**Medical Terminology Ewing Public Schools (information edited from Tina Mazuch syllabus, NECC)**

COURSE INFORMATION

Jan- May 2016

 **Required Textbooks**

*Medical Terminology Systems A Body Systems Approach,* 7th Edition, Barbara Gylys and Mary Ellen Wedding, F.A. Davis

Taber’s Cyclopedic Medical Dictionary, 21 Edition, F.A. Davis

**COURSE SYLLABUS OUTLINE**

**I. CATALOG DESCRIPTION:**

Course Number: **OFFT/NURS 1095**

Course Name: **MEDICAL TERMINOLOGY**

Pre-Requisites: None

Description:

Learning the meaning, spelling, and usage of Latin and Greek language elements as word parts, enabling the student to interpret and understand complex medical terms and learning anatomy of the human body as we explore terms.

CREDIT HOURS: 2 Lecture: 30 Lab: 0 Clinical-Practicum: 0 Coop: 0

**II. GENERAL COURSE OBJECTIVES**

Upon completion of the course, the student will be able to:

1. Understand the foundations of medical terminology

2. Present techniques for breaking complex medical terms into roots, prefixes, and suffixes

3. Use a variety of reinforcement exercises to enable students to learn to spell, define, and use medical terms.

**III. STUDENT LEARNING OUTCOMES**

**Chapter 1 – Basic Elements of a Medical Word**

1. Identify the four word elements used to build medical words

2. Divide medical words into their component parts

3. Apply the basic rules to define and build medical words

4. Pronounce medical terms presented in the chapter and spell them correctly

**Chapter 2 – Suffixes**

1. Define and provide examples of surgical, diagnostic, pathological, and related suffixes

2. Link combining forms and word roots to suffixes

3. Locate and apply guidelines for pluralizing terms

4. Correctly use suffixes to form and define medical terms

**Chapter 3 – Prefixes**

1. Define common prefixes in medical terminology

2. Describe how a prefix changes the meaning of a medical word

3. Recognize and define prefixes of position, number, measurement, and direction.

**Chapter 4 – Body Structures**

1. List the levels of organization of the body

2. Define and identify three planes of the body

3. Identify cavities, quadrants, and regions of the body

4. List and define terms related to direction, position, and planes of the body

**Chapter 5 – Integumentary System**

1. Locate the major organs of the integumentary system and describe their structure and function

2. Describe the functional relationship between the integumentary system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the integumentary system

4. Explain pharmacology associated with the treatment of skin disorders

**Chapter 6 – Digestive System**

1. Locate the major organs of the digestive system and describe their structure and function

2. Describe the functional relationship between the digestive system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the digestive system

4. Explain pharmacology related to the treatment of digestive disorders

**Chapter 7 – Respiratory System**

1. Locate the major organs of the respiratory system and describe their structure and function

2. Describe the functional relationship between the respiratory system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the respiratory system

4. Explore pharmacology related to the treatment of respiratory disorders

**Chapter 8 – Cardiovascular System**

1. Locate the major organs of the cardiovascular system and describe their structure and function

2. Describe the functional relationship between the cardiovascular system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the cardiovascular system

4. Explain pharmacology related to the treatment of cardiovascular disorders

**Chapter 9 – Blood, Lymph, and Immune Systems**

1. Identify and describe the components of blood

2. Locate and identify the structures associated with the lymph system

3. Describe the functional relationship between the lymph system and other body systems

4. Learn the terms that describe diseases, conditions, and procedures related to the blood, lymph, and immune system

5. Explore how pharmacology is related to the treatment of blood, lymph, and immune disorders

**Chapter 10 – Musculoskeletal System**

1. Locate and describe the major structures of the musculoskeletal system

2. Learn the terms that describe the functional relationship between the musculoskeletal system and other body systems

3. Describe pathological conditions, diagnostic and therapeutic procedures and other terms related to the musculoskeletal system

4. Explain pharmacology related to the treatment of musculoskeletal disorders

**Chapter 11 – Urinary System**

1. Locate and describe urinary structures

2. Describe the functional relationship between the urinary system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the urinary system

4. Explore how pharmacology is related to the treatment of urinary disorders

**Chapter 12 – Female Reproductive System**

1. Locate and describe the structures of the female reproductive system

2. Describe the functional relationship between the female reproductive system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the female reproductive system

4. Explore how pharmacology is related to the treatment of female reproductive disorders

**Chapter 13 – Male Reproductive System**

1. Locate and describe the structures of the male reproductive system

2. Describe the functional relationship between the male reproductive system and other body systems

3. Learn the terms to describe pathological conditions, diagnostic and therapeutic procedures, and other terms related to the male reproductive system

4. Explore how pharmacology is related to the treatment of male reproductive disorders

**Chapter 14 – Endocrine System**

1. Locate and describe the structures of the endocrine system

2. Describe the functional relationship between the endocrine system and other body systems

3. Learn the terms to describe diseases, conditions, and procedures related to the endocrine system

4. Explore how pharmacology is related to the treatment of endocrine disorders

**Chapter 15 – Nervous System**

1. Locate and describe the structures of the nervous system

2. Describe the functional relationship between the nervous system and other body systems

3. Learn the terms that describe diseases, conditions, and procedures related to the nervous system

4. Explain pharmacology related to the treatment of nervous disorders

**Chapter 16 – Special Senses**

1. Locate and describe the structures of the eye and ear

2. Learn the terms that describe diseases, conditions, and procedures related to the special senses

3. Explain pharmacology related to the treatment of eye and ear disorders

**IV. Course Outcomes:**

**1. Interpret meanings of the combining forms, prefixes, and suffixes utilized in the language of medicine.**

**2. Identify the structure of medical terms as they relate to anatomy, physiology, and pathology.**

**3. Demonstrate the ability to correctly define, pronounce, and spell medical terms.**

**4. Demonstrate proficiency in defining medical terms and the relationships among terms relating to anatomy, physiology, and pathology.**

**5. Explain clinical procedures, laboratory tests, and abbreviations utilized in the field of medicine.**

**6. Analyze and interpret medical communications used to document health care.**

**7. Integrate critical-thinking and problem-solving skills essential to career success in the healthcare field.**

**V. COURSE CONTENT:**

**Assignments**

The assignments will be completed through the Medical Language Lab. The website for this lab is http://medicallanguagelab.com/. You will be given the Class ID on the first day of class to access the assignments for the course.

**Discussions**

There are discussions that will occur in the classroom. Participation in these discussions is expected.

**Tests**

There will be one test per chapter. Tests will be given on Canvas.

**Final**

The final covers all units, which include chapters 1-16. This will also be given on Canvas.

**VI. INSTRUCTIONAL MATERIALS**

Required Text: *Medical Terminology Systems A Body Systems Approach,* 7th Edition, Barbara Gylys and Mary Ellen Wedding, F.A. Davis

Optional Text: Taber’s Cyclopedic Medical Dictionary, 21 Edition, F.A. Davis

**VII. METHODS OF PRESENTATION/INSTRUCTION/LEARNING**

Medical Terminology contains a variety of information presentation. It is fully expected that any and all materials provided will be utilized for any and all components of this course.

This course will be accessed through Canvas and the Medical Language Lab for graded components.

In class there will be a variety of lecture, discussion, case studies, individual and group work, etc. Be prepared to participate.

Your graded assignments, chapter tests, and final will be accessed, completed and submitted in Canvas and Medical Language Lab. These are all date sensitive and **will not** be reopened after the closing dates.

The textbook is a work text. Each chapter contains numerous exercises providing practice and opportunities to self-check understanding of all material covered. It is expected that all of these will be utilized by the student whether they are required for grading or not. However, **DO NOT WRITE IN YOUR TEXTS, THEY WILL BE RE-USED NEXT YEAR**, unless you want to purchase them from the school.

**VIII. METHODS OF EVALUATION**

I will be using the Canvas Grade Book for grading purposes for this course.

Please keep in mind **SPELLING COUNTS** on everything. Medical records in any form are legal documents. Full credit will not be given for any medical term that is misspelled on any assignment, discussion post, test, final etc. Grammar and punctuation are equally as important, and will also be required for credit on answers given on all assignments, tests and final. PROOF READ EVERYTHING before submitting. You have your materials at your disposal – USE THEM.

The course grade is comprised of these components: assignments, chapter tests, and a final.

The Grading Scale Utilized is: 97-100% A+

90-96% A

87-89% B+

80-86% B

77-79% C+

70-76% C

67-69% D+

60-66% D

Below 60% F

**IX. COURSE REQUIREMENTS**

To be successful in this course it will require the completion of **all** course components which include: assignments, discussion posts, chapter tests, and a final.

The due dates and times for these components **are not** negotiable. Once these components close they **will not** be reopened.

**Computer problems are not acceptable as a reason for any component not being completed on time. The same applies to work and personal schedules.** It is the student’s responsibility to complete all components on time. No late assignments are accepted.

**Academic honesty is expected. While students are encouraged to share ideas, you are expected to complete your own course work. Cheating is not tolerated and will result in an “F” for that assignment, discussion post, quiz or test for the perpetrator and provider. The second occurrence will result in an “F” for the class.**

All online behavior and discussions should be academic and professional in nature. This includes but is not limited to online discussion posts and emails to the instructor and fellow classmates.

Any failure to follow these expectations will be dealt with using the Student Code of Conduct. Review the most current edition of the NECC Student Handbook and Planner, paying attention to the Student Code of Conduct available online at –

http://www.northeast.edu/Student-Rights-and-Responsibilities/Student-Code-of-Conduct.aspx

**ATTENDANCE**

It is important to log onto Canvas regularly and check for announcements, assignments, and participate in discussions.

Students are expected to attend all class sessions.

Please notify me through Canvas, in person or email if you do not have school or will miss class for any particular reason. Remember to be an active participant!

Students are responsible for all work when they are absent. The assignments will be on Canvas in the announcements and there are no excuses not to keep up!!!

**COMMUNICATION**

You must prepare any correspondence to me on any topic in a professional manner.

I will post announcements and directions on Canvas that pertain to the course throughout the semester, so once again it is vital for you to log daily to stay up to date.

**X. SUPPORT SERVICES**

**Disability Services Statement:**

Students with a documented disability may be eligible for certain accommodations that support their success in the classroom. Please see Mary Balaski, Disability Services Coordinator, for further information. Her office is located in the College Welcome Center, Room 1263, or you may contact her via phone at 844-7343 or email at mary@northeast.edu.

**XI. INSTRUCTOR INFORMATION**

Instructor: Krista Holliday

Contact Phone: (402) 499-1223

E-mail Address: kandereg@esu8.org

**XII.Course Assignments**

**End of Chapter Learning Activities**

The student will complete these activities and be able to grade their own assignment from the back of the textbook. Students will submit these activities to me through Canvas via a download or template.

**Weekly Assignments: Fill out the daily work and keep up with reading and other activities as directed.**

**Medical Language Lab**

Students will complete all assignments given per chapter in the medical language lab that is provided through their book.