

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

MEDICAL TERMINOLOGY II
OST 2920 (formerly OST 2921)

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:

A continuation of the study of medical terminology with an emphasis on special procedures and treatments, pharmacology and abbreviations. Medical documentation and chart formatting is an additional component.

Entry Level Standards:

Final grade of "C" or better in OST 2910 is recommended.

Prerequisite:

OST 2910

Textbook(s) and Other Course Materials:

Textbooks:

Terminology for Allied Health Professionals, 4th Edition, by Carolee Sormunen. Delmar Publishers, ITP International Thomson Publishing, 1999.

Saunders Pharmaceutical Word book, 2002, by Drake, Recommended.

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
- (e) Stedman's Medical Dictionary, 27th Edition, 2000. +/- CD-ROM, 5.0 version (2000)

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction; Building a Medical Vocabulary; Introduction to Anatomy
2	Medical History and Physical Exam; Pharmacology
3	Integumentary System; Musculoskeletal System
4	EXAM #1 (Chapters 1 - 6); Surgery
5	Cardiovascular System; Blood and Lymph Systems
6	Oncology; Radiology and Nuclear Medicine
7	Respiratory System; MIDTERM EXAM #2 (Chapters 7-12)
8	Digestive System; Discharge Summaries

9	Urinary System; The Female Reproductive System
10	The Male Reproductive System; Pathology and Autopsies
11	EXAM # 3 (Chapters 13-18); Endocrine System
12	Nervous System; Mental Health
13	The Eye; The Ear, Nose, and Throat
14	EXAM # 4 (Chapters 19-23); Final Exam Review
15	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:

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

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*)

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:

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*)

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.

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