



**Course Name:** Medical Terminology I

**Course Number:** OT 113

**Academic Year:** Fall 2014

**Meeting Time & Place:** 9:30 – 10:50 a.m.  
C110 TTH

**Prerequisites:** None

**Credit Hours:** 3 hours - 3 credits

**INSTRUCTOR INFORMATION:**

**Instructor:** Mrs. Martha Brothers

**Office Location:** C114

**Office Phone #:** (870) 673-4201 – EX 1834

**Email Address:** [mbrothers@pccua.edu](mailto:mbrothers@pccua.edu)

**Office Hours:** Posted C114

**Students for whom this course is intended:**

1. Students enrolled in the Department of Business and Technology as a requirement for an Associate in Applied Science Degree in Office Technology (Medical Option).
2. Students who desire to enhance their comprehension and understanding of the medical language.

**COURSE DESCRIPTION**

OT 113 Medical Terminology I (3 hrs. lec., 3 credits)

The student will study and demonstrate the use of medical word stems, suffixes, and prefixes as related to the body systems and associated diseases. Proficiency in the pronunciation, spelling, and definitions of medical terms, the use of the medical dictionary and related reference materials will be emphasized.

**OT 113 MEDICAL TERMINOLOGY I.** The student will study and demonstrate the use of medical word stems, suffixes, and prefixes as related to the body systems and associated diseases. Study and demonstrate proficiency in the pronunciation, spelling, and definitions of medical terms, the use of the medical dictionary and related reference materials.

**DEAN VAUGHN MEDICAL TERMINOLOGY 350, LESSON/INSTRUCTIONAL SYSTEMS.** The purpose of this course is to teach the student the meanings of 350 Latin and Greek elements, or word parts. The knowledge of the 350 elements in this course will enable the student to interpret and understand more than ten thousand complex medical terms.

The audio-visual portion of this program teaches a simplified meaning for each of the elements. The text includes an expansion of these meanings and demonstrates the various forms in which they may appear in medical terms.

A 100% Award will be given to those students who have completed the Dean Vaughn Medical Terminology course and achieved 100% retention of the 350 elements taught.

A Pretest and Posttest will be administered for assessment of student performance.

**COURSE OBJECTIVES:**

By the end of the course, the student will be able to:

|    |   |
|----|---|
| 1. | Demonstrate knowledge of medical terminology by Identifying at least 80 percent of the meanings of 350 Latin and Greek word-parts that are called prefixes, roots and suffixes. |
| 2. | Spell the names of drugs presented.   |
| 3. | Demonstrate the ability to research medical topics by using the Internet.   |

The objectives will be achieved through a combination of written and listening exercises, which utilizes a multisensory approach to learning. Wherever possible, material is presented in context, just as it is in medical practice.

A posttest will also be used to measure student competencies

**EXPECTED LEARNING OUTCOMES**

| <b>Division Of Business And Information Systems<br/>Core Competencies</b>  |  |
|--|--|
| As a result of the study of courses in the Division of Business and Information Systems, the students will be able to demonstrate the following: |  |
| <b>Social and Civic Responsibility</b>   | Demonstrate a legal/ethical behavior that is appropriate for the business professional in today’s society. |
| <b>Technology Utilization</b>  | Demonstrate the ability to use computer technology.  |
| <b>Analytical and Critical Thinking</b>  | Analyze, interpret and evaluate data necessary to solve problems and support business decisions.           |
| <b>Communication</b>   | Communicate effectively in a written or oral manner in the business environment.                           |
| <b>Cultural Awareness</b>  | Acknowledge diverse groups of individuals possessing different beliefs, values, attitudes, and customs.    |

## Student Learning Outcomes and Assessment Methods

| PCCUA Core Competency                     | Student Learning Outcome  | Assessment Method/Measurement  | Assessment Criteria                          |
|---|---|--|--|
| <b>Communication</b>                      | Students will demonstrate oral and written communication skills by completing an oral presentation and submitting a written report. | A Topic Paper and Presentation Rubric will be used to evaluate students. The goal is 80% of the students will demonstrate they can communicate effectively in an oral or written manner by scoring 75% or higher on the Rubrics  | 75% of the students will score 75% or higher |
| <b>Analytical &amp; Critical Thinking</b> | Students will identify 350 Latin and Greek word elements and meanings.  | A Posttest on the 350 word elements will be administered each semester. The goal is 75% of the students will demonstrate that they know the meanings of the 350 Latin and Greek word elements that are called prefixes, roots and suffixes by scoring 80% or higher on the Posttest. | 75% of the students will score 80% or higher |
| <b>Technology Utilization</b>             | Students will use technology skills for Internet Research   | Students will be assigned various diseases to report on by researching   | 75% of the students will score 75% or higher |

### INSTRUCTIONAL GOALS, OBJECTIVES & MEASURES

After students have completed activities and exercises assigned for each chapter, they should be able to:

#### CHAPTER 1 - OBJECTIVES

##### **Building a Medical Vocabulary**

1. Define medical terminology
2. Define word elements, roots, combining forms, suffixes, and prefixes.
3. Create the singular and plural forms of commonly used medical terms.
4. Identify homonyms, eponyms, and other confusing terms used in medical reports.
5. Use a medical dictionary.
6. Identify and spell the word elements and determine their meaning.

#### CHAPTER 2 – OBJECTIVES

##### **Introduction to the Body Structure**

1. Spell and define their terms cell, tissue, organ, and system as they relate to the structure of living organisms.
2. Define the directions used in reference to the body structure.
3. Define the terms designated as planes of the body.
4. Define the cavities used to identify internal spaces of the body.
5. Name and define eleven systems of the body.
6. Identify the meanings of related word elements.

## CHAPTER 3 – OBJECTIVES

### **The Medical History and Physical Examination**

1. Define the legal health record
2. Identify the role of confidentiality with medical records.
3. Identify and define the components of the medical history and physical examination.
4. Identify and abbreviate the names of frequently used diagnostic tests.
5. Describe other reports based on the medical history and physical examination.
6. Define the source oriented and problem oriented medical records.
7. Identify and spell commonly used abbreviations used in medical history and physical examination records and in laboratory results.
8. Identify the meanings of related word elements.

## CHAPTER 4 – OBJECTIVES

### **Pharmacology**

1. Identify significant legislation designed to protect consumers.
2. Distinguish among types of drug names.
3. Name and define drug classifications.
4. Explain various effects of medications.
5. Identify and define methods of drug administration.
6. Identify commonly used drug references.
7. Identify commonly used abbreviations.
8. Identify the meanings of related word elements.

## CHAPTER 5 – OBJECTIVES

### **The Integumentary System**

1. Spell and define major system components and explain how they operate.
2. Identify the meanings of related word elements.
3. Spell and define diagnostic procedures, diagnoses, treatment procedures, and abbreviations.
4. Spell the names of commonly used medications.
5. Use a dictionary as a tool in processing medical documents.
6. Hear how medical terminology is used in actual medical reports.

## CHAPTER 6 – OBJECTIVES

### The Musculoskeletal System

1. Spell and define major system components and explain how they operate.
2. Identify the meanings of related word elements.
3. Spell and define diagnostic procedures, diagnoses, treatment procedures, and abbreviations.
4. Spell the names of commonly used medications.
5. Use a dictionary as a tool in processing medical documents.
6. Hear how medical terminology is used in actual medical reports.

### TEXT AND READING MATERIALS:

Publisher – DCM

Medical Terminology 350 2E - ISBN: 9780914901129

Cengage

Terminology for Health Professionals Custom Book 6E ISBN: 9781285143644 (CH 1-6)

(All students are required to have the textbooks for the course.)

In addition, you will need a USB Jump Drive (at least 1 GB) for saving assigned topic reports or other class assignments.

### Website for checking compatibility of browser:

[http://www.webct.com/tuneup/viewpage?name=tuneup\\_browser\\_tuneup\\_information#browsers](http://www.webct.com/tuneup/viewpage?name=tuneup_browser_tuneup_information#browsers)

Pop-Up blockers must be turned off while working in Blackboard.

Minimum required computer configuration: PC with Pentium II processor or better, 128 RAM (minimum). DSL or Cable connection preferred – dial-up 56K modem acceptable, but very slow Internet connection.

### GRADING POLICY

Grading will be based on the following assessments:

|  |     |
|--|-----|
| TESTS  | 30% |
| Section Tests  | 20% |
| Topic Presentations – Pop Quizzes – Homework Assignments | 20% |
| 350 WORD ELEMENT TEST                                    | 30% |

All tests during the semester will carry equal weight. The date of these tests can be determined by referring to the class calendar. The nine week exam on the "350 Word Elements" will count 30% in the final average.

Grading Scale:

|          |   |
|----------|---|
| 90 - 100 | A |
| 80 - 89  | B |
| 70 - 79  | C |
| 60 - 69  | D |
| Below 60 | F |

## **ATTENDANCE POLICY**

Do not show up late or leave early. Both will result in an absence. Save your absences for sickness and emergencies.

### **CLASSES MEETING 2 TIMES A WEEK**

Students are permitted four (4) absences. When you have missed 5 classes, you will receive an EW or F and you may not return to class.

### **CLASSES MEETING 1 TIME A WEEK**

Students are permitted two (2) absences. When you have missed 3 classes you will receive an EW or F and you may not return to class.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the student's advisor so that the student can be contacted by either phone or in writing.

If a student is unable to attend a class regularly, regardless of the reason or circumstances, he/she should withdraw from that class before an EW or F is assigned.

Exceptions to this attendance rule may be based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. A student's attendance will affect their grade in this course.

## **PUNCTUALITY**

There are no tardies—students are expected to arrive at their classrooms prior to the beginning of classroom activities. Any student entering the classroom after the class roll has been taken will be considered absent. There is one exception to this rule: Students who have been held over by their instructor.

## **MISSED OR LATE ASSIGNMENTS AND EXAMS**

Late work will not be accepted except in cases of prior instructor approval. Failure to do work assigned will result in grade reduction.

**\*Please make sure you are in class to take all scheduled tests in the “Dean Vaughn Medical Terminology 350 Program as any test missed will NOT be made up and a grade of ZERO will be recorded.**

**\*Any “Chapter Test” missed from the textbook “Terminology for Allied Health Professionals 6<sup>th</sup> Edition” will NOT be made up and a grade of ZERO will be recorded.\***

\*Students will be able to drop ONE test grade during the semester\* (Does not include section tests or Final 350 Word Test)

\*Pop Tests **CANNOT** be made up and a grade of ZERO is recorded.\*

\*Your attendance, class participation and attitude could affect your grade in this class. Please follow the instructions when learning the medical terminology presented for each class session in Medical Terminology 350. Points may be deducted for class participation. You will also be called upon to present short oral topic reports in addition to the main topic report that will be assigned later on in the semester.

We have a lot of material to cover in a short period of time so it is urgent you do not miss class unless there is an unexpected emergency. (This does not include oversleeping).

\*This instructor has the right to make changes in the grade requirements and their weights in determining the final grade.

**\*FAILURE TO SHOW UP FOR THE FINAL EXAM CAN LEAD TO FAILURE IN THIS COURSE.\***

**MEDICAL ARTICLES:** Each student may be expected to read current publications and newspaper articles related to current trends in the medical field and may be required to report to the class. Articles must follow the guidelines set forth by the instructor:

Minimum Length: One TYPEWRITTEN Page, double spaced

Points Possible: 100 points each

The following should be included:

1. A copy of the article
2. Use references from the Internet. (At least two different references)
3. Minimum one page (article)
  - a. 2<sup>nd</sup> page - list of medical terms used in the article and definitions
  - b. cover sheet
  - c. reference page
4. Use default settings when typing the paper with double spacing.
5. Summary of the article--IN YOUR OWN WORDS

6. Cover page should have your name, class, class time, date and topic. Cover page must have one of the following: clipart, graphic from Web, or border & word art.
7. Use spell check and proofread.
8. Paper will be graded for content. The first paragraph should be an introduction to the medical topic. The last paragraph should be your conclusion.
9. Use correct grammar and sentence structure.
10. Use correct punctuation.
11. **Do not plagiarize.** (This is to steal and pass off the ideas or words of another as one's own. Give credit to your sources.) FAILURE TO CITE YOUR REFERENCES WILL BE A NO PASS GRADE.
12. Type reference page using **APA** format. Use the **NEW** feature in Word 2013 to create your reference page.

## **STUDENT RESPONSIBILITIES**

It is the student's responsibility to attend class regularly and be prepared for each class meeting—bring book, workbook, and USB drive each class session. If the student misses a class, it is the student's responsibility to contact the instructor before the next class meeting in order to complete the scheduled assignments.

The instructor desires that every student succeed in this class. Students are hindered in this success if there are classroom distractions. Students are to adhere to the standards of behavior described in the Student Handbook. Students who do not adhere to this policy will be dropped from the class.

1. No food or drinks are allowed in the classroom or computer lab.
2. Punctuality – Be on time and prepared for class—Students are expected to stay the entire class period as this is not a come and go class. Please take care of all personal matters before coming to class.
3. Computer settings are not to be changed. Personal wallpaper, screen savers, shortcuts, etc. are not to be added to the desktop.
4. Access to objectionable websites is prohibited.
5. According to the student handbook: *A student may not have unauthorized persons (children or adults) on campus.*
6. As the classroom thermostat is set at a reasonable comfort zone, please refrain from wearing hooded sweatshirts covering the head. (I want to make sure you hear the lecture).
7. \*\*Cell phones and pagers must be turned off when entering the classroom.( See Below)

### **\*\*Electronic Communication Devices in Classrooms/Laboratories**

#### **CELL PHONE POLICY**

To minimize classroom/laboratory disruptions and to prevent the integrity of lectures and test-taking, activated electronic communication devices such as pagers, iPods, and

cellular telephones are not permitted. All electronic communication devices must be turned off and put away upon entering the classroom. If an electronic device is used, activated, or rings during a lecture class, laboratory, or exam, the student/owner may be asked to leave the classroom and counted absent for that class period. Subsequent infractions will be documented, a disciplinary form completed, and the student will receive a 10 point reduction on grade points for each infraction.

During testing, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty.

## **Discipline Policy**

Refer to the Student Discipline Policy (PCCUA Administrative Procedure 405.01)

Refer to the Student Technology Acceptable Use Policy (PCCUA Administrative Procedure 231.06)

**Also refer to the current College Catalog.**

## **ACADEMIC HONESTY POLICY**

### **Cheating Policy**

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

### **Administrative Procedure Number: 404.05**

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. **A**

description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

**Cheating in this class:**

***Cheating will not be tolerated.*** If you are cheating on one occasion, you will receive an “F” for the whole project’s work (not limited to that one assignment). If found cheating on a second occasion, you will be asked to drop the class. If the cheating occurs after the drop date, or if you choose not to drop, you will receive an “F” for this class.

**CAMPUS SUPPORT SERVICES**

Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

**ADA POLICY:**

Scott Post is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. If you have a disability, please contact Terry Simpson (870) 673-4201 ext. 1809 (Stuttgart Campus).

The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook.

**FERPA POLICY**

Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records. Directory information can be provided unless the student request that it be withheld.

**INSURANCE**

Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted United Healthcare Student Resources. Forms for this insurance are available in the Registrar’s office.

**ACTS**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do

not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE Website and selecting Course Transfer.

[http://www.adhe.edu/divisions/academicaffairs/Pages/aa\\_acts.aspx](http://www.adhe.edu/divisions/academicaffairs/Pages/aa_acts.aspx)

### Important Dates – Fall 2014

|                              |  |
|------------------------------|--|
| August 25 (M)                | Day and evening classes begin  |
| September 1 (M)              | Labor Day holiday (no classes, offices closed)                                 |
| September 2 (T)              | Last day for 100% refund   |
| September 8 (M)              | Last date to complete application file for current semester                    |
| October 15 (W)               | Mid-term advisory grades due (4:00 pm)   |
| October 17 (F)               | Faculty/Staff In-service (no day classes/evening and weekend classes meet)     |
| October 30 (TH)              | Last day to drop and receive a "W"   |
| November 3 (M)               | Spring registration begins   |
| November 26 (W)              | Faculty and students do not report (no classes, offices open)                  |
| November 27-28 (TH & F)      | Thanksgiving holiday (no classes, offices are closed).                         |
| December 1 (M)               | Offices open, classes resume (8:00 am)   |
| December 2 (T)               | Last day to receive an "EW"  |
| December 4 (TH)              | Last class day   |
| December 5 (F)               | Study Day (Faculty will be available in their offices from 8:30 am until noon) |
| December 8, 9, 10, 11 (M-TH) | Day, evening, and night exams begin Monday, December 8                         |
| December 15 (M)              | Final grades due (12:00 noon)  |
| December 16 (T)              | December Graduation (no commencement)  |
| December 19 (F)              | Offices closed from 4:30 pm until 8:00 am on 1/5/15 (M)                        |

**The syllabus and the policies, guidelines, and dates included are subject to change at the instructor's discretion.**