



## COURSE OUTLINE

**COURSE NO:** Health 101 500      **COURSE NAME:** Medical Terminology I  
**CREDIT HOURS:** 3      **LECTURE HOURS:** 3      **LAB HOURS:** 0  
**DATE UPDATED:** September 2007      **PREPARED BY:** Karen Wright & Carol Lehman  
**TO BE UPDATED:** September 2008      **APPROVED BY:** Molly Weiland, PhD, Dean Allied Health/Nursing

Signed copy posted in instructor's office

**PREREQUISITES:** None

**COURSE DESCRIPTION:** The learner learns the foundation for building the basic medical vocabulary with an emphasis on prefixes, suffixes, and roots, combining vowels, and suffixes to form terms. Anatomical, physiological and pathological terminology as well as terms related to the structure of the human body, to directional terms, anatomical planes and regions as well as terminology related to the following body systems: digestive, urinary, male and female reproductive, and obstetrics and neonatology.

**COURSE OUTCOMES:** Upon completion of this course, the learner will be able to do the following:

- Analyze medical words structurally.
- Build medical words.
- Pronounce medical words given.
- Spell medical words given.
- Identify basic components of medical words given.
- Define medical terms given.
- Define medical elements given.
- Differentiate between real meaning/literal meaning of medical terms.

### **TOPICAL OUTLINE, OUTCOMES and WEEKLY ASSIGNMENTS**

#### **Week 1 assignment:**

- **Textbook:** Chapter 1: *Word Parts: the building Blocks of Medical Terminology*

Learning Objectives

After completing this chapter, you will be able to:

1. Discuss the origins and purpose of medical terminology
2. Identify the four basic word parts that form many medical terms
3. Construct medical terms by assembling word parts
4. Define medical terms by breaking them down into word parts

5. Use the pronunciation resources available in this text and on the CD and CW
6. Use study techniques to practice spelling medical terms correctly

- **EduCode modules:** Medical Terminology A:

1. Basic Word Structure
2. Combining Forms
3. Suffixes
4. Prefixes

- **Textbook:** Chapter 2: *The Human body in Health and Disease*

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create terms for the human body
2. Identify the building blocks, organ systems, and cavities of the body
3. Identify the anatomical planes and regions, and directional terms used to describe areas of the body
4. Break down and define common medical terms used for symptoms, diseases, and disorders, procedures, treatments, and devices associated with the human body
5. Build medical terms from the word parts associated with the human body
6. Pronounce and spell common medical terms associated with the human body

- **EduCode modules:** Medical Terminology A:

1. The body
2. Overview of Body Systems

- **Textbook:** Chapter 3: Cells, Tissue and Cancer

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create medical terms for cells, tissues, and cancer
2. Identify the organs of cells, tissues, and cancer and describe their structure and function
3. Define common medical terms used for cells, tissues, and cancer
4. Break down and define common medical terms used for symptoms, diseases, and disorders, procedures, treatments, and devices for cells, tissues, and cancer

- **EduCode modules:** No EduCode assignment.

### **Week 2 assignment:**

- Do the practice exam #1 on the computer

- **Review for the first exam**

- **Scroll down to “EXAM SCHEDULE FOR QUARTER”**

### **Week 3 assignment:**

- **Textbook:** Chapter 13: The Digestive System

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create medical terms for the digestive system
2. Identify the organs of the digestive system and describe their structure and function
3. Define common medical terms used for the digestive system
4. Break down and define common medical terms used for symptoms, diseases, disorders,

procedures, treatments, and devices for the digestive system

- **EduCode modules:** Medical Terminology B Digestive:

1. Anatomy
2. Word parts
3. Diseases
4. Procedures
5. Endoscopic procedures
6. Surgical procedures
7. Abbreviations
8. Flash cards

- **Scroll down to view** “*EXAM SCHEDULE FOR QUARTER*”

#### **Week 4 assignment:**

- Prepare for the verbal recitation exam (for word list, see “All Exams” on the homepage)
- Case study participation exercise, digestive system (for instructions: see “case Studies” on the homepage)

- **Scroll down to view** “*EXAM SCHEDULE FOR QUARTER*”

#### **Week 5 assignment:**

- **Textbook:** Chapter 14: The Urinary System

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create medical terms for the urinary system
2. Identify the organs of the urinary system and describe their structure and function
3. Break down and define common medical terms used for symptoms, diseases, disorders, procedures, treatments, and devices for the urinary system
4. Build medical terms from the word parts associated with the urinary system
5. Pronounce and spell common medical terms associated with the urinary system

- **EduCode modules:** Medical Terminology B:

1. Anatomy
2. Urinary word parts
3. Physiology
4. Pathology
5. Diagnostic
6. Surgical
7. Abbreviations
8. Flash cards.

- **Textbook:** Chapter 15

The Male Reproductive System

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create medical terms for the male reproductive system
2. Identify the major organs of the male reproductive system and describe their structure and function

3. Break down and define common medical terms used for symptoms, diseases, disorders, procedures, treatments, and devices for the male reproductive system
4. Build medical terms from the word parts associated with the male reproductive system
5. Pronounce and spell common medical terms associated with the male reproductive system

- **EduCode modules:** Medical Terminology B Male Reproductive:

1. Word parts
2. Anatomy
3. Diseases
4. Pathology
5. Procedures
6. Surgical procedures
7. Abbreviations
8. Flash cards

### **Week 6 assignment:**

Continue with last assignment

### **Week 7 assignment:**

- **Textbook:** Chapter 16: The Female Reproductive System

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create medical terms for the female reproductive system
2. Identify the major organs of the female reproductive system and describe their structure and function
3. Break down and define common medical terms used for symptoms, diseases, disorders, procedures, treatments, and devices for the female reproductive system
4. Build medical terms from the word parts associated with the female reproductive system
5. Pronounce and spell common medical terms associated with the female reproductive system

- **EduCode modules:** Medical Terminology B Female Reproductive:

1. Word parts
2. Anatomy
3. Pathology
4. Diseases
5. Procedures
6. Abbreviations
7. Flashcards.

- **Textbook:** Chapter 17: Obstetrics and Human Development

Learning Objectives

After completing this chapter, you will be able to:

1. Define and spell the word parts used to create medical terms for obstetrics and human development
2. Identify the major organs of the obstetrics and human development and describe their

- structure and function
3. Break down and define common medical terms used for symptoms, diseases, disorders, procedures, treatments, and devices for the obstetrics and human development
  4. Build medical terms from the word parts associated with the obstetrics and human development
  5. Pronounce and spell common medical terms associated with the obstetrics and human development
- **EduCode modules:** Medical Terminology B Female Reproductive:
    3. Process of pregnancy
  - Scroll down to view “*EXAM SCHEDULE FOR QUARTER*”

### **Week 8 assignment:**

- Have all assigned **EduCode** modules completed.
- Scroll down to view “EXAM SCHEDULE FOR QUARTER”
- Case study participation exercise, female reproductive system (for instructions: see “case Studies” on the homepage)

### **Week 9 assignment:**

- Prepare for the verbal recitation exam (for word list, see “ All Exams” on the homepage)

### **Week 10 assignment:**

- Scroll down to view “EXAM SCHEDULE FOR QUARTER”

### **EXAM SCHEDULE FOR QUARTER**

**Practice exam** – week 2, Ch 1, 2, & 3, NO pts.

**Exam 1** – week 3, Ch. 1, 2 & 3, 100 pts.

**Exam 2** – week 4, Ch. 13, 100 pts

**Exam 3** – week 5, Comprehensive verbal recitation of terms, 100 pts.

**Exam 4** – week 7, Ch. 14 & 15, 100 pts.

**Exam 5** – week 9, Ch. 16 & 17, 100 pts.

**Exam 6** – week 11, Comprehensive verbal recitation of terms, 100 pts.

### **COURSE MATERIALS:**

Computer internet access: With Explorer 5.0 or above or Netscape 5 or above (see course agreement)

**Textbook:** *Unlocking medical terminology, Bruce Wingerd, Prentice Hall*

**Medical dictionary:** student's choice

Suggested dictionaries are:

*Tabler's Cyclopedic Medical Dictionary*. F.A. Davis Company; Philadelphia.  
(Recommended for Health Information Technology)

or *Encyclopedia and Dictionary of Medicine and Nursing*. Miller and Kean; W. B. Saunders Company. (Recommended for Medical Assistant Technology)

or *Medical and Nursing Dictionary*. The C.V. Mosby Company (Recommended for Nursing, Dietetic, and Emergency Medical Technologies)

**SAFETY FACTORS:** Observe common safety factors.

**USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES:** The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell phone and other electronic devices off while you are in class/lab.* In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

**STUDENT INSURANCE/COVERAGE:** Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

**DISABILITIES NOTICE:** If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.

## HOCKING COLLEGE

### EVALUATION OF THE LEARNER

**COURSE NO:** HLTH 101 500      **COURSE NAME:** Medical Terminology I

**CREDIT HOURS:** 3      **LECTURE HOURS:** 3      **LAB HOURS:** 0

**INSTRUCTOR(S):** Karen Wright & Carol Lehman

**DATE PREPARED:** September 2008

**APPROVED BY:** Molly Weiland, PhD, Dean Allied Health/Nursing

The objective of the instructor is to help the student to learn, understand and speak medical terms. The purpose of evaluation is to determine to what degree the student is able to comprehend and retain the presented material and his/her ability to communicate with others in the field of medicine.

Learning is a shared responsibility of both the student and instructor. The instructor has the responsibility to evaluate the student's progress. The student has the responsibility to learn the material presented and be aware at any given point in time, as to his/her academic status.

### **SPECIFIC FACTORS**

1. **EXAMINATIONS:** There will be six exams each worth 100 points. The third and sixth exam will be verbal recitation of medical terms to the instructor. For the third and sixth exam, the student will correctly pronounce twenty-five medical terms to the instructor's answering machine. Each term pronounced correctly is worth four points. The format for four of the exams will be multiple choice and they are timed. The four multiple-choice exams are taken online and they must be taken on the date and during the time posted. If for some reason while taking the online exam technical difficulties are encountered, reenter the test and submit. Then retake the exam. If the server is down at Hocking College then the exam will be rescheduled. Notify your instructor immediately via email within webct regarding any difficulties taking exams. Any examinations not taken will receive a grade of zero (0).

An online course requires checking the discussion board within webct and the course calendar for dates and times of examinations and completing the exam on the date and during the time frame exam is scheduled. If for any reason you cannot take the exam due to technical difficulties with the computer immediately notify the instructor via email within WebCT.

2. **PROJECTS/HOMEWORK:** Student must successfully complete the MC Strategies EduCode learning modules assigned as per topical outline. No points are given for completing these modules; however, they are considered attendance. In addition, to facilitate learning the student is expected to utilize the learning aids that come with the. No points are assigned to these activities. Learning a new language requires writing, reading, and speaking it. The more you interact with the material the more competent and confident you will be.
3. **PARTICIPATION QUESTIONS:** Student will be given cases which require the student to analyze and practice medical terminology language skills.
4. **PEER REVIEW:** These case assignments require the student to post their work on the discussion board by the dates assigned by the instructor.

5. **ATTENDANCE:** See course agreement - Attendance for this course is demonstrated by abiding by the course agreement - completing all EduCode software modules and exams as per class calendar. A PR will not be given for this course unless there is extenuating circumstance such as serious accident or illness. Not taking examinations as they are scheduled results in failure of those examinations.

6. **EXTRA PROJECTS:** Extra credit is not available for this class.

7. **GRADING SCALE:**

92% - 100% = A

83% - 91% = B

75% - 82% = C

74% - Below = Failure

8. **FINAL GRADE CALCULATION:** The total points the student receives on each of the four multiple choice exams and the points received on two verbal recitation exams are added together, divided by 600 and the answer multiplied by 100 to arrive at the student's grade for the course.

Following the topical outline, checking the Discussion board, following the course calendar for the course, completing all assignments and exams by dates according to the course calendar and conversing with the instructor on a regular basis via email will ensure that the student is aware of his or her potential final grade for the course.

9. **POLICY REGARDING HONESTY**

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery,

alteration, or misuse of college documents, records or identification.

Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an F for the test or assignment and this test or assignment may not be used as the drop. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In violation” or “Not In violation” of the Hocking code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *judicial consequences*, in demonstrating a pattern of behavior on the part of the student.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website ([www.hocking.edu](http://www.hocking.edu)).

**Instances of dishonesty will be reported to Campus Judiciary.**

10. **ACADEMIC GRADE APPEAL PROCESS:** Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate.

11. **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:** Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.
  
12. **DISABILITIES NOTICE:** If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.