NOTE: If you wish to take this course for AUDIT (not receive a grade), you can change within the first week to AUDIT status. You will receive the same instruction as students taking the course for a grade, but your GPA will not be affected and the course will not count toward an academic degree.

Catalog Course Description:

An introduction to medical terminology through the study of anatomy, physiology, and pathology with diagnostic terms relating to signs and symptoms, surgical and diagnostic procedures, pharmacological terms, and abbreviations. The importance of medical ethics and accuracy in documentation are also emphasized.

Entry Level Standards:

Students should be able to read, write, and spell at the college level.

Prerequisites:

None

Textbook(s) and Other Reference Materials Basic to the Course:

Textbooks:
Medical Dictionary (not more than five years old) (Recommended: (a) Dorland's Illustrated Medical Dictionary; (b) Mosby's Medical, Nursing, & Allied Health Dictionary; (c) Stedman's Medical Dictionary; (d) Taber's Cyclopedic Medical Dictionary; (e) Webster's Medical Dictionary)

Supplies:
3 ring notebook, 1-1/2" to 2"
Subject Dividers
Lined paper
Pens, Pencils, Markers or Highlighters

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction/Overview: Basic Elements of Medical Words, Suffixes</td>
</tr>
<tr>
<td>2</td>
<td>Suffixes, Prefixes</td>
</tr>
<tr>
<td>3</td>
<td>Body Structure</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Demonstrate complete and thorough understanding of the history of medical writing and its contributions to present day documentation. IV

B. Acquire a beginning core of basic medical word elements. X

C. Explain the basic rules and regulations for safe and accurate medical-legal record keeping. IV, X

D. Use common medical reference documents. IV, XII

E. Exhibit a comprehensive understanding of medical terms as related to body systems, pathology, pharmacology, and surgical procedures. IV, X, XII

*Roman numerals after course objectives reference goals of the Business and Computer Technologies department.

III. Instructional Processes*:

Students will:

1. Initiate 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 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. Information Literacy
4. Access Pellissippi State User Account to find library resources pertaining to the specific medical applications, and evaluate these resources with particular reference to the terminology used. *Information Literacy Outcome*

5. Use independently gathered material and oral presentation skills to review specific medical specialty topics with special emphasis on the terminology used, the tests ordered, the abbreviations employed, and the medical diagnoses most frequently employed for that specialty. *Communication Outcome, Information Literacy Outcome, Active Learning Strategy*

6. Use teamwork to accomplish group projects using medical case history studies. *Problem Solving and Decision Making Outcome, Active Learning Strategies*

7. Learn to use a computer software package to learn 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. *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 while in class. *Personal Development Outcome*

*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. Identify the many dangers in medical documentation of inaccuracy and guesswork. A
2. Explain and emphasize the complexity of medical terms. A
3. Fully discuss medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, synonyms. A
4. Explain word elements, dissection and translation. B
5. Define, identify, pronounce, and spell medical terminology related to anatomy and physiology. B
6. Use appropriate references to build medical terms from definitions of medical terms. B
7. Define medical symbols, shorthand, and abbreviations. B
8. Use correct English, apply the rules of proper grammar, punctuation, and style; and use correct spelling and logical sentence structure. B
9. Emphasize confidentiality and other ethical-legal requirements. C
10. Discuss ethics in medical terminology. C
11. Review the health care record to show an understanding of the medicolegal aspects of medical terminology. C
12. Explain the dynamics of the work environment and the importance of professional development. C
13. Use medical references and other resources for research and practice. D
14. Use medical references and other resources for accuracy, clarity, and evaluation of medical terms. D
15. Explain diagnostic, symptomatic, laboratory, and surgical procedures. E
16. Identify pharmacological terms and abbreviations. E

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

V. Evaluation:

A. Testing Procedures: 60% 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 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 counted on the basis of 100.

B. Laboratory Expectations: 40% of grade

Homework assignments will be given for selected units. 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.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<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>84-80</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

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.

VI. Policies:

A. Attendance Policy:

Pellissippi State Technological Community College expects students to attend all scheduled instructional activities. As a minimum, students must be present for at least 75% 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. These will be treated as an absence.]

Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance 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 sanction 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 0 for the exercise or examination or to assign an F in the course.

C. Other Policies:

A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. 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 OST program will administer ALL credit-by-examination tests on the third Saturday of the semester.]