PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

MEDICAL TERMINOLOGY II
OST 2920 (formerly OST 2921)

Class Hours: 3.0 Credit Hours: 4.0
Laboratory Hours: 0.0 Date Revised: Spring 03

NOTE: This course is not designed for transfer credit.

Catalog Course Description:
A continuation of the study of medical terminology of anatomy and physiology through symptomatology, diagnostic terms, operative procedures, special procedures, and other medical therapies. Pharmacology terminology, legal terminology, and ethics related to the medical field are also included. Proper medical document formatting is emphasized.

Entry Level Standards:
Final grade of "C" or better in OST 2910 is recommended.

Prerequisite:
OST 2910

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

Textbooks:

Medical Dictionary (not more than five years old) Recommended:
(a) Taber's Cyclopedic Medical Dictionary, 19th Ed, 2001
(b) Dorland's Illustrated Medical Dictionary, 2000
(c) Webster's Medical Dictionary
(d) Mosby's Medical Dictionary, +/- Mosby's Medical Spellchecker CD-Rom

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; Abbreviations</td>
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<tr>
<td>2</td>
<td>Building a Medical Vocabulary; Introduction to Anatomy; Addresses/Apostrophes</td>
</tr>
<tr>
<td>3</td>
<td>Medical History; Pharmacology; Short Forms/Capitalization</td>
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EXAM #1 (Chpts. 1-5); Colon/Comma / Compounds
The Musculoskeletal System; Dash/Drugs; Surgery; Editing/Electronic Mail
Cardiovascular; Blood and Lymph system; Envelope Preparation/Eponyms
Oncology; Radiology and Nuclear Medicine; Exclamation Point/Faxing
MID-TERM EXAM #2 (Chapters 6-12); The Respiratory System; Grammar/ History and Physical Format
The Digestive System; Hyphen/Laboratory Terminology; Letter Format/Manuscripts/Medical Reports
Discharge Summaries; Memos/Metric System; The Urinary system; Numbers/Obstetric Terms/Parentheses/Period
The Reproductive System; Plural Forms/Possessives/Progress Notes; Pathology and Autopsies; Proofreading and Revisions/Question Mark
EXAM #3 (Chapters 13-18); The Endocrine System; Quotation marks/ReferenceRules/Semicolon/Slang
The Nervous System; Slash/Spacing/Spelling
Mental Health; Symbols/Time/Underlining
The Eye + MTG Appendix: Common Medical Homonyms; Time/Underlingin/Vitae; The Ear, Nose, and Throat; Zip codes/Appendix; Study Day
FINAL EXAM

II. Course Objectives*:
A. Exhibit a sound knowledge of correct word elements and terminology to the construction and proofreading of medical records. IV, VI, X, XI, XII
B. Demonstrate understanding and skills in the dissection and translation of medical terms. IV
C. Exhibit an adequate understanding of basic legal terminology and be aware of principles of medical ethics and laws governing medical practices. VI, XII
D. Format medical reports according to established guidelines. IV, XI, XII

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

III. Instructional Processes*:
Students will:
1. Develop 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 advanced 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. Technological Literacy Outcome, Information Literacy Outcome

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

5. Interview medical staff in selected fields. Use independently gathered material and oral presentation skills to review specific medical specialty topics before the class with emphasis on the terminology used, the tests ordered, the abbreviations employed, and the medical diagnoses most frequently employed by that specialty. Communication Outcome, Information Literacy Outcome

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

7. Learn to 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. Communication Outcome, 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, Transitional Strategy

*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. Apply an expanding vocabulary of combining forms for basic concepts such as color, size, shape, and other dimensions. A

2. Fully discuss medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, synonyms, foreign words/phrases, and colloquialisms. A

3. Define, identify, pronounce, and spell medical terminology related to laboratory tests, drugs, clinical medicine, pathology, and radiology. A

4. Explain the diagnosis and treatment of common diseases and conditions of clinical medicine. B

5. Discuss common laboratory tests including diagnostic indications, techniques, expressions of values, and significance of results. B

6. Identify common drugs and their indications, actions, dosages, and administration. B
7. Demonstrate knowledge of basic procedures, techniques, and findings in radiology and pathology. B
8. Explain basic procedures, techniques, and findings in radiology and pathology. B
9. Describe confidentiality and other legal requirements relating to the medical field. C
10. Apply legal terminology as it relates to medical practices. C
11. Recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in medical document formatting. D
12. Verify patient medical reports for accuracy and completeness. D

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

V. Evaluation:

A. Testing Procedures: 70% of grade

Students learn to evaluate themselves to keep aware of any inadequacies in learning. Tests and examinations are scheduled as shown above. Many self-graded (computer graded) quizzes and drills are utilized but are not counted in the final grade. Tests and examinations have values based on 100% and evaluations can be calculated on the basis of 100.

B. Laboratory Expectations:

N/A

C. Field Work:

Classwork Expectations:
Plan 2-4 hours of study for each one hour of class. If you are experiencing problems, please consult the instructor. Participation in class is vitally necessary to developing ease in pronouncing, spelling, and dissecting medical terms. The student may wish to make flash cards to assist in learning.

D. Other Evaluation Methods: 30% of grade

Homework assignments will be given on each topic. Each student is expected to complete all homework assignments. Homework assignments will be turned in for a grade and will be calculated into the final grade as shown above. Homework and class participation will count for 20%. One special outside assignment will be presented orally to the class for 10% of final grade.

E. Grading Scale:

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<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>
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<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>less than 69</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 a timely fashion. Assigned work must be turned in by date designated.

2. Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.