PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

MEDICAL TERMINOLOGY II
OST 2920

Class Hours: 4.0  Credit Hours: 4.0
Laboratory Hours: 0.0  Revised: Spring 07

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:

Student 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, 2000, XP, or NT computer format. Student should be able to e-mail and access the Internet to complete research assignments.

Prerequisite:

OST 2910

Textbook(s) and Other Course Materials:

Medical Dictionary (not more than five years old). Recommended:
*Taber's Cyclopedic Medical Dictionary*
*Dorland's Illustrated Medical Dictionary*
*Webster's Medical Dictionary*
*Mosby's Medical Dictionary*
*Stedman's Medical Dictionary*
*The Harper Collins Illustrated Medical Dictionary*

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>The Cardiovascular System</td>
</tr>
<tr>
<td>2</td>
<td>The Respiratory System</td>
</tr>
<tr>
<td>3</td>
<td>The Blood System</td>
</tr>
<tr>
<td>4</td>
<td>The Lymphatic System</td>
</tr>
</tbody>
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II. Course Objectives*:

A. Exhibit an understanding of human anatomy and basic physiology for the following body systems and medical specialties:
   a. Cardiovascular System
   b. Respiratory System
   c. Blood System
   d. Lymphatic System
   e. Musculoskeletal System
   f. Integumentary System
   g. Endocrine System
   h. Oncology
   i. Radiology and Nuclear Medicine
   j. Pharmacology
   k. Psychology

B. Build upon the previously learned core of word elements and terminology.

C. Exhibit an understanding and the necessary skills in correctly identifying, writing, reading, pronouncing, and using medical terminology by:
   a. Defining medical terms by analyzing their component parts.
   b. Recognizing common medical abbreviations
   c. Spelling and using medical words correctly in speech and writing.
   d. Analyzing diagnostic terms for the body systems presented.
   e. Defining surgical terms for all body systems.
   f. Defining diagnostic procedural terms.
   g. Building medical terms for given definitions.
   h. Defining word parts.
   i. Defining and use key terms that describe the body directions, anatomical planes, and anatomical abdominal regions.

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

III. Instructional Processes*:
Students will:

1. 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. *Transitional Strategies*

2. 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*

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

4. 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, Technological Literacy Outcome*

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

6. 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*

7. 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. *Transitional Strategy*

*Strategies and outcomes listed after instructional processes reference TBR’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

Tests and quizzes are utilized to identify achievement of course objectives. Self-graded (computer graded) quizzes and drills may be 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:

<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>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.]

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. Accommodations for disabilities:

If you need accommodations 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. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

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.

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.