

**ESSENTIALS OF MEDICAL TERMINOLOGY**

**HPRS 1106**

**Professor:**

**Phone:**

**Email address:**

**Office Hours:**

**Course Time:**

**Section #:**

**I. COURSE DESCRIPTION:**

HPRS 1106 Medical Terminology PCM (1-1-0) is a short course of study of prefixes, suffixes and word roots. A body systems approach is used to focus on select abbreviations and symbols, pathology and surgical and diagnostic procedures. This web course allows the flexibility of participating in individual and group study. Internet access is required. Skills; R ( ) Course Type: W..

**Course Goals:**

This course encourages students to learn the English meanings of the Greek and Latin word parts and the rules of connecting the word parts to form medical terms. Word analysis is the primary focus of the course. Emphasis is placed on anatomical structures 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.

**II. REQUIRED TEXT:**

Davies, Juanita. Essentials of Medical Terminology. Third Edition. Albany. Delmar. 2008

Books may be purchased at the ACC bookstore or ordered online at [www.austincc.bkstore.com](http://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:**

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

1. Identify, define and divide medical terms into component parts
2. Analyze and spell words correctly
3. Convert words from singular to plural form
4. Discuss the use of medical terms in context
5. Identify combining forms, prefixes, suffixes and terminology associated with each of the body systems
6. Define basic pathological conditions, diagnostic tests and treatments associated with each of the body systems
7. Recall meanings of abbreviations used in the medical field

The course is organized through Blackboard

Computer skills are essential for successful completion of the course.

#### **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 geographically dispersed group for the purpose of learning and sharing experiences through on-line discussion groups.

Teach other students in on-line group discussions

## **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 proceed through the course requirements

Effectively communicates via e-mail and on-line discussion forums

## **VI. METHODOLOGY:**

This course is offered as a distance learning, on-line course and therefore requires computer skills. Students must be self-motivated, with the ability to follow an on-line class schedule. The information in the course is divided into modules each of which may require reading from the textbook, submission of assignments and testing all of which must be completed by designated deadline dates.

Supplemental learning activities may include such things as games, CD-ROM exercises, web links and learning guides.

## **VII. COURSE EVALUATION AND GRADING:**

Information in the course is divided into modules.

Each module will have a quiz covering information from that section of material. The quiz will only be available to the student until a specified date.

Each of the quizzes is found on the Blackboard site for the course and will only be available to students for a specified period of time.

If a deadline date for a quiz is missed, the quiz is no longer available. There are no exceptions to this rule.

Testing in the course will be based on assigned reading from the required textbook. The student is responsible for following the class schedule, reading and learning the assigned material in preparation for testing over the information.

At the end of the semester there is a comprehensive final examination covering all the material from all the modules. This final exam must be taken in an ACC testing center.

No retakes will be allowed on the final exam

Both the quizzes and the final exam may contain questions in the following forms: matching, multiple choice, short answers, diagrams to label, word analysis, word building, abbreviations, and spelling.

In addition to the quizzes and the final exam, students must complete a short paper. The due date may be found on the Blackboard site; late work may not be graded. Guidelines and grading criteria for this paper are on the Blackboard site.

Finally, students must participate in a Blackboard discussion forum at least one time and post a message. The forums are intended for students to communicate with others in the class about health, medical and study issues.

Students should be in contact with the instructor via e-mail throughout the semester.

Students may review their work with the instructor in person during office hours.

## **Grading**

The following is the distribution for the calculation of your grade for this class:

30%	Quizzes
15%	Medical Specialty Report / E-mail assignment
5%	Discussion / Forum
50%	Final Examination

**Grading Scale:**

90 -100 = A

80 – 89 = B

70 – 70 = C

60 – 69 = D \*

below 60 = F

This scale is strictly adhered to. An “89.4” is a high B and will not be considered an A.

\* Health Science Programs will not accept a grade below C.

**VIII. COURSE POLICIES:**

The student needs to keep up with the schedule and all deadline dates. No reminders will be sent. Managing one’s time is essential for a responsible health care practitioner.

Assignments turned in after the due date will have points deducted. The instructor may decline to accept a late assignment.

If a student is not satisfied with their performance in the course, they are responsible for withdrawing themselves from the course. If the student is failing and does not withdraw, the student will be assigned an F.

The withdrawal date is published in the academic calendar for each semester.

If the student has completed the first three quizzes and the short paper with a passing average, an incomplete may be given at the discretion of the instructor.

For health care professionals understanding medical terminology is essential. Students should study in a manner which allows long-term retention of the information in this course.

**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.

**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 discuss any accommodations with the instructor during the first week of class.

**Other Misc. Information:**

If you e-mail the instructor and have not heard back within 24 hours, please re-send the message.

You can learn the basics of medical terminology by reading your text, working the exercises and paying attention to the vignettes illustrating the use of terms in the text.. It may be helpful to combining visual and auditory learning: read the term, speak the term and write the term. Repetition is also helpful

Do not get behind; pace yourself, set up a schedule and stick to it.

**DATES TO REMEMBER:**

**Withdrawal date:**