
**BOTK180/MEDK125 Medical Terminology Syllabus
Three Rivers Community College
Mohegan Campus**

FALL 2007

Instructor:

Judith M. Snayd, R.N., M.S., C.N.E. Professor

Phone: (860)892-5726

E-mail: jsnayd@trcc.commnet.edu

Tuesdays 6:30pm –9:15pm

Credit: 3

Course Description: This course is designed to teach the language of medicine to those who have an interest and /or have elected a career in an allied health profession. Regardless of the specific area selected, medical language is the cornerstone of all other functions. It is the intent of this course to develop the ability to recognize the language of medicine in the context in which it is used both verbally and in writing.

Course Objectives will be achieved through a combination of written, listening and oral exercises, utilizing a multi-sensory approach to learning. Whenever possible, material is presented in context, as it is used in the medical environment.

By the end of this course, the student will be able to:

1. Define the role of confidentiality in working with medical records.
2. Identify career possibilities that require knowledge of medical language.
3. Identify the information found in various types of medical records
 - a. History & Physical
 - b. Consultations & progress notes
 - c. Radiology reports
 - d. Operative notes
 - e. Pathology reports
 - f. Autopsies
 - g. Discharge summaries
4. Identify, spell, define, and combine word elements (roots, prefixes, and suffixes).
5. Identify acceptable abbreviations as used by specific professional groups.
6. Identify approaches utilized for the study of the human body.
7. Spell the names of drugs and laboratory tests presented.
8. Spell and define the parts and functions of the human anatomy presented.
9. Identify, spell, and define medically related terminology.
10. Spell and identify diagnoses, diagnostic procedures, and treatment procedures common to each of the anatomical systems.
11. Use a medical dictionary, drug reference, and other reference materials to seek and verify information.
12. Recognize the pronunciation of medical terminology as it is used in the allied health field.
13. Present as alternative learning activity to the class.

Required Textbooks:

Rice, Jane. Medical Terminology: A Word-Building Approach (6th edition), Prentice Hall, 2008.

You will also need access to a medical dictionary. One of the following is recommended:

1. Taber's Cyclopedic Medical Dictionary
2. Mosby's Medical, Nursing, and Allied Health Dictionary

Teaching and Learning activities:

The **Interactive Student CD-ROM study guide** packaged with the textbook provide additional practice with terminology. The hours of the Computer Lab are posted on the TRCC website if you choose to use this option.

The **Companion Website** (www.prenhall.com/rice) is a free **online** study aid with additional activities.

The **OneKey Course Management System** (<http://vista.ctdlc.org>)

Three classes will be devoted to online activities/discussion. This will occur on 9/25,10/30 and 11/30

Attendance Policy: Attendance at all class and online sessions is strongly recommended due to the intensity and rapidity of the content presentation. Students will be held accountable for **all** content presented during class periods and assigned readings. Class participation is a portion of the grade.

Course Grade: The course grade will be calculated in the following manner:

Final Exam	30% of final grade
Class Participation	10% of final grade
Quizzes	50% of final grade
Project	10% of final grade

6 Short quizzes will be given as indicated on the class schedule outlined in this syllabus. Quizzes missed due to an unexcused absence cannot be made up and will count as the "0" grade. A makeup quiz will be at the discretion of the instructor.

The Project is designed to give students the opportunity to develop an alternate learning activity related to medical terminology that will be shared with the class during class time. Projects must be pre-approved by me and topics submitted in writing on Sept 18, 2006 (Class #4). Projects will be presented on 11/27/2006. Games, puzzles, contests, and transcript analysis are some possible activities. The object is to reinforce course learning with methods not used in the textbook and regular classroom discussions. Grading criteria will be distributed.

Numerical and Letter Grades:

The following final averages will receive the corresponding letter grades:

A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	65-69
D	60-64
F	less than 60

College Withdrawal Policy: Please refer to your Student Handbook for college policies regarding drop/add dates and procedures. Note that Nov. 4, 2006 is the last day to withdraw from class without instructor signature. Failure to officially withdraw after stopping attendance & participation in class will result in an “F” grade.

Disabilities and Learning Difference Statement: If you have a disability or learning difficulty which may require classroom or test-taking modification, please see me as soon as possible. If you have not already done so, please contact student services for coordination of services to students with disabilities.

Class Schedule:

- 8/28 Fundamental Word Structure
Chapter 1-Structure of Medical Language
Chapter 2-Suffixes
- 9/04 Chapter 3- Prefixes
Chapter 4 -Organization of the Body
- 9/11 Quiz 1
Chapter 5 - Integumentary System
- 9/18 Chapter 6- Skeletal System
Submit Project Topic in Writing
- 9/25 Quiz 2
Online quiz, online class for Chapter 7 -Muscular System
- 10/02 Chapter 8 – Digestive System
- 10/9 Quiz 3
Chapter 9- Cardiovascular System

10/16 Chapter 10- Blood and Lymphatic System

10/24 Quiz 4
Chapter 11- Respiratory System

10/30 Online
Chapter 12- Urinary System

11/06 Quiz 5
Chapter 13- Endocrine system

11/13 Chapter 14- Nervous System

11/27 Group Projects (Choose a topic to teach from Chapters 15-21)

12/4 Quiz 6
Chapter 22- Mental Health
Course Review
Course Evaluation

12/11 Final Exam

08/07/jms