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

Catalog Course Description:

A continuation of the study of medical terminology of anatomy and physiology through symptomatology, diagnostic terms, operative procedures, special procedures, and other medical therapies. Pharmacological terminology, legal terminology, and ethics related to the medical field are also included. Proper medical document formatting is emphasized.

Entry Level Standards:

College-level reading and writing skills

Prerequisites:

OST 2910

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

Medical dictionary not more than five years old. (Recommended: a. Dorland's Illustrated Medical Dictionary, b. Taber's Cycloplegic Medical Dictionary, c. Stedman's Medical Dictionary, d. Webster's Medical Dictionary)
3-ring notebook binder, 12 C 2" capacity
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; Allied Health Careers; Medical Vocabulary; Abbreviations/Addresses/Apostrophes; Anatomy; History &amp; Physical</td>
</tr>
<tr>
<td>2</td>
<td>Pharmacology; Integumentary System; Caps/Colons/Commas/Compounds</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Exhibit a sound knowledge of correct word elements and terminology to the construction and proofreading of medical records. IV, VI, X, XI, XII

B. Demonstrate understanding and skills in the dissection and translation of medical terms. IV

C. Exhibit an adequate understanding of basic legal terminology, and be aware of principles of medical ethics and laws governing medical practices. VI, XII

D. Format medical reports according to established guidelines. IV, XI, 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 Outcome, Technological Literacy Outcome
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. 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: 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 calculated on the basis of 100.

B. Laboratory Expectations: 40% of grade

Home 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.

C. Field Work:

N/A

D. Other Evaluation Methods:

Plan two 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.

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>80-84</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>

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.]

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 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. Other Policies:

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.