



Course Syllabus

Course #: MED 2400

Course Name: Medical Terminology

Division: Business Technologies

Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 3

Contact Hours: 3

Lab Hours: 0

Lecture Hours: 3

Instructor: Martha Wethington

Office Location: A 202A

Phone:

Email Address: mwethington@terra.edu

Office Hours:

Division Office/Location: B 104

Division Fax: 419-334-9414

Full-time Contact Person:

Phone(s):

Course Description:

Emphasis is placed on nomenclature, medical vocabulary, pronunciation, spelling, and definitions. Introduction of medical root words, prefixes, and suffixes used as the basis for building a sound medical and professional vocabulary are studied. (Fall)

Prerequisite(s):

OAD Second-year standing, permission of instructor, or Division permission for transfer students.

Corequisite(s):

None

Entry Level Skills and Knowledge:

Required Texts, Supplies and Equipment:

MEDICAL TERMINOLOGY, LANGUAGE FOR HEALTH CARE, SECOND EDITION by Nina Thierer and Lisa Breitbard Published by McGraw-Hill. 3 X 5" file cards and container or commercial flashcards

Grading:

<u>Evaluation</u>	<u>Weight</u>	<u>Grading Scale</u>	
Class Participation (4 pts. x 30 classes)	120 points	A	765-850
Word Building (10 points x 22 worksheets)	220 points	B	680-764
Chapter Home Tests (10 points x 23 tests)	230 points	C	595-679
Spelling Tests (20 points x 14 tests)	280 points	D	510-594
TOTAL	850 points	F	000-509

Learning Outcomes:

General Education

Technical

The student will understand the etymology of medical terminology by using prefixes, suffixes, and combining forms to produce commonly used medical terms. The student will be able to spell, pronounce, and define standard medical terms from both visual and auditory input. The student will cooperate with others in a group activity.

Assessment of Student Learning:

Assessment Project and Measurement in course (if any):

Plan of Work:

Session	Date	Activities
Class 1		Course Introduction Chapter 1: Learning Terminology
Class 2		Chapter 1: Learning Terminology, continued Chapter 2: Building Medical terms Group Activity Formation
Class 3		Chapter 3: Body Structure Group Activity
Class 4		<u>Spelling Test: Chapters 1-3</u> Chapter 18: Terms in Oncology—Cancer and Its Causes

Plan of Work: (Continued)

Session	Date	Activities
Class 5		Chapter 19: Diagnostic Imaging, Radiation Oncology, and Surgery Group Activity
Class 6		<u>Spelling Test: Chapters 18 and 19</u> Chapter 4: The Integumentary System
Class 7		Chapter 4: The Integumentary System Group Activity
Class 8		<u>Spelling Test: Chapter 4</u> Chapter 5: The Musculoskeletal System
Class 9		Chapter 5: The Musculoskeletal System Group Activity
Class 10		<u>Spelling Test: Chapter 5</u> Chapter 6: The Cardiovascular System
Class 11		Chapter 6: The Cardiovascular System Group Activity
Class 12		<u>Spelling Test: Chapter 6</u> Chapter 12: The Blood System
Class 13		Chapter 13: The Lymphatic and Immune Systems Group Activity
Class 14		<u>Spelling Test: Chapters 12 and 13</u> Chapter 7: The Respiratory System
Class 15		Chapter 7: The Respiratory System Group Activity
Class 16		<u>Spelling Test: Chapter 7</u> Chapter 8: The Nervous System
Class 17		Chapter 8: The Nervous System Group Activity
Class 18		<u>Spelling Test: Chapter 8</u> Chapter 9: The Urinary System

Plan of Work: (Continued)

Session	Date	Activities
Class 19		Chapter 9: The Urinary System Group Activity
Class 20		<u>Spelling Test: Chapter 9</u> Chapter 10: The Female Reproductive System
Class 21		Chapter 10: The Female Reproductive System Chapter 11: The Male Reproductive System Group Activity
Class 22		<u>Spelling Test: Chapters 10 and 11</u> Chapter 17: Human Development
Class 23		Chapter 20: Terms in Psychiatry Group Activity
Class 24		<u>Spelling Test: Chapters 17 and 20</u> Chapter 14: The Digestive System
Class 25		Chapter 14: The Digestive System Group Activity
Class 26		<u>Spelling Test: Chapter 14</u> Chapter 15: The Endocrine System
Class 27		Chapter 15: The Endocrine System Group Activity
Class 28		<u>Spelling Test: Chapter 15</u> Chapter 16: The Sensory System
Class 29		Chapter 21: Terms in Dental Practice Chapter 23: Terms in Complementary Medicine Group Activity
Class 30		<u>Spelling Test: Chapters 16, 21, and 23</u> Final Class Day

Course Requirements:

Assignments:

There is an assignment sheet for each chapter. These are due on the first class day of each week. These assignments are a major portion of your grade. Late work will have a 25% penalty!

Spelling Tests:

Spelling tests are given at the beginning of class on the first class day of each week. There will be 20-30 words and they come from the Vocabulary Review lists in each chapter and any additional handout lists.

Study Helps:

You should expect to spend at least two hours studying for this class for every hour spent in the classroom. You are in class two (2) hours and 40 minutes each week. This means you should plan to spend five (5) to six (6) hours a week outside of class learning the material. See pages xviii-xxiv in your book for advice. Proficiency in medical terminology comes with repetition! REPETITION! REPETITION! Listen to words in class, repeat them silently, spell them correctly in your notes. Use flashcards to study and learn roots, combining forms, suffixes, and prefixes. Write spelling words five to ten times each, have someone test you, then rewrite the ones you got wrong.

Complete the practice exercises in each chapter of your book; then correct your work with the answer key provided. If you write your answers on a separate piece of paper rather than in your book, you can repeat the exercises until you are proficient.

The Student CD that comes with your book has quizzes, puzzles, games, flashcards, etc. and you can score yourself repeatedly until you are proficient.

Flashcards for prefixes, suffixes and combining forms are mandatory. Writing (or typing on the computer) the flashcard is an excellent method of learning. You may also purchase commercially made flashcard sets from the bookstore. Have someone test you with the flashcards putting the ones you know in a separate pile. Then study the ones you had trouble with. Test again and put more in the "I know" pile. This "triages" your word lists so you spend your time effectively.

Policies:

General: The instructor may deviate from the syllabus as necessary. Cheating, plagiarism, or harassment may be cause for an individual to be dismissed from the class and/or the institution. See the Student Handbook for additional information regarding college policy.

Classroom Policies:

Participation: Participation is an important part of this class. Your group activity sheet from each class documents both your attendance and class participation. You will be expected to ask and answer questions, work with a small group, and participate in class games and exercises.

Attendance Policy: Attendance at all classes for the entire class time is expected. If you are receiving Financial Aid, your attendance is reported to the Financial Aid office. Make back-up plans now for sick babysitters, sick children, and car troubles.

Make-up Tests: Make-up spelling tests may be given before or after class with a week of your absence by arranging time with the instructor. Any assignments due during your absence are due the day your return.

Cell Phones: Cell phones or pages are to be turned OFF during class times. Serious emergencies may be phoned in to the Security Office. They will bring a message to the classroom. You may “phone home” before or after class.

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 2208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).