

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**MEDICAL TERMINOLOGY I
OST 2910**

Class Hours: 4.0

Credit Hours: 4.0

Laboratory Hours: 0.0

Revised: Spring 2010

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*, most recent edition, by Davi-Ellen Chabner, Published by Saunders (CD-ROM included) is used by all sections of Medical Terminology.
2. **Online PIN/access code is required for the online section of OST 2910.** If you did not purchase the PIN/access code and need to do so, both the PSCC book store and the publisher sell the PIN/access code. The PIN is necessary to access the publisher-produced materials which are used in lieu of attending live class sessions. PIN/access codes may only be used once per semester/per student.
3. Online access at home or campus for both course formats—traditional and online.
4. Medical Dictionary (not more than five years old) is recommended but not required.
 - 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
5. **iTerms** – A portable audio device for on-the-go study was recommended by previous online students as a helpful tool but it is not a required item.

If pursuing a certificate in Medical Transcription, a spell-check program (included with some dictionaries) may be a factor to consider in the selection of a 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	Exam and Start the Digestive System
6	Digestive System
7	Additional Suffixes and Digestive System Terminology
8	Urinary System
9	Female Reproductive System
10	Exam and the 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. (III)
- B. Acquire a beginning core of basic word elements. III
- C. Define medical terms related to disease pathology, symptoms, and treatment as well as diagnostic and surgical procedures. III
- D. Use medical terminology correctly in oral and written communication. IV, IX
- E. Evaluate a health information source from an online database. IV, VI, IX, XII
- F. Evaluate a health information web site. IV, VI, IX, XII

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

III. Instructional Processes*:

The student will use the following processes to accomplish the objectives of this course:

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. *Communication 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. *Active Learning Strategy*
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, Active Learning Strategy*
4. 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*
5. Use teamwork to accomplish group projects using medical case history studies. *Active Learning Strategy, Communication 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 course instructor. *Technological Literacy Outcome, Communication Outcome*
7. Internalize the work ethic by regularly completing assignments, being punctual and dependable, cooperating with the teacher and other classmates, completing class projects, and acting in a professional manner while taking class. *Transitional Strategy, Active Learning 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. 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 (A)
2. Utilize medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, and synonyms. (B)
3. Analyze a medical term for the purpose of deciphering its meaning. (B,C)
4. Explain word elements, dissection and translation of medical terms. (B,C)
5. Correctly pronounce and spell medical terms. (D)
6. Discuss diseases associated with each body system. (C)

7. Identify the causes and common symptoms of diseases of each body system. (C)
8. Explain diagnostic and treatment procedures for the disease of each body system. (C)
9. Identify common drugs and their indications for disease treatment. (C)
10. Review sample health care records to show an understanding of medical terminology. (D)
11. Use medical reference and online resources for research. (D)
12. Use correct English; apply the rules of proper grammar, punctuations, and style; and use correct spelling and logical sentence structure. (D)

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

V. Evaluation:

A. Testing Procedures:

Tests: 30 percent of final grade is based on weekly chapter quizzes and 60 percent on three comprehensive exams. Examinations 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. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

Assignments and class participation: 10 percent of final grade. Assignments will be given for each unit. Completion of chapter quizzes will count as class participation. Participation in class is necessary for practice with pronouncing, spelling and dissecting medical terms. Each student is expected to complete the assignments which must be turned in by the date designated. Failure to meet assignment deadlines will result in a zero being assigned.

You must plan for two to four hours of study for each one-hour of class. Because Medical Terminology I is a 4-hour class, you need to be able to devote a minimum of eight (8) hours each week to adequately prepare for learning the one hundred or more medical terms each week.

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 Online Catalog*)

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.

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 Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his 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 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/

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 Online Catalog*)

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. [Note: The HCOA program will administer credit-by-examination tests within the first week of classes. Please contact the course instructor.]