

Course: **HPRS 1206 Essentials of MEDICAL TERMINOLOGY**

Synonym: section

Professor: F. Smith, R.N., M.Ed. fjls@austincc.edu

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Office Hours: See OH (office hours) on the web

COURSE DESCRIPTION:

A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Skills: R

TEXTS AND MATERIALS

Required

1 Chabner, Davi-Ellen. *The Language of Medicine*. Philadelphia

W.B. Saunders Co.

2. Videos to critique
3. TV shows to view
4. Current periodicals in the library
5. CBI Lab or PC for Internet & CD assignments (CD in back of text)
6. Instructor Packet HPRS 1206 S3 (Smith)
7. Access to Blackboard (email)

Recommended

1. MEDICAL DICTIONARY (or Taber's or Stedman's or Miller and Keene)
2. Medical Terminology video tapes available on campuses in the Learning Resource

Centers (library)

3. Personal computer (or To be able to use the computer lab in the library)

Textbooks can be purchased at campus bookstores (RVS, CYP, NRG, EVC) or on line www.austincc.bkstore.com.

SCAN Competencies:

Resources: manages time by completing assignments and exams by the due dates; uses LRS, Testing center and student services (1.1, 1.3)

Interpersonal: Participates as a member of a team when doing group exercises; medical information is obtained to better service and educate clients; through critical thinking, negotiate to arrive at a clinical decision (2.1, 2.3, 2.3)

Information: Organizes and maintains information through lecture and for exam preparation, acquires and evaluates information by doing internet searches, uses computers to process information (3.1-3.3)

Systems: uses problem solving skill (4.2)

Basic Skills: all basic skills used in learning and applying Medical Terminology (6.1-6.6)

Thinking Skills: all thinking skills used for preparation for exams, group work, assignments and discussions (7.1-7.6)

Personal Qualities: Students will show responsibility by completing assignment and exams on time; will have confidence in knowledge of Medical Terminology when talking to patients and other health care providers upon completion of the course (8.1, 8.2)

Basic use of computers: Use computer for CD-ROM software to reinforce the concepts of the course

INSTRUCTIONAL METHODOLOGY

Our class activities include lecture(Systems have Anatomy and Physiology approach), discussion, use of CD-ROM, videos to critique, and other assignments. The success of our class depends on your willingness to participate. Participation is considered when compiling the final course grades. There are no dumb or stupid questions...when in doubt, ASK! **This is a 11-16-wk week course with relatively fast paced class periods.** This will require discipline, time management and organization. **You must not get behind. Must study daily.**

COURSE RATIONALE

This course provides an excellent foundation for all allied health students entering specialized health sciences programs. Entering a health care field is somewhat like going to live in a foreign country. You can't figure out what's happening until you learn the language.

COURSE OBJECTIVES:

Upon completion of this course the student should be able to:

- **Identify and define word parts (combining forms, word roots, prefixes, and suffixes).**
- Define medical terms through word analysis, word building and parts of speech.
- List and define suffixes for adjective, noun and diminutive endings
- Pronounce and spell medical terms correctly.
- When presented the opportunity, communicate with other health team members using the correct terminology.
- List the major structures in the body systems and describe the function of the systems.
- **Build, analyze medical words using the component parts.**
- Change words from singular to plural form.
- Define several pathological conditions affecting the body systems.
- Recall **abbreviations** that are associated with the systems and that are used in the medical field.
- Define and Identify medical words that are used in a medical report.
- Discuss surgical, clinical, and laboratory procedures related to the medical field.

TESTING REQUIREMENTS

1. There will be **five (5) exams**. All exams are given in class. Exam format will be varied. There may be matching, multiple choice, short answer, diagrams, word analysis, word building, abbreviations, spelling and bonus responses on the exams. The Exams are worth 100 pts each.

#2 pencils are required for the scantron answer sheets. Exams are listed on the proposed schedule and dates will be announced in class. Students must purchase scantrons (5) from the bookstore for exams.

2. **No retakes** on any unit examination will be allowed. **No make-ups will be given on individual unit exams when missed.** *No calls one (1) hour before the exam on the scheduled day. A zero will be given for that exam.* Regardless of the circumstances, if **one** unit lecture exam is missed, a comprehensive, covering material from **ALL units** will replace the one missed exam and this will be offered at the end of the semester. This substitute exam can only be taken at ACC/EVC in your regularly scheduled classroom on the last day of the schedule. This grade is then put in place of the zero exam grade.
3. If a student has done poorly on one exam grade and wants to improve that grade, he / she must meet with the instructor to discuss the option of replacing the one low grade by taking the # 6 comprehensive. This grade will be included when calculating final course grade. If you exercise this option to improve your grade by taking # 6 and get a lower grade, that grade will still be counted in place of the unit exam and included in the calculations. Students will be given only one opportunity to exercise this exam option.
4. Students are responsible for the material in the text even though that material may not be covered in class.

GRADE SCHEME:

A = 519-580

B = 461-518

C = 403-460

D = 345-402

F= 0-344

Please note: The minimum grade that will be accepted for credit by any of the Health Science programs at ACC is "C"

COURSE POLICIES

Attendance / General information

- This class will meet at the specified time as listed in the course schedule. I consider attendance extremely important. Points are given for attendance and participation at the end.
- **Turn off pagers and Cell Phones in class**
- **Blackboard (on-line) will be used for announcements, assignments, discussion,**

grades, and submission of some assignments through the digital drop box. Check every other day for updates. How to access is in your course study guide.

- The students need to keep up with the schedule, exams, and due dates as this is very essential in order to become a responsible practitioner.
- Master the material in Chapters 1,2, 3, 4 (you will learn many Prefixes, Roots / CF, Suffixes that will help you in subsequent chapters.
- Use your instructor packet for your lecture notes and exam reviews.
- You are expected to **memorize the component parts (prefixes, suffixes, word roots etc.), directional terms, abbreviations and plural ending words.** In order to facilitate learning you must be actively involved. You need to start this process early.
- **Children may not be taken to classes or testing centers.**
- **Student issues should be addressed at the instructor level, if not resolved, refer to student handbook guidelines for college procedure.**
- Out of class homework helps facilitate learning. **More information will be given in class. (All out of class homework must be typed not written).** Selected Chapter assignments from the C-D will count as out of class assignments. Out of class assignments, quizzes, activities, attendance, participation will equal **80 points total.** **Example: 3 out of class homework assignments = 60 -70 points; bonus on exams, attendance, participation may equal = 10-20 points.** Three out of class homework assignments are in the studyguide. Due dates will be given at a later time.
- The completion of assigned projects on designated dates will be required. Point deductions will result if the student fails to notify and receive approval of the instructor as to any deviation from the schedule. **All out of class assignments should be turned in thru the (Bb) digital drop box or at the beginning of class, computer printed. An assignment turned in after the due date will be penalized 5 points per class day no matter the circumstances. If turned in after class, must be time stamped with date, include the professor name, course and place in box @ EVC HSB 2nd floor bldg 8000 the East end).**
- In order to facilitate the student's progress in all segments of this course, each student is encouraged to schedule an appointment with the instructor. You are encouraged to come during office hours to go over your exams or to visit at least x1.
- I am located at the EVC campus HSB 8000, adjunct faculty office 8115, the office hours will be posted .

- We will have a good semester and you will learn!
- Study groups or a study buddy help.

Withdrawal and Incomplete

Incomplete will only be given at instructor discretion, if 50% of the course criteria (3 lecture exams with C grade) have been successfully met. Students who do not complete or progress satisfactorily are held responsible for withdrawing themselves from the class. Those who are not withdrawn before the deadline, will receive a failing grade. No retroactive withdrawals are granted.

Scholastic Dishonesty

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an examination or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects; either individual or group; classroom presentations, and homework.

The penalty for academic dishonesty is an automatic failing grade of "F" in the course. If the student withdraws from the course after the infraction, the instructor will re-instate the student and assign the failing grade as stated.

Office of Students with Disabilities

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

Other Misc. information

My class notes are not available for copying.

You may tape record if necessary

You must be familiar with the assigned material before coming to class. That means read the chapter. See the schedule for the dates and chapters.

PHONE NUMBERS AND NAMES OF FELLOW STUDENTS FOR A STUDY BUDDY:

NAME NUMBER

1. _____

2. _____

3. _____

4. _____

PROPOSED SCHEDULE

HPRS 1206

MEDICAL TERMINOLOGY

Introduction, syllabus

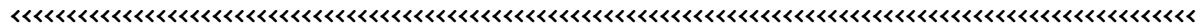
Fundamental Word Structure Chapter 1

Body Structure Chapter 2

Prefixes / Suffixes Chapters 3 / 4

Integumentary (Skin) Chapter 16

Unit 1 exam



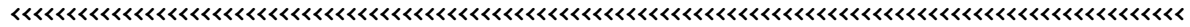
Critique due

Skeletal , Joints, Muscles Chapter 15

Finish chapter 15, begin GI

GastroIntestinal Chapters 5 / 6

Unit 2 exam



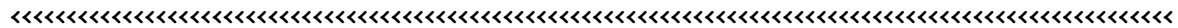
Nervous Chapter 10

Endocrine Chapter 18

Eye / Ear Chapter 17

CD assignment due 12 exercises Summary printout

Unit 3 exam



Blood Chapter 13

Lymph Chapter 14

Cardiovascular Chapter 11

