SYLLABUS

DATE OF LAST REVIEW: 02/11/2013

CIP CODE: 24.0101

SEMESTER: Departmental Syllabus

COURSE TITLE: Medical Terminology

COURSE NUMBER: BIOL-0120

CREDIT HOURS: 1

INSTRUCTOR: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

TELEPHONE: Departmental Syllabus

PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS:
Note: To order textbook email: bookstor@kckcc.edu
This is an online course. Students will need regular access to the World Wide Web, Netscape 3.1 (or higher) or Internet Explorer. Using other browsers may cause difficulties with transmitting course materials. An email address is highly recommended.

COURSE DESCRIPTION:
This course will study the use of prefixes, suffixes and root words to build a vocabulary for medical personnel. The student begins by identifying roots, suffixes and prefixes of medical terminology, and then progresses by studying related medical terms of the body system (skin, skeleton, muscle, blood & lymph, cardiovascular, respiratory, digestive, and urinary systems). The student will explore how these terms relate to the general anatomy of the body. There are no on-ground meetings for this course.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, learning experiences, and performances outside the classroom. Methodology will be selected to best meet student needs.
Online Sections: Online courses rely on the use of the Internet and a course management system for content delivery. Courses are accessible both on campus and from most remote sites. Specific information regarding computer skills and system requirements can be found at http://helpdesk.kckcc.edu/helpdesk/

COURSE OUTLINE:

A. Chapter I. Introduction to Word Parts: Word
   1. word root
   2. suffix
   3. prefix
   4. combining vowel, combining form
   5. analyzing and defining medical terms

B. Chapter II. Body Structure, Color and Oncology
   1. organization of the body
   2. body cavities
   3. combining forms commonly used with body structure terms
   4. combining forms for terms that describe color
   5. oncology terms

C. Radiology
   1. word parts for relating to radiology
   2. explain clinical tests and diagnostic procedures
   3. define terms used in medical reports
   4. abbreviations

D. Integumentary System
   1. anatomy of the skin
   2. word parts for the Integumentary System
   3. medical terms – disease and disorder terms
   4. surgical terms built from Word Parts
   5. common abbreviations

E. Respiratory System
   1. organs of the Respiratory System
   2. word parts and combining forms of the Respiratory System
   3. prefixes
   4. suffixes
   5. disease and disorder terms
   6. procedural terms
   7. common abbreviations
F. Urinary System
1. organs of the Urinary System
2. word parts of the Urinary System
3. disease and disorder terms
4. surgical terms
5. procedural terms
6. common abbreviations

G. Cardiovascular and Lymphatic System
1. structure of the Cardiovascular System
2. structure of the Lymphatic System
3. disease and disorder terms
4. surgical terms
5. procedural terms
6. blood and Lymphatic System
7. common abbreviations

H. Digestive System
1. organs of the Digestive track
2. word parts and combining forms
3. disease and disorder terms
4. surgical terms
5. procedural terms

I. Musculoskeletal System
1. anatomy
2. actions of the muscles
3. combining forms for joints
4. disease and disorder terms
5. surgical terms
6. procedural terms

J. Nervous System
1. organs of the Central Nervous System
2. disease and disorder terms
3. procedural terms
4. common abbreviations

K. Skeletal System
1. anatomy & physiology
2. pathological conditions
3. diagnostic techniques and procedures
4. common abbreviations
L. Endocrine System
   1. vocabulary
   2. word elements
   3. pathological conditions
   4. diagnostic techniques and procedures
   5. common abbreviations

M. Male and Female Reproductive Systems
   1. anatomy & physiology
   2. vocabulary
   3. word elements
   4. pathological conditions
   5. sexually transmitted diseases

N. Pregnancy, Human Development, and Child Health
   1. pregnancy
   2. physiological changes during pregnancy
   3. complications of pregnancy
   4. signs & symptoms of labor
   5. common abbreviations

O. Oncology
   1. cancer terms
   2. word elements
   3. benign versus malignant tumors
   4. classification of neoplasms
   5. treatment and procedures
   6. common abbreviations

P. Pharmacology
   1. drug laws
   2. drug standards
   3. drug references
   4. drug sources
   5. drug names
   6. drug actions/interactions
   7. drug classification

Q. Mental Health
   1. defense mechanisms
   2. vocabulary
   3. mental disorders
   4. treatments and therapies
   5. common abbreviations
R. Articulations
   1. meaning of word parts related to articulations
   2. identify various types of joints and associated structure
   3. identify bones involved with key body articulations
   4. explain clinical tests and diagnostic procedures
   5. common abbreviations

EXPECTED LEARNER OUTCOMES:
1. The student will be able to define the three basic categories of word parts utilized in building medical terms.
2. The student will be able to identify the root, prefix in any medical term.
3. The student will be able to define and spell appropriately the medical terms associated with the systems of the body.
4. The student will be able to formulate the appropriate medical term from reading a medical description.
5. The student will be able to relate medical terms to the general anatomy of the body.
6. The student will be able to utilize internet and demonstrate computer skills.

COURSE COMPETENCIES:
1. The student will be able to identify the four words parts.
2. The student will be able to define the four words parts.
3. The student will be able to identify anatomical structure of the body.
4. The student will be able to define words from body system.
5. The student will be able to define words from anatomical planes.
6. The student will be able to spell words from body system.
7. The student will be able to spell words from anatomical planes.
8. The student will be able to pronounce terms from the body systems.
9. The student will be able to pronounce terms from the anatomical planes.
10. The student will be able to define procedural terms from the body system.
11. The student will be able to define procedural terms from anatomical planes.
12. The student will be able to define surgical terms from the body system.
13. The student will be able to define surgical terms from anatomical planes.
14. The student will be able to define terms relating to the body system.
15. The student will be able to define terms relating to anatomical planes.
16. The student will be able to define terms related to the reproductive systems.
17. The student will be able to define terms relating to obstetrics.
18. The student will be able to define terms relating to radiology and diagnostic imaging.
19. The student will be able to define terms relating to oncology.
20. The student will be able to define terms relating to pharmacology.
21. The student will be able to define terms relating to gerontology.
22. The student will be able to utilize the internet to explore various medical websites.
23. The student will be able to send messages within the online classroom.
24. The student will be able to complete the online quizzes within the virtual classroom.
ASSESSMENT OF LEARNER OUTCOMES:
Methods include: Class participation, spelling and using terms, pre-post examination, and self-corrected exercises.

A = 92-100%
B = 84-91%
C = 75-83%
D = 65-74%
F = Below 64%

Note to Students Taking Online Classes:
The decision to take a class online as opposed to an on-ground class should be carefully considered before enrolling. It is true that online courses allow a student to be free of time and place. Class occurs when the student logs on to the computer at his or her convenience. It doesn’t matter if it’s 6:00 p.m. in the computing lab, Sunday afternoon at the library, at 3:00 a.m. at home. The class will be there when the student is ready. That’s a wonderful advantage to those with full time jobs, full time families, transportation problems, special needs or interests.

However advantageous online courses appear to be, please consider the following:

*Online courses require extreme self-discipline. One must log on and be prepared to read through many pages and comments. It must be done regularly (3-5 times per week) or the process can take several hours.

*A great deal of time is spent visiting web sites, reading articles, dealing with technical problems. Technology is unreliable. The plan to submit homework at the last moment can be defeated with a busy or down server.

*Sometimes the cyberdog eats your homework. This is no excuse for not submitting homework. You should always have a copy saved to a disk so you can resubmit. Failure to do so leads to more work.

*Most people who have taken online courses will tell you that it is more “labor intensive” than on-ground courses. It just takes more time. In an online course every student contributes to the discussion. That rarely happens on-ground.

*Online classes tend to be accelerated. This is, material is covered at a faster pace. It would not be uncommon for an online class to cover in 10-12 weeks what an on-ground class covers in 16. This may not always be the case but it is possible.

*If you are not highly motivated, disciplined, and patient, online courses are not the best option. There are other forms of distance education that may be more appropriate for you.
SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Materials included are meant to provide an outline of the course and the rules that the instructor will adhere to in Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that are free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Valerie Webb, Room 33 54 or 288-7670 V/TDD.