

AUSTIN COMMUNITY COLLEGE
MEDICAL TERMINOLOGY
HPRS 1206

Professor:
Phone:
Email address:
Office Hours:
Course Time:
Section #:

I. COURSE DESCRIPTION:

HPRS1206 essentials of Medical Terminology (2-2-0). 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. Skill: R() Course Type: W

Course goals

This course is designed to introduce the students to basic word parts used in the field of medicine. This course encourages students to learn the English meanings of the Greek and Latin word parts and the rules for connecting them together to form simple and complex medical terms. Word analysis in defining terms is the primary focus of the course. Emphasis will be placed on anatomical structures, standard abbreviations, symbols, and practical applications.

Prerequisites: Basic computer skills, and English language in reading, writing, and speaking comprehension are pre-requisites for this course. Students not proficient in English should contact Retention and Student Services for remediation and assistance.

This course is organized through Blackboard

II. TEXTS:

1. Davi-Ellen Chabner, *The Language of Medicine*, 8th Ed, Philadelphia: Saunders, 2004.
2. Course packet if applicable
3. Optional: Medical dictionary (any good dictionary is fine – such as Taber's)

Books may be purchased at the ACC bookstore or ordered online at:
www.austincc.bkstore.com

III. COURSE RATIONAL:

On every level of health care there are limitless opportunities to be part of a caring profession, helping people and fully expressing your own special talents and abilities. However, 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.

IV. COURSE OBJECTIVES:

On completion of the course, the student will have the ability to:

1. Identify and define word parts
2. Define prefixes, roots and suffixes associated with each body system.
3. Spell medical terms correctly
4. Using correct medical terms, describe the function of the different body systems and identify the major structures associated with each body systems.
5. Convert terms from singular to plural form.
6. Define several pathological conditions affecting each body systems.
7. Recall the meanings of abbreviations associated with different body systems
8. Discuss surgical, clinical and laboratory procedures related to health care.
9. Understand medical words used in context.
10. Recall newly gained knowledge for practical application.

V. SCANS COMPETENCIES:

The U.S. department of Labor established the Secretary's Commission of Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether the nation's students are capable of meeting those demands:

These competencies are based on the following three foundations which are applied in this course:

Basic Skills:

The basic skills of reading, writing, listening and speaking are used in learning and applying medical terminology in clinical situations.

Thinking Skills:

Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

Personal qualities

Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

How SCANS Competencies are incorporated into a Medical Terminology course:

1. Resources

Acquires and uses appropriate resources to complete required tasks and assignments.
Uses library, testing center, student services as valuable resources
Identifies, organizes and manages those resources to complete assignments and exams in a timely manner

2. Interpersonal:

Communicates among a potentially geographically dispersed group for the purpose of learning and sharing experiences
Teach other students in groups or via internet

3. Information:

Identifies the need for information

Obtains information from appropriate resources including text and on-line sources
Evaluates the usefulness of the information
Organizes and maintains the information in forms best suited to learning
Effectively and appropriately communicates information to the instructor and other students
Uses computers to obtain, process, store and communicate information

4. Systems:

Uses foundational information for problem solving when presented with real-life scenarios in exercises or testing
Applies critical thinking to interpret and solve questions related to clinical situations

5. Technology:

Selects the appropriate technology to achieve the desired results
Understands the overall functioning of computers including the ability to use a CD-ROM, the internet and on-line resources
Effectively uses Blackboard to progress through the course requirements
Effectively communicates via e-mail and other telecommunication devices

VI. METHODOLOGY:

This course is offered both in an in-class and in a distance learning format. For both, information is presented in lectures and by textbook readings. Lectures for in-class courses will be at the weekly scheduled class time and location; lectures for distance learning courses are viewed as videos. The material is organized into units and each unit may have quizzes, assignments and a unit exam designed to evaluate the student's mastery of the information. There are designated deadline dates for all assignments and tests so students must be self-motivated enough to meet those deadlines. Supplemental learning activities may include such things as games, CD-ROM exercises, web links and learning guides.

VII. COURSE EVALUATION AND GRADING:

Students gain points in the course through exams, quizzes, assignments and class participation where applicable.

There will be five unit exams based on lecture material, exercises and readings from the text. The student is responsible for the material in the text even though that material may not be covered in lecture.

Exams may consist of questions in the form of matching, multiple choice, short answer, diagrams to be labeled, word building and analysis, abbreviations, and spelling.

The exams must be taken by a specified date; a zero will be awarded if the exam is not taken by the specified date.

No exam re-takes are allowed.

If a unit exam is missed, the student has the option of taking a make-up exam #6 at the end of the semester. This exam is comprehensive and may be used to make up a zero awarded for a missed unit exam OR to replace a single low score on a unit exam. The make-up exam may be substituted for only one unit exam score.

Students must achieve a passing average on the unit exams to pass the course.

There may be quizzes given throughout the semester.

There will be no make-ups on quizzes.

There may also be up to five assignments which are to be submitted by a specified date. The specific criteria for such assignments are at the discretion of the instructor and will be posted on the course Blackboard site.

Any assignment which is not turned in by the deadline date may have points deducted; the instructor may refuse to accept late assignments.

For classes with a classroom format, attendance, participation in class discussion and in group activities will gain points.

Grading Scale

Students earn points from unit exams, quizzes, assignments and class participation as applicable.

Grade points scale:

580-519 = A

518-461 = B

460-403 = C

402-345 = D

<344 = F

A minimum grade of "C" will be accepted by Health Science Programs at ACC.

VIII. COURSE POLICIES:

Discipline Policies

Students are expected to participate appropriately in the class room. This includes, but is not limited to helping with exercises, demonstrations, and asking clarifying questions. Inappropriate participation, which includes but is not limited to talking during lecture, use of cell phones/pagers, and interrupting others, may disrupt the learning process and is subject to disciplinary action.

Disciplinary action may include a discussion with the instructor for the first offense, a discipline referral to the Dean of Student Services for a repeated offense, a meeting with the Department Head of Allied Health Sciences, and possible removal from the course. Please refer to the ACC Student Handbook for additional information.

Withdrawals and Incompletes

Students are responsible for withdrawing themselves from class. Students who do not progress satisfactorily, and do not keep up with the deadlines are responsible for initiating their withdrawal. If the student is failing and does not withdraw, the student will be assigned an F. No retroactive withdrawals are given.

The withdrawal deadline date is published in the Academic Calendar for each semester.

Incompletes are given at the discretion of the instructor and only if the student has completed the first three lecture exams with a passing average.

Academic Dishonesty

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam 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 offense, the instructor will re-instate and the failing grade given as stated.

All electronic devices must be turned off during all examinations. If this directive is not followed, a charge of academic dishonesty could result.

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 for 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.

Please make an appointment with the instructor to discuss accommodations during the first week of class.

OTHER MISC. INFORMATION:

Common courtesy dictates that you turn off cell phones and pagers when in class.

The student is encouraged to come during office hours to go over exams, quizzes or other assignments with the instructor.

DATES TO REMEMBER:

Withdrawal date:

Holiday: