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

**Spring 2014**

**Instructor:**

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Fridays 2pm –4:30pm

**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 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	20% of final grade
Quizzes/Chapter tests	30% of final grade
Group Project	20% of final grade

**Chapter Tests & quizzes** and will be available online as indicated on the class schedule outlined in this syllabus. Chapter Tests & quizzes not completed by date indicated cannot be made up and will count as the "0" grade.

A makeup quiz/test will be at the discretion of the instructor.

**The Group 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 the instructor and topics submitted in writing on February 11th (Class 3). 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 is based on participation, and material presented.

### **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:**

1	1/27	Chapter 1 - The Structure of Medical Language
2	2/5	Chapter 2- The Body in Health and Disease
3	2/10	Chapter 3- The Gastrointestinal System
4	2/24	Chapter 4 – The Respiratory System
5	3/3	Chapter 5 The Cardiovascular System
6	3/10	Chapter 6 - Blood and Lymphatic System
7	3/24	Chapter 7 The Integumentary System
8	3/31	Chapter 8 -The Skeletal System
9	4/7	Chapter 9 - The Muscular System
10	4/14	Chapter 10- The Nervous System
11	4/21	Chapter 11 Urology & Chapter 12- Male Reproductive Medicine
12	4/28	Chapter 13 - Gynecology and Obstetrics
13	5/5	Chapter 14–Endocrinology
14	5/12	Course Review, Group Project Presentations
15	5/19	Final Exam

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>

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