PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

MEDICAL TERMINOLOGY I
OST 2910

Class Hours: 4.0  Credit Hours: 4.0
Laboratory Hours: 0.0  Revised: Spring 03

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

An introduction to medical terminology through the study of anatomy and physiology, combining forms plus prefixes and suffixes, pathology with diagnostic terms relating to signs and symptoms, surgical and diagnostic procedures, pharmacological terms, and abbreviations. The importance of medical ethics and accuracy in documentation is also emphasized.

Entry Level Standards:

Students should be able to read, write, and spell at the college level. Student should be able to load a floppy disc or a CD-Rom disc and run computer exercises on a Windows 98, Windows 2000 or NT computer format. Students should be able to email and access the Internet to search terms.

Prerequisites:

None

Textbook(s) and Other Reference Materials Basic to the Course:

Textbooks:
Medical Dictionary (not more than five years old)
Recommended:
Alternatives:
(b) Mosby’s Medical, Nursing, & Allied Health Dict., +/- computer floppy
(c) Dorland’s Medical Dictionary, 28th Edition
(d) Taber’s Cyclopedic Medical Dictionary
(e) Webster’s Medical Dictionary

Supplies:
3 ring notebook, 1-1/2” to 2”
Pens, Pencils, Markers or Highlighters
On-line access -- home, campus or work

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to Medical Terminology</td>
</tr>
<tr>
<td>2</td>
<td>The Human Body in Health and Disease</td>
</tr>
</tbody>
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II. Course Objectives*:

A. Demonstrate a complete and thorough understanding of the history of medical writing and its contribution to present day documentation. III, IV

B. Acquire a beginning core of basic word elements. III, IV

C. Explain the basic rules and regulations for safe and accurate medical-legal record keeping. III, IV

D. Use common medical reference documents. V, XI, XII

E. Exhibit a comprehensive understanding of medical terms as related to body systems, pathology, pharmacology, and surgical procedures. IV, IX, XI

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will:

1. Initiate a personal library of reference material including medical dictionaries, common abbreviates/eponyms which will allow accurate and timely interpretation of the medical terms necessary for effective communication (both verbal and written) in a medical environment. *Personal Development Outcome

2. Solve medical terminology problems in a simulated real world environment like a medical office or affiliated health care practice to allow accurate and efficient
communication. *Problem Solving and Decision Making Outcome, Transitional Strategies*

3. Research the Internet to find the latest technologies used in medical fields and to relate this to medical terminology employed in the Health Care environment. 
   *Information Literacy Outcome*

4. Access Pellissippi State User Account (PSTCC Home Page = http://www.pstcc.cc.edu) to find library resources pertaining to the specific medical applications, and evaluate these resources with particular reference to the terminology used. 
   *Information Literacy Outcome*

5. Use independently gathered material and oral presentation skills to review specific medical specialty topics with special emphasis on the terminology used, the tests ordered, the abbreviations employed, and the medical diagnoses most frequently employed for that specialty. 
   *Communication Outcome, Information Literacy Outcome*

6. Use teamwork to accomplish group projects using medical case history studies. 
   *Active Learning Strategies*

7. Use a computer software package (WebCT = WebTutor) to practice correct spelling, usage, and definitions for medical terminology. Practice communication skills by use of E-Mail to other students and to communicate with the lead instructor and to take quizzes. 
   *Technological Literacy Outcome*

8. Internalize the work ethic by regularly attending class, being punctual, dependable, cooperating with the teacher and other classmates, contributing to class discussions and projects, and acting in a professional manner. 
   *Personal Development Outcome*

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.*

**IV. Expectations for Student Performance***:

Upon successful completion of this course, the student should be able to:

1. Identify the many dangers of inaccuracy and guesswork. A
2. Explain and emphasize the complexity of medical terms. A
3. Utilize medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, synonyms. A
4. Explain word elements, dissection and translation. B
5. Correctly define, identify, pronounce, and spell medical terminology related to anatomy and physiology. B
6. Use appropriate references to build medical terms from definitions of medical terms. B
7. Define medical symbols, shorthand, and abbreviations. B
8. Use correct English, apply the rules of proper, grammar, punctuation, and style, and using correct spelling and logical sentence structure. B
9. Emphasize confidentiality and other ethical-legal requirements. C
10. Discuss ethics in medical terminology. C

11. Review the health care record to show an understanding of the medico legal aspects of medical terminology. C

12. Explain the dynamics of the work environment and the importance of professional development. C

13. Use medical references and other resources for research and practice. D

14. Use medical references and other resources for accuracy, clarity, and evaluation of medical terms. D

15. Explain diagnostic, symptomatic, laboratory, and surgical procedures. E

16. Identify pharmacological terminology and abbreviations. E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 80% of grade

50 percent of final grade is based on chapter quizzes, and 30 percent on the midterm and final exams. Many self-graded quizzes and drills on computer discs are utilized but are not counted in the final grade. Tests and examinations have values based on 100%, and evaluations can be counted on the basis of 100. Tests and examinations are taken online.

B. Homework and Class Participation: 20% of grade

Homework assignments will be given for each unit. Each student is expected to complete all homework assignments. Homework assignments will be turned in for this grade and will be calculated into the final grade as shown above. Participation in class is necessary for practice with pronouncing, spelling and dissecting medical terms.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
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<tr>
<td>C</td>
<td>75-79</td>
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<tr>
<td>D</td>
<td>70-74</td>
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<tr>
<td>F</td>
<td>69 or less</td>
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VI. Policies:

A. Attendance Policy:
Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance to the Veterans Affairs Office which reports non-attendance to the Veterans Administration Regional Office. Payments are adjusted or canceled if attendance is not regular.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Other Policies:

1. In order for grades to be calculated, all assigned work must be submitted in timely fashion. Assigned work must be turned in by date designated.

2. A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. The student's application for credit by examination must be approved by the department head and vice president of Academic and Student Affairs. [NOTE: HCOA will administer credit-by-examination tests on the Saturday prior to the first day of class for the semester.]