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

Fall/Spring 2017-18

**Instructor:**

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**On-line**

**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:**

Turley, Susan Medical Language 3rd or 4<sup>th</sup> edition, Pearson 2012

You will also want access to a medical dictionary. One of the following is recommended, and there are many others available.

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

### **Teaching and Learning activities:**

The **Companion Website** ([www.myhealthprofessionalkit.com](http://www.myhealthprofessionalkit.com)) is a free **online** study aid with additional activities.

#### **We will review online activities/discussion.**

**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 from assigned readings and online activities. Classroom and online participation are essential components of the course.

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

Final Exam	30% of final grade
Class/Online Participation(discussions*)	20% of final grade
Chapter tests	30% of final grade
Research Paper	20% of final grade

\*Note : Discussions must include 3 entries, your response and response to 2 additional classmates...NO PARTIAL CREDIT WILL BE GIVEN

**Chapter Tests & quizzes** and will be available online as indicated on the class schedule outlined in this syllabus. Chapter Tests not completed by the end of the course cannot be made up and will count as the "0" grade. Quizzes do not count for your final grade and can be taken many times for practice.

**The Research Paper** is designed to give students the opportunity to explore additional terminology not found in the text or of interest to the students.. The object is to reinforce course learning with topics not used in the textbook . Students must submit a 5 page paper in apa format. This paper will include a list of 25 terms and definitions used in the paper as an addendum to the paper.

### **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 December 10, 2011 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 difference 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:**

Week 1	Chapter 1 - The Structure of Medical Language
Week 2	Chapter 2- The Body in Health and Disease
Week 3	Chapter 3- The Gastrointestinal System
Week 4	Chapter 4 – The Respiratory System
Week 5	Chapter 5 The Cardiovascular System
Week 6	Chapter 6 - Blood and Lymphatic System
Week 7	Chapter 7 The Integumentary System MID TERM EXAM
Week 8	Chapter 8 -The Skeletal System
Week 9	Chapter 9 - The Muscular System
Week 10	Chapter 10- The Nervous System
Week 11	Chapter 11 Urology
Week 12	Chapter 12- Male Reproductive Medicine
Week 13	Chapter 13 - Gynecology and Obstetrics & <b>Research Paper due</b>
Week 14	Chapter 14–Endocrinology

Week 15	Final Exam and <b>all work must be completed</b>
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If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

<b>TRCC Disabilities Service Providers</b> Counseling & Advising Office Room A-119	
<b>Matt Liscum</b> (860) 383-5240	<ul style="list-style-type: none"> <li>• Physical Disabilities</li> <li>• Sensory Disabilities</li> <li>• Medical Disabilities</li> <li>• Mental Health Disabilities</li> </ul>
<b>Chris Scarborough</b> (860) 892-5751	<ul style="list-style-type: none"> <li>• Learning Disabilities</li> <li>• ADD/ADHD</li> <li>• Autism Spectrum</li> </ul>