

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: Fall 04

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

An introduction to medical terminology through the study of anatomy and physiology and review of diseases, diagnostic procedures and related treatments.

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 Course Materials:

1. Textbook: *The Language of Medicine*, 7th Edition, by Davi-Ellen Chabner, Published by Saunders, 2004 (CD-ROM included).
2. Workbook: *Anatomy & Physiology Coloring Workbook*, 7th edition, by Elaine N. Marieb, published by Benjamin Cummings, 2003.
3. WebCT Tutor PIN is required for the online version of OST 2910. Some textbooks are bundled with the PIN but it may also be purchased separately. If a student does not have the PIN at the start of the course, temporary access is allowed for a fifteen-day period.
4. Online access at home or campus for both course formats—traditional and online.
5. Medical Dictionary (not more than five years old)
 - (a) *Stedman's Medical Dictionary*
 - (b) *Mosby's Medical, Nursing, & Allied Health Dictionary*
 - (c) *Dorland's Medical Dictionary*
 - (d) *Taber's Cyclopedic Medical Dictionary*
 - (e) *Webster's Medical Dictionary*
 - (f) *The Harper Collins Illustrated Medical Dictionary*

I. Week/Unit/Topic Basis:

Week	Topic
1	Basic Word Structures
2	Terms Pertaining to the Body as a Whole
3	Prefixes
4	Suffixes
5	Digestive System

6	Additional Suffixes and Digestive System Terminology
7	Urinary System
8	Midterm Exam and Urinary System
9	Female Reproductive System
10	Female Reproductive System
11	Male Reproductive System
12	Nervous System
13	Nervous System
14	Sense Organs: The Eye and the Ear
15	Final Exam

II. Course Objectives*:

- A. Exhibit an understanding of human anatomy and basic physiology for the following systems: Digestive System, Urinary System, Female and Male, Reproductive Systems, Nervous System, Sensory System
- B. Acquire a beginning core of basic word elements. III, IV
- C. Define medical terms related to disease pathology and symptoms as well as diagnostic and surgical procedures.
- D. Use medical terminology correctly in oral and written communication.

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

III. Instructional Processes*:

Students will:

1. 1. Initiate a personal library of reference material including medical dictionaries, journals, encyclopedias, online references, etc. 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,*
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 teamwork to accomplish group projects using medical case history studies. *Problem Solving and Decision Making Outcome*
6. Use a computer to practice correct spelling, usage and definitions for medical terminology. Practice communication skills by the use of e-mail to other students and to communicate with the lead instructor.

7. Prepare sample of work for portfolio.

*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. Demonstrate knowledge of human anatomy and explain basic physiology of the following systems:
 - a. Digestive System
 - b. Urinary System
 - c. Female and Male Reproductive Systems
 - d. Nervous System
 - e. Sensory System
2. Utilize medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, and synonyms.
3. Analyze a medical term for the purpose of deciphering its meaning.
4. Explain word elements, dissection and translation of medical terms.
5. Correctly pronounce and spell medical terms.
6. Discuss diseases associated with each body system.
7. Identify the causes and common symptoms of diseases of each body system.
8. Explain diagnostic and treatment procedures for the disease of each body system.
9. Identify common drugs and their indications for disease treatment.
10. Review sample health care records to show an understanding of medical terminology.
11. Use medical reference and online resources for research.
12. Use correct English; apply the rules of proper grammar, punctuations, and style; and use correct spelling and logical sentence structure.

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

V. Evaluation:

A. Testing Procedures: 80% of final grade

Tests: 40 percent of final grade is based on chapter quizzes, and 40 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. Quizzes and examinations are taken online and must be completed within the timeline set by the instructor. Failure to meet the deadline may result in a zero for the quiz/exam.

B. Homework and Class Participation: 20% of final 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. Participation in class is necessary for practice with pronouncing, spelling and dissecting medical terms. Assigned work must be turned in by the date designated.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

A	93-100
B+	90-92
B	85-89
C+	80-84
C	75-79
D	70-74
F	69 or less

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.] (Pellissippi State, 2004-2006 Catalog, page 83)

Veteran's Benefits:

Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance of veterans 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. (Pellissippi State, 2004-2006 Catalog, page 53)

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. (Pellissippi State, 2004-2006 Catalog, pages 62-63)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office. To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

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.

PROFICIENCY CREDIT BY EXAM (CBE):

A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State Technical Community College on the basis of experience or training. Students may apply for credit by examination no later than the first week of class for OST students. MATH and OST credit by examinations are given only in the fall and spring semesters. The student's application for credit-by-examination must be approved by the department head

and vice president of Academic and Student Affairs. (Pellissippi State, 2004-2006 Catalog, pages 30-13) [Note: The HCOA program will administer credit-by-examination tests within the first week of classes. Please contact the course instructor.]

Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State, 2004-2006 Catalog, pages 67-70)