

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: MED 122 (5H1)	INSTRUCTOR: Lauren Stallings
COURSE TITLE: Medical Terminology II	OFFICE NO: NA
CREDIT HOURS: 3	OFFICE/VIRTUAL HOURS: Please email instructor.
CONTACT HRS/WK: 3	
PREREQUISITES: MED 121	PHONE NO: (252)789-0246 Dr. Broughton FAX: 252-789-0826
COREQUISITES: None	E-MAIL: lstallings@mcc.martincc.edu

COURSE DESCRIPTION:

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

PROGRAM LEARNING OUTCOMES:

1. Identify and apply medical terminology in the clinical setting.
2. Demonstrate appropriate patient care and assistance to the physician.
3. Discuss and teach health related information for patient education in the clinical setting.

COURSE LEARNING OUTCOMES:

1. Pronounce, spell, and define medical terms correctly.
2. Analyze medical terms using Latin and Greek word elements.
3. Demonstrate knowledge of body systems and related diseases associated with each disease.

OTHER OBJECTIVES:

At the completion of this course, students should be able to:

1. Recognize medical words from their Greek, Latin, and other base words.
2. Define medical terminology and abbreviations correctly.
3. Identify word elements as prefix, suffix, word root, combining form.
4. Build medical words from Greek, Latin, and other prefixes, suffixes, word roots, and combining forms.
5. Spell medical words correctly.
6. Use a medical dictionary accurately.
7. Define medical words correctly.
8. Define terms that apply to structural organization of the body.
9. Identify body cavities and recognize organs contained within.
10. Locate and identify anatomical and clinical divisions.
11. Identify lab tests, clinical procedures, and abbreviations common to the body systems.
12. Apply knowledge to understanding medical reports and records.
13. Diagram medical terminology and label work parts.
14. Describe the structural organization of the human body.
15. Identify body systems and describe the normal function of each body system.
16. Use medical terminology, pronouncing medical terms correctly to communicate information, patient

- history, data, and observations.
11. Describe body planes, directional terminology, quadrants, and cavities.
 12. Identify common pathology related to each body system.
 13. Describe normal function of body systems.

REQUIRED TEXTBOOKS:

Chabner, Davi-Ellen, B.A., M.A.T. (2011). The language of medicine with access key. (9th Edition). Philadelphia: W.B. Saunders Company. ISBN: 9781437709810.

Thomas, Clayton L., M.D., M.P.H. (2005). Tabers cyclopedic medical dictionary. (20th Edition). Philadelphia: F.A. Davis Company. ISBN: 9780803612075.

SUPPLEMENTAL RESOURCES: None

LEARNING/TEACHING METHODS: METHODS Lecture, Definition Review, Oral Pronunciation, Internet, Group Discussions, Powerpoint, and Outside Reading Assignments

NOTE (QEP): Outside reading assignments may include researching a topic using books other than the textbook, medical journals, magazines, or NC Live resources. The student will be assigned an article and or assignment related to the field of medicine. The student will complete an assignment related to the article.

ASSESMENTS/METHODS OF EVALUATION:

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|---|------|
| 1. Unit Exams | 60 % |
| 2. Classwork/Homework/Quiz/Outside Reading Assignment | 15 % |
| 3. Final Examination | 25 % |

GRADING POLICY:

1. Through self-mastery examinations and quizzes, the student will recognize and identify elements as to their proper word part, construct correct medical terms from a given definition using the proper elements, and define medical words correctly.
2. The student will actively participate in assignments, group discussions, review sessions and other activities as done on a daily basis.
3. The student will score at least 77% or better for the semester in medical terminology.
4. The student will be assigned outside reading assignment using diseases related to the chapter of study that should be inclusive of diagnosis, symptoms, treatment, etc.

GRADING SCALE: 7-POINT

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

COURSE OUTLINE:

Week 1-2	Chapter 12	Respiratory System
Week 3-4	Chapter 13	Blood System
Week 4-5	Chapter 14	Lymphatic and Immune System

Week 5-6	Chapter 15	Musculoskeletal System
Week 7-8	Chapter 16	Skin
Week 9-10	Chapter 17	Sense Organs: The Eye and the Ear
Week 11	Chapter 18	Endocrine System
Week 12	Chapter 19	Cancer Medicine (Oncology)
Week 13	Chapter 20	Radiology and Nuclear Medicine
Week 14	Chapter 21	Pharmacology
Week 15	Chapter 22	Psychiatry
Week 16		Exam Review and Exam

STUDENT ATTENDANCE POLICY:

Attendance will be taken at the beginning of each class period. Since the course is hybrid, your participation on Blackboard will be marked by the completion of weekly quizzes. The attendance policy for all medical assisting classes is 90%. Therefore, you may only miss 4 hours of class. Students must be present the first ten percent (10%) of this course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the student will be administratively withdrawn from the class. Students administratively withdrawn will receive a “WF” which is equivalent to an “F” when calculated into the student’s GPA. Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” There are no justifiable absences for this class once you exceed the 10% attendance requirement you will be administratively withdrawn!

No make-up tests or assignments will be allowed in this course. If you fail to submit assignments on Blackboard by the due date you will be given a 0.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Academic Integrity Policy:

Students admitted to or applying for admission to allied health field programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated.

Testing Policies

It is the responsibility of the student to be present for all announced unit exams. No make-up exams will be allowed.

No section on testing policies and procedures can be complete without a brief discussion on cheating and the Honor System. Cheating will not be tolerated! The Medical Assisting Program runs on the Honor System as will also be the practice in any health care facility. That simply means that it is your responsibility not to engage in cheating yourself and to report any manner of cheating to your instructor or the MA Program Director. The best example of an employment cheating situation would be with drugs within your medical facility. If, as an employee, you know that someone is taking the drugs ordered for patients, it is clearly your responsibility to report the abuse. Likewise, in the classroom you will be expected to report any cheating abuse. Therefore, anyone caught cheating will be dismissed from the Medical Assisting Program immediately and will not be allowed to apply for readmission.

Plagiarism

Webster's New World Dictionary defines the word "plagiarize" as "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment for a first offense, and an "F" for the class for the second offense. You will receive detailed instructions describing how to footnote and cite information for scientific purposes before being asked to turn in written material. Failing to consult that information, and properly cite the work you have used as a reference will result in consequences.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on!

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.