System  
 Chapter 12 Lecture Notes  
 Chapter 12 Introduction  
 Functions of the Integumentary System  
 The Structures of the Skin and its Related Structures  
 Medical Specialties Related to the Integumentary System  
 12.1 Check Your Understanding: Word Part Mastery  
 12.2 Check Your Understanding: Building Terms  
 12.3 Check Your Understanding: Vocabulary  
 12.1 Image Labeling  
 Pathology of the Integumentary System  
 12.4 Check Your Understanding: Word Part Mastery  
 12.5 Check Your Understanding: Building Terms  
 12.6 Check Your Understanding: Vocabulary  
 12.7 Check Your Understanding: Spelling Terms  
 Apply lit: 12.1 Medical Term Identification  
 Apply lit: 12.2 Image Identification  
 Diagnostic Procedures of the Integumentary System  
 Treatment Procedures of the Integumentary System  
 12.8 Check Your Understanding: Word Part Mastery  
 12.9 Check Your Understanding: Building Terms  
 12.10 Check Your Understanding: Vocabulary  
 12.11 Check Your Understanding: Spelling Terms  
 Apply lit: 12.3 Medical Document Spellcheck  
 Apply lit: 12.4 Audio Message Translation  
 Abbreviations  
 12.12 Check Your Understanding: Abbreviations  
 Chapter 12 Flashcards  
 Chapter 12 Review: Skin: The Integumentary System  
 Apply lit: 12.1 Medical Terminology at Work  
 Chapter 12 Pre-Test: Skin: The Integumentary System

12.1 Recall Word Parts Learned in Chapters 8-11  
 12.2 Recall Abbreviations Learned in Chapters 8-11  
 Apply lit: 12.1 Apply Terms Learned in Chapters 7-11  
 Integumentary Exam - Requires Respondus LockDown Browser+ Webcam  
 Read Chapter 13 The Endocrine System  
 Chapter 13 Lecture Notes  
 Chapter 13 Introduction  
 Structures, Functions and Medical Specialties of the Endocrine System  
 13.1 Check Your Understanding: Word Part Mastery  
 13.2 Check Your Understanding: Building Terms  
 13.3 Check Your Understanding: Vocabulary  
 13.1 Image Labeling  
 Pathology of the Endocrine System  
 13.5 Check Your Understanding: Word Part Mastery  
 13.6 Check Your Understanding: Building Terms  
 13.7 Check Your Understanding: Vocabulary  
 13.8 Check Your Understanding: Spelling Terms  
 Apply lit: 13.1 Medical Document Spellcheck  
 Apply lit: 13.2 Image Identification  
 Diagnosis and Treatment of the Endocrine System  
 13.9 Check Your Understanding: Word Part Mastery  
 13.10 Check Your Understanding: Building Terms  
 13.11 Check Your Understanding: Vocabulary  
 13.12 Check Your Understanding: Spelling Terms  
 Apply lit: 13.3 Medical Term Identification  
 Apply lit: 13.4 Audio Message Translation  
 Abbreviations  
 13.13 Check Your Understanding: Abbreviations  
 Chapter 13 Flashcards  
 Chapter 13 Review: The Endocrine System  
 Apply lit: 13.1 Medical Terminology at Work  
 Chapter 13 Pre-Test: The Endocrine System  
 13.1 Recall Word Parts Learned in Chapters 9-12  
 13.2 Recall Abbreviations Learned in Chapters 9-12  
 Apply lit: 13.1 Apply Terms Learned in Chapters 8-12  
 Endocrine Exam - Requires Respondus LockDown Browser+ Webcam  
 Check point meeting- Module 7  
 Module 8: Word Parts and Terms  
 Read Chapter 14 The Reproductive System  
 Chapter 14 Lecture Notes  
 Chapter 14 Introduction  
 Terms Related to the Reproductive System of Both Sexes  
 Functions of the Male Reproductive System  
 Structures of the Male Reproductive System  
 Medical Specialties Related to the Male Reproductive System  
 14.1 Check Your Understanding: Word Part Mastery  
 14.2 Check Your Understanding: Building Terms  
 14.3 Check Your Understanding: Vocabulary  
 14.1 Image Labeling  
 Pathology of the Male Reproductive System

Diagnostic Procedures of the Male Reproductive System  
 Treatment Procedures of the Male Reproductive System  
 Sexually Transmitted Diseases  
 14.4 Check Your Understanding: Word Part Mastery  
 14.5 Check Your Understanding: Building Terms  
 14.6 Check Your Understanding: Vocabulary  
 14.7 Check Your Understanding: Spelling Terms  
 Apply lit: 14.1 Medical Term Identification  
 Apply lit: 14.2 Audio Message Translation  
 Functions of the Female Reproductive System  
 Structures of the Female Reproductive System  
 Terms Related to Pregnancy and Childbirth  
 Medical Specialties Related to the Female Reproductive System and Childbirth  
 14.8 Check Your Understanding: Word Part Mastery  
 14.9 Check Your Understanding: Building Terms  
 14.10 Check Your Understanding: Vocabulary  
 14.11 Check Your Understanding: Spelling Terms  
 14.2 Image Labeling  
 Pathology of the Female Reproductive System  
 Pathology of the Pregnancy and Childbirth  
 Diagnostic Procedures of the Female Reproductive System  
 Treatment Procedures of the Female Reproductive System  
 14.12 Check Your Understanding: Word Part Mastery  
 14.13 Check Your Understanding: Building Terms  
 14.14 Check Your Understanding: Vocabulary  
 14.15 Check Your Understanding: Spelling Terms  
 Apply lit: 14.3 Medical Document Spellcheck  
 Apply lit: 14.4 Image Identification  
 Abbreviations  
 14.16 Check Your Understanding: Abbreviations  
 Chapter 14 Flashcards  
 Chapter 14 Review: The Reproductive Systems  
 Apply lit: 14.1 Medical Terminology at Work  
 Chapter 14 Pre-Test: The Reproductive Systems  
 14.1 Recall Word Parts Learned in Chapters 10-13  
 14.2 Recall Abbreviations Learned in Chapters 10-13  
 Apply lit: 14.1 Apply Terms Learned in Chapters 9-13  
 Reproductive Exam - Requires Respondus LockDown Browser+ Webcam  
 Read Chapter 15 Diagnostic Procedures, Pharmacology, and Complementary Medicine  
 Chapter 15 Lecture Notes  
 Chapter 15 Introduction  
 Diagnostic Procedures  
 Recumbent Examination Positions  
 15.1 Check Your Understanding: Word Part Mastery  
 15.2 Check Your Understanding: Building Terms  
 15.3 Check Your Understanding: Vocabulary  
 15.4 Check Your Understanding: Spelling Terms  
 Apply lit: 15.1 Medical Term Identification  
 Laboratory Tests  
 Endoscopy  
 Centesis

Biopsy  
15.5 Check Your Understanding: Word Part Mastery  
15.6 Check Your Understanding: Building Terms  
15.7 Check Your Understanding: Vocabulary  
15.8 Check Your Understanding: Spelling Terms  
15.1 Image Labeling  
Apply lit: 15.2 Audio Message Translation  
Imaging Techniques  
Nuclear Medicine  
Pharmacology  
Non-Medication Prescriptions  
Complementary and Alternative Medicine  
Medical Specialties Related to Diagnostic Procedures,  
Pharmacology, and Complementary  
Medicine  
15.9 Check Your Understanding: Word Part Mastery  
15.10 Check Your Understanding: Building Terms  
15.11 Check Your Understanding: Vocabulary  
15.12 Check Your Understanding: Spelling Terms  
15.2 Image Labeling  
Apply lit: 15.3 Medical Document Spellcheck  
Apply lit: 15.4 Image Identification  
Abbreviations  
15.13 Check Your Understanding: Abbreviations  
Chapter 15 Flashcards  
Chapter 15 Review: Diagnostic Procedures, Pharmacology,  
and Complementary Medicine  
Apply lit: 15.1 Medical Terminology at Work  
Chapter 15 Pre-Test: Diagnostic Procedures, Pharmacology,  
and Complementary Medicine  
15.1 Recall Word Parts Learned in Chapters 11-14  
15.2 Recall Abbreviations Learned in Chapters 11-14  
Apply lit: 15.1 Apply Terms Learned in Chapters 10-14  
Diagnostic Procedures Exam - Requires Respondus  
LockDown Browser+ Webcam  
End of Course Survey

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*Subject to change. Please consult your Canvas course for the most current instructions and updates.*

## Classroom Hours

Mo, Tu, W, Th, Fr  
8:00 AM - 11:00 AM

For a full list of course hours visit: [Course Schedule](#)

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## Instructor Contact Information

Dusty Hunter — [dhunter@stech.edu](mailto:dhunter@stech.edu)  
Ashlyn Ogden — [aogden@stech.edu](mailto:aogden@stech.edu)

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

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## Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- [stech.instructure.com](http://stech.instructure.com)
  - For Canvas passwords or any other computer-related technical support contact Student Services.
  - For regular Hours and Weekdays call (435) 586 - 2899.
  - For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).
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## Course Policies

**Policies-** Students must adhere to the Program Safety, Work Ethic, and Dress Code as outlined in the Medical Office Receptionist Policies & Orientation. Students are expected to complete coursework according to the scheduled amount of hours designated for the course. Progress is calculated by the number of scheduled hours versus the number of module hours signed off in Northstar. A course timeline will be provided to help you track this progress. You and an instructor will review this during a required weekly video meeting. All students in the program must stay on task and maintain a minimum 67% progress. Failure to meet these requirements shall result in the student completing an Academic Intervention Plan with the Medical Office Receptionist program leadership team and possibly academic warning, probation, and withdrawal from the program if not brought up by the end of each quarter. If you do not have a schedule for ten (10) consecutive scheduled days, you will be withdrawn from Southwest Tech. Excessive cell phone use can hinder progress.

**Grading-** Each assignment is awarded points according to how well the submission follows the assignment's requirements. Written submissions are graded according to the college writing guidelines. Students must have a minimum of 80% on each module to pass off the module and all modules must be passed off before students are allowed to sign up for the next class. Some assignments may be submitted more than once. If that is the case the assignment will clearly state this. At the end of each module, students are asked to submit a "Module Checkpoint Meeting" showing that they have completed all module requirements.

**High School Power School Grades:** Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. **High School Grade Scale:** The following grading scale will be used to determine a letter grade from the progress percentage:

• A : 94 - 100%	• B : 83 - 86%	• C : 73 - 76%	• D : 63 - 66%
• A- : 90 - 93%	• B- : 80 - 82%	• C- : 70 - 72%	• D- : 60 - 62%
• B+ : 87 - 89%	• C+ : 77 - 79%	• D+ : 67 - 69%	• F : 0 - 59%



## Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: [cestes@stech.edu](mailto:cestes@stech.edu), (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: [ctracy@stech.edu](mailto:ctracy@stech.edu), (435) 865-3944.

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