CHS 105
Survey of
Medical Terminology

Course Description:

An introduction to basic medical terminology. Course content includes medical terminology word roots, prefixes and suffixes as well as general terms.

Required Texts:

Medical Terminology, A Short Course, Chabner (current), W. B. Saunders Company (3rd edition)

ISBN #0-7216-9553-1

- ***Medical Dictionary of your choice (on-line or print)is recommended but not required.***

Credit Hours: 1

Class Schedule:

CHS 105-004 24909
Class - Mondays 12:20 pm-1:10 pm
Dizney 238

Instructor:	**Sandy L. Hunter MA Ed, NREMT-P**
Office:	**233 Dizney**
Phone:	**622-1030**
E-mail:	Sandy.Hunter@eku.edu
Office Hours:	**By Appointment**

Attendance:
Attendance is mandatory for the first class session, all classes, tests and the final exam. It is the responsibility of the student to notify the Instructor at his/her office if an emergency necessitates absenteeism. The student must also assume the responsibility to arrange for any missed tests. Each student is expected to be punctual for class meetings.

- If a student is absent during an examination due to an excused reason, he/she must take the examination within **ONE WEEK** from the date of the primary testing.
- Any make-up examination **may** be different from the primary examination. If the examination is not taken within the allotted time and alternate arrangements have not been made with the Instructor, the student will be given a zero (0) for the examination's score.

Course Goals:
The purpose of this class is to provide an introduction to the construction and use of medical terminology. This course is designed to be a "self-study course". The student is expected to invest the time needed to develop an adequate understanding of the material presented in the required textbook and accompanying handouts. The student will develop a basic medical terminology vocabulary and be able to construct sentences as practical examples.

Quizzes:
There is the possibility of an unannounced quiz at every class session **except** when unit examinations are scheduled. Materials previously studied and/or the assigned material may be covered in any quiz. If you are absent when a quiz is given, you will **NOT** be allowed to take it. Quizzes are usually administered at the beginning of the class requiring students to be punctual. Quizzes missed due to tardiness will be scored as zero points earned as in the case of absenteeism.

Disability Services:
If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Progress Reports:
Following each unit exam, a cumulative graded performance report will be distributed. Cumulative averages are available prior to and following midterm. All students with midterm deficiencies will be reported to the registrar at midterm. Due to the size of classes, individual test scores may be reviewed with the instructor during meetings in his / her office.

Evaluation:

Grading for this class will include the following:

Exam # 1	**20%**
Exam # 2	**20%**
Exam # 3	**20%**
Quizzes and Attendance	**5%**
Cumulative Final Exam	**35%**
TOTAL	**100%**

Grade scale

90 - 100	**=**	**A**
80 - 89	**=**	**B**
70 - 79	**=**	**C**
60 - 69	**=**	**D**
0 - 59	**=**	**F**

Notice: All students must either turn cell phones, pagers, PDA and other electronic media to the off position OR on "silent operation". No photographs may be taken during class without the instructor's permission.

Course Schedule

Date	Readings	Subject
1/10		learn navigation of the course / intro. exercise
1/17	**(chpt. 1) (on-line presentation)**	Basic Structure Medical Terminology
1/24	**(chpt. 3 and 4)**	Prefixes, Suffixes, Structure Medical Terminology…,
1/31	**(chpt. 3 and 4)**	Prefixes, Suffixes, Structure Medical Terminology…,
2/7		Exam # 1
2/14	**(chpt. 2, appendix 1 & on-line supplements)**	Body Systems Medical Terminology…,
2/21	**(chpt. 2, appendix 1 & on-line supplements) (on-line presentation)**	Body Systems Medical Terminology…,
2/28	**(chpt. 2, appendix 1 & on-line supplements)**	Body Systems Medical Terminology…,
3/14		Exam # 2
3/21	**(chpt. 5 & appendix 3)**	Case Reports & Diagnostics Medical Terminology
3/28	**(chpt. 5 & appendix 3)**	Case Reports & Diagnostics Medical Terminology
4/4	**(chpt. 5 & appendix 3)**	Case Reports & Diagnostics Medical Terminology
4/11		Exam # 3
4/18	**(appendix 4)**	Abbreviations and Vocabulary Medical Terminology
4/25	**(appendix 4)**	Abbreviations and Vocabulary Medical Terminology
5/2	**Monday, May 2: 1 pm - 3 pm**	Comprehensive final exam questions to be completed

The university's bad weather schedule is available at: http://www.eku.edu/news/weather/

OR you may telephone 859 - 622 - 2239 (622-BADW)

Other Important dates		
January	17	**Holiday – Martin Luther King Jr. Day.** **University offices closed.**
	18	**End of Add/Drop period**: Last day to drop a course without a "W" appearing on your university transcript; last day to register for or add additional full-semester courses. Last day to convert "Pass-Fail" or "Audit" classes to a normal grade and credit option. Completed forms must be returned to: Registrar's Office (SSB 239), or Corbin, Danville or Manchester EKU offices.
	28	Last day to convert a class for credit with normal grade to "Pass-Fail" or "Audit." Completed forms must be returned to: Registrar's Office (SSB 239), or Corbin, Danville, or Manchester EKU offices.
February	21	**President's Day** **University offices closed.**
March	7-11	**SPRING BREAK**
April	29	Last day for undergraduate students to apply for December 2005 graduation.