PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

MEDICAL TERMINOLOGY I
ADMN 2910

Class Hours: 4.0 Credit Hours: 4.0

Laboratory Hours: 0.0 Revised: Spring 2011

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
- Use a word processing program
- Run computer exercises using Windows XP, Windows Vista, or Windows 7 computer format.
- Load a CD-ROM disc
- Email and access the Internet
- Download/upload files

Prerequisites:
None

Textbook(s) and Other Course Materials:

1. **Required textbook for all sections:**

2. **Required item for online section:**
   OR

Note: *The Language of Medicine* booklet contains a PIN used to access the publisher-produced materials which are used in lieu of attending live class sessions. If you did not purchase the PIN/access code and need to do so, both the publisher and the PSCC book store sell the PIN/access code. The access code may only be used once per semester/per student.
3. Internet 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 for Language of Medicine – 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:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Word Structures</td>
</tr>
<tr>
<td>2</td>
<td>Terms Pertaining to the Body as a Whole</td>
</tr>
<tr>
<td>3</td>
<td>Prefixes</td>
</tr>
<tr>
<td>4</td>
<td>Suffixes</td>
</tr>
<tr>
<td>5</td>
<td><strong>Comprehensive Exam</strong> and Start the Digestive System</td>
</tr>
<tr>
<td>6</td>
<td>Digestive System</td>
</tr>
<tr>
<td>7</td>
<td>Additional Suffixes and Digestive System Terminology</td>
</tr>
<tr>
<td>8</td>
<td>Urinary System</td>
</tr>
<tr>
<td>9</td>
<td>Female Reproductive System</td>
</tr>
<tr>
<td>10</td>
<td><strong>Comprehensive Exam</strong> and the Female Reproductive System</td>
</tr>
<tr>
<td>11</td>
<td>Male Reproductive System</td>
</tr>
<tr>
<td>12</td>
<td>Nervous System</td>
</tr>
<tr>
<td>13</td>
<td>Nervous system</td>
</tr>
<tr>
<td>14</td>
<td>Sense Organs: The Eye and the Ear</td>
</tr>
<tr>
<td>15</td>
<td><strong>Comprehensive Exam</strong></td>
</tr>
</tbody>
</table>

II. Course Goals*:

The course will:

A. Emphasize mastery of basic medical terminology elements – word roots, combining forms,
prefixes and suffixes. (II)

B. Increase understanding of human anatomy and basic physiology for the following body systems: (II)
   a. Digestive System  d. Male Reproductive System
   b. Urinary System  e. Nervous System
   c. Female Reproductive System  f. Sensory System

C. Expand understanding of disease pathology, symptoms, and treatment as well as diagnostic and surgical procedures. (II)

D. Improve ability to use medical terminology correctly in oral and written communication. (II, V)

E. Develop the student’s ability to evaluate health information on the Web. (II, III, V, VI)

*Roman numerals after course goals reference goals of the Administrative Professional Technology program.

III. Expected Student Learning Outcomes*:

The student will be able to:

1. Use prefixes, suffixes, combining forms, and root words to explain understanding of medical terms. (A)

2. Apply knowledge of human anatomy and physiology to correctly answer questions about:
   (B)
   a. Digestive System  d. Male Reproductive System
   b. Urinary System  e. Nervous System
   c. Female Reproductive System  f. Sensory System

3. Analyze a medical term for the purpose of dissecting its elements and translation. (A, B, C, D)

4. Pronounce and spell medical terms. (A, B, C, D)

5. Describe diseases associated with each body system. (C)

6. Identify the cause(s) and common symptoms of diseases of each body system. (C)

7. Explain diagnostic and treatment procedures for diseases of each body system. (C)

8. Use lay language to explain information contained with patient medical records. (A, B, C, D)

9. Apply knowledge gained from online resources to explain medical terminology found in sample health care records. (A, B, C, D)

10. Identify criteria for evaluating health information on the Web. (E)

11. Analyze a Web site for accuracy, appropriateness, and validity of health information using specified criteria. (E)

*Capital letters after Expected Student Learning Outcomes reference the course goals listed above.
IV. Evaluation:

A. Testing Procedures: **90% of grade**

Thirty percent (30%) of final grade is based on weekly chapter exams and sixty percent (60%) on three comprehensive exams. The 3rd comprehensive/final exam will be given in accordance with the final exam schedule published by the College. All examinations must be completed within the timeline set by the instructor. Failure to meet that deadline may result in a zero for the exam.

**NOTE:** The online section is required to take the three comprehensive exams at the Hardin Valley Road campus testing center.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: **10% of grade**

Included in this evaluation component is an Information Literacy Project, chapter assignments in the form of worksheets and/or discussions, chapter quizzes, and class participation. Participation in class is necessary for practice with pronouncing, spelling, and dissecting medical terms. Participation/class work points lost because of absence or tardiness are not made up. Missed quizzes are not made up. 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91</td>
<td>B+</td>
</tr>
<tr>
<td>82-88</td>
<td>B</td>
</tr>
<tr>
<td>79-81</td>
<td>C+</td>
</tr>
<tr>
<td>72-78</td>
<td>C</td>
</tr>
<tr>
<td>65-71</td>
<td>D</td>
</tr>
<tr>
<td>64 or less</td>
<td>F</td>
</tr>
</tbody>
</table>

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which
the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

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 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at http://www.pstcc.edu/sswd/.

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. Eating or drinking is not permitted in computer labs.