

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**MEDICAL TERMINOLOGY II
OST 2920**

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:

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:

Textbook: *The Language of Medicine*, by Davi-Ellen Chabner, published by Saunders, (CD-ROM included).

Online PIN/access is required for the online section of OST 2920. The same textbook is used for all sections of Medical Terminology. If you are registered for the online section, you will need to purchase a new PIN/access code for this class. PIN/access codes may only be used once per semester/per student. 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.

Online access at home or campus for both course formats—traditional and online.

Medical Dictionary (not more than five years old) is recommended but not required.

Mosby's Medical, Nursing, & Allied Health Dictionary (recommended)

Stedman's Medical Dictionary

Dorland's Medical Dictionary

Taber's Cyclopedic Medical Dictionary

Webster's Medical Dictionary

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	The Cardiovascular System
2	The Respiratory System
3	The Blood System
4	The Lymphatic System
5	Unit Exam: Chapters 11-14
6	The Musculoskeletal System
7	The Musculoskeletal System
8	The Integumentary System
9	The Endocrine System
10	Unit Exam: Chapters 15-18
11	Cancer Medicine (Oncology)
12	Radiology and Nuclear Medicine
13	Pharmacology
14	Psychology
15	Unit Exam : Chapters 19-22

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. 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. Research health information using reliable online sources and present this information via research papers or oral presentations. (IV, VI, IX, XII)

*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. Demonstrate knowledge of human anatomy and explain basic physiology of the following systems: (A)
 - Cardiovascular System
 - Respiratory System
 - Blood and Lymphatic Systems
 - Musculoskeletal System
 - Integumentary System
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. (E)
12. Use correct English; apply the rules of proper grammar, punctuation, and style; and use correct spelling and logical sentence structure. (E)

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

V. Evaluation:

A. Testing Procedures: 80% of grade

Tests and quizzes are utilized to identify achievement of course objectives. Tests and quizzes have values based on 100%. There will be eleven individual chapter exams which will count for 20% of the final grade and three unit exams which will count for 60% of the final grade. **Please note that the WebCT section of this class will be required to take the three unit exams at the PSCC Testing Center.**

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: 20% of grade

.Homework assignments will be given on each topic. Each student is expected to complete all homework assignments within the allotted time. Homework assignments will be turned in for a grade and will be calculated into the final grade as shown above. Homework, class participation, and quizzes will count for 10%. Written and/or oral reports/presentations will count for the remaining 10% of the 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 Online Catalog*)

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*)

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.

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 dean and vice president of Learning.

[Note: The HCOA program will administer credit-by-examination tests within the first week of

classes. Please contact the course instructor.]