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**MED K\*125 Medical Terminology Syllabus  
Three Rivers Community College**

**Fall 2015**

**Instructor:**

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ONLINE

**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. Complete a 5 page research paper utilizing medical terminology

**Required Textbooks:**

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

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

Two classes will be devoted to online activities/discussion.

**Participation Policy:** Participation in all Discussions and completion of all online sessions and handouts strongly recommended due to the intensity and rapidity of the content presentation. Students will be held accountable for **all** content presented . Online participation is a required and an essential component of the course.

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

Mid Term Exam	20% of Final Grade
Final Exam	30% of Final grade
On Line Discussions	20% of final grade
Chapter tests	20% of final grade
Research Paper	10% of final grade

**Discussion Board Participation for On Line course Only** is the forum to post your ideas and comments in response to assigned questions. Students will be held responsible for posting at least 1 comment and responding to 2 additional posts by other students.

**Remember this is a discussion not a comment forum.**

**Chapter quizzes** will be available for practice as indicated on the class schedule outlined in this syllabus and will not count in your final grade. Quizzes may be taken at any time and are not limited.

**Chapter Tests** will be available for the entire course. All chapter tests should be completed according to schedule posted on the syllabus.

**Research Paper** is designed to give students the opportunity to enhance online learning experience The object is to reinforce course learning with **topics not used in the textbook** and regular discussions. All papers are to be no less than 5 pages and no more than 6 pages, and should be presented in APA format.

**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, 2012 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 1-8/31 Review of the Syllabus  
Overview of the text, blackboard , discussion forum and Student resources  
Chapter 1 - The Structure of Medical Language
- Week 2- 9/14 Chapter 2- The Body in Health and Disease
- Week 3- 9/21 Chapter 3- The Gastrointestinal System
- Week 4- 9/28 Chapter 4 – The Respiratory System
- Week 5- 10/5 Chapter 5- The Cardiovascular System
- Week 6- 10/19 Chapter 6 - Blood and Lymphatic System
- Week 7- 10/26 Chapter 7 – The Integumentary System, **Mid Term Exam**
- Week 8- 11/2 Chapter 8 -The Skeletal System
- Week 9- 11/9 Chapter 9 - The Muscular System
- Week 10- 11/16 Chapter 10- The Nervous System
- Week 11- 11/23 Chapter 11 Urology
- Week 12- 11/30 Chapter 12- Male Reproductive
- Week 13- 12/7 Chapter 13 - Gynecology and Obstetrics , **Research Paper Due,**
- Week 14- 12/14 Chapter 14–Endocrinology , **ALL tests due,**
- Week 15- 12/21 **Final Exam DUE**