



COURSE OUTLINE

COURSE NO: HLTH 111 500 **COURSE NAME:** Medical Terminology II

CREDIT HRS: 3 **CLASS HRS:** 3 **LAB HRS:** 0

DATE: September 2007 **PREPARED BY:** Karen Wright & Carol Lehman

TO BE UPDATED: Sept 2008 **APPROVED BY:** "official signature on file"
Dean, School of Health & Nursing

PREREQUISITES: HLTH 101 - Medical Terminology I

COURSE DESCRIPTION:

Medical Terminology II is a continuation of Medical Terminology I. Selected clinical procedures, laboratory tests, and abbreviations are discussed. The terminology of the nervous, cardiovascular, respiratory, blood and lymph, musculoskeletal, skin, sense organs, and endocrine systems will be explored. Anatomical and physiological terminology, combining forms, pathological terminology, clinical procedures, laboratory tests, medical specialties, and abbreviations will be presented for each body system as that body system is covered.

COURSE OUTCOMES:

Upon completion of this course, the learner will be able to:

1. Identify the meanings of prefixes, root words, and suffixes.
2. Choose the best term when given a definition of a term or word part.
3. Break down more difficult medical terms into word parts and define the meaning of each part.
4. Pronounce correctly the more difficult terms and words presented.
5. Spell correctly the more difficult terms and words presented.

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 PRACTICES:

Observe common safety practices at all times. In circumstances where safety practices are questionable or unclear, consult the classroom instructor.

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.

TOPICAL OUTLINE

UNIT I – assignments:

Week #1- The Integumentary System Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the learner will be able to:

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

5. Pronounce and spell common medical terms associated with the integumentary system

Week #2- The Skeletal and Muscular System Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the learner will be able to:

1. Define and spell the word parts used to create medical terms for the skeletal and muscular systems
2. Identify and name the major bones, joints, and muscles of the skeletal and muscular systems and describe their structure and functions
3. Describe primary muscle actions
4. Break down and define common medical terms used for symptom, diseases, disorders, procedures, treatments, and devices for the skeletal and muscular systems
5. Build medical terms from word parts associated with the skeletal and muscular systems
6. Pronounce and spell common medical terms associated with the skeletal and muscular systems

Week #2- Post a question on the discussion board created from any case study from any previously covered chapter

Week #3- Exam #1: Integumentary chapter & Skeletal/Muscular chapter

UNIT II – assignments:

Week #3- The Nervous System and Mental Health Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the learner will be able to:

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

4. Build medical terms from the word parts associated with the nervous system
5. Pronounce and spell common medical terms associated with the nervous system

Week #4- Exam #2: Nervous System and Mental Health

UNIT III – assignments

Week #4- Study for verbal recitation of medical terms.

Week #5- Exam #3 - Verbal recitation of medical terms

UNIT IV - assignments

Week #5- The Eyes Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the learner will be able to:

1. Define and spell the word parts used to create medical terms for the eyes.
2. Identify the parts of the eyes 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 eyes

Week #5- The Ears Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the student will be able to:

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

Week #5- The Endocrine System Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the student will be able to:

1. Define and spell the word parts used to create terms for the endocrine system

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

Week #7- Exam #4: - Eyes, Ears, and Endocrine System chapters

UNIT V - assignments

Week #7- The Cardiovascular System Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the student will be able to:

1. Define and spell the word parts used to create terms for the cardiovascular system
2. Identify the major organs of the cardiovascular system and describe their structure and function
3. Define common medical terms used for the cardiovascular system
4. Break down and define common medical terms used for symptoms, disease, disorders, procedures, treatments, and devices associated with the endocrine system

Week #7 - The Blood and Lymphatic System Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the student will be able to:

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

4. Break down and define common medical terms used for symptoms, disease, disorders, procedures, treatments, and devices associated with the blood and lymphatic system

Week #7- The Respiratory System Chapter from the text; plus EduCode modules as assigned

OBJECTIVES: At the conclusion of the study of this unit, the learner will be able to:

1. Define and spell the word parts used to create terms for the respiratory system
2. Identify the major organs of the respiratory system and describe their structure and function
3. Define common medical terms used for blood and respiratory system
4. Break down and define common medical terms used for symptoms, disease, disorders, procedures, treatments, and devices associated with the blood and respiratory system

Week #9- Post a question on the discussion board created from any case study from any previously covered chapter

Week #10- Exam #5: - Cardiovascular, Blood and Lymph, and Respiratory

UNIT VI – assignments

Week #10- Study for verbal recitation of medical terms. Post a question on the discussion board created from any case study from any previously covered chapter

Week #11- Exam #6: - Verbal recitation of medical terms

EXAM SCHEDULE FOR QUARTER

EXAM 1 - (wk #3) Integumentary and Skeletal/ Muscular

EXAM 2 - (wk #4) Nervous

EXAM 3 - (wk #5) Comprehensive verbal recitation of medial terms

EXAM 4 - (wk #7) Eye, Ear and Endocrine

EXAM 5 - (wk #10) Cardiovascular, Blood & Lymph, and Respiratory

EXAM 6 - (wk #11) Comprehensive verbal recitation of medial terms

**HOCKING COLLEGE
EVALUATION OF THE STUDENT**

COURSE NO: HLTH 111-500 **COURSE NAME:** Medical Terminology II

INSTRUCTOR: Karen Wright / Carol Lehman

DATE: September 2007

APPROVED BY: _____
Dean, School of Health & Nursing

OBJECTIVE

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 AND QUIZZES:

There will be six exams each worth 100 points. The third and sixth exam will be verbal recitation of medical terms to the instructor. 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 WEB-CT 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 web-ct 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, stop where you are and immediately notify the instructor via Web-ct email.

2. PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:

Student must successfully complete the MC Strategies Educode software 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 *Exploring Medical Language* text (CD-ROM with Extra Exercises, flash cards, audiotapes with pronunciations and definitions). 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.

PARTICIPATION QUESTIONS: Student will be given cases which require the student to analyze and practice medical terminology language skills. **PEER REVIEW:** These case assignments require the student to post their work on the discussion board by the dates assigned by the instructor and critique work posted by others.

3. **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.

4. **CLASS PARTICIPATION:**

Completing EduCode modules and exams as assigned are considered participation. Conversations with the instructor via e-mail and discussion board within web-ct are encouraged.

5. **EXTRA PROJECTS:**

Extra credit is not available for this class.

6. **GRADING SCALE:**

92% -100% = A

83% - 91% = B

75% - 82% = C

74% - Below = Failure

7. **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's 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).

Instances of dishonesty will be reported to Campus Judiciary.

8. **FINAL GRADE CALCULATION:** The total points the student receives on each of the four multiple choice exams and the points received on the 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. **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.

10. **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.

11. **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