

COURSE SYLLABUS

Science, Allied Health, & Engineering	MED 125	Medical Terminology
Department	Course No.	Course Title
3 hrs		
Credit Hrs.	# lecture hrs./week	# lab hrs./week
	Dr. Susan Deane	
Prepared by	Faculty Member	August 7, 2017 Date
Course prerequisites:	ENG 101E or ENG 101	
Course Location (bldg/room #):		
Meeting time (days/hours):	Online	
Course Description:		
MED*125, Medical Terminology (3 credits) This course is an introduction to basic medical terminology including origins of scientific terms, suffixes and prefixes which will enhance student ability to interpret and discuss scientific and clinical concepts. Concentration is on medical terminology which facilitates the student's comprehension of materials in patient records, medical reports and scientific articles. Clinical cases including diagnostic reports are utilized for discussion in this course. <i>Prerequisite: Eligible for either ENG*101E or 101.</i> (Existing course, published September 2013) (Updated October 2014)		

Learning Outcomes:

The objectives of Med 125 are:

1. Explain the basic rules of word construction and vocabulary of the body systems.
2. Read and explain basic medical documentation in medical records and medical reports.
3. Communicate with health care professionals utilizing basic medical terminology.
4. Explain a given medical term, give its definition by breaking it into component parts, and identify the body system to which it relates.
5. Recognize the basic anatomical structures, terminology, and functions of the musculoskeletal system, circulatory system, respiratory system, urogenital and male reproductive systems, female reproductive system, digestive system, endocrine system, nervous system, sensory system, integumentary system, and immunology system.

6. Recognize and explain the basic diseases and pathological conditions commonly encountered in these body systems.

Textbooks and other required readings/computer software/materials/library reserve room:

Ehrlich, A., & Schroeder, C. (2017). *Medical terminology for health care professions. 8th edition* Clifton Park, NY; Delmar, Cengage Learning. ISBN-13;978-1-111-54327-3

Office Location (building/room number):	NA (online)	Office Hours:	By appointment
---	-------------	------------------	----------------

Office Telephone:	(203) 980-4680	Office e-mail:	sdeane@nvcc.commnet.edu
----------------------	----------------	-------------------	-------------------------

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.



NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA
Coordinator amaslin@mxcc.edu; 860-343-5759;
Founders Hall Room 123|
- Secondary Title IX Coordinator

Ms. Mary Lou Phillips
Director of Human Resources, Middlesex
Community College mphillips@mxcc.edu; 860-
343-5751; Founders Hall Room 115

- Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator of the Meriden Center
Welcome Desk
qfordham@mxcc.edu; 203-608-
3011

Attendance Policy:

Students are expected to attend all classes. Two absences are allowed without penalty. More than two absences will result in grade point deductions and could adversely impact your overall final grade. Only students who officially withdraw from class by the deadline of **November 10, 2017** will receive a grade of W. Otherwise, students will be given the grade they earn.

Evaluation (exams, term papers, projects, etc., and percentages towards final grades):

Numerical grades are earned according to the point system below. No late assignments will be accepted and no extra credit assignments will be offered. Assignments must be submitted on time to receive full credit. As the only gradebook for the course is the Online gradebook, you have access to all of your grades at any time. You add up the total of points that you have received to date, and divide by the total possible points to date.

Weekly Quizzes:	30 points each (360 points total)
Weekly Chapter Homework:	30 points each (360 points total)
Midterm Exam:	200 points
<u>Final Exam:</u>	<u>200 points</u>
TOTAL	= 1120 points

There are no make-up exams given unless arrangements have been made prior to the exam.

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific topics from the textbook and other resources as noted. Each student is expected to read the assigned chapters, do all homework assignments, and complete assignments. The case studies, team project, and test scores will be used to calculate the student's overall grade. The following is the final grade rubric:

Letter Grade	Numerical score
A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66

	D-	60-63	
	F	59 or less	

SCHEDULE

Week	Dates	Chapter	Topics
1	August 29 – September 3, 2017	Chapter 1 Introduction to Medical Terminology	<p>Objectives</p> <ol style="list-style-type: none"> a. Identify the roles of the four types of word parts used in forming medical terms. b. Use your knowledge of word parts to analyze unfamiliar medical terms. c. Describe the steps in locating a term in a medical dictionary d. Define the commonly used word roots, combining forms, suffixes, and prefixes introduced in this chapter. e. Use the “sounds-like” pronunciation system to correctly pronounce the primary terms introduced in this chapter. f. Recognize the importance of spelling medical terms correctly. g. State why caution is important when using abbreviations. h. Recognize, define, spell, and correctly pronounce the primary terms introduced in this section. <p>Quiz 1: Chapter 1 HW: Chapter 1</p>
2	September 4 - 10, 2017	Chapter 2 The Human Body in Health & Disease	<p>Objectives:</p> <ol style="list-style-type: none"> a. Define anatomy and physiology and the uses of anatomic reference systems to identify the anatomic position plus body planes, directions, and cavities. b. Recognize, define, spell, and pronounce the primary terms related to cells and genetics. c. Recognize, define, spell, and pronounce the primary terms related to the structure, function, pathology, and procedures of tissues and glands. d. Identify the major organs and functions of the body systems. e. Recognize, define, spell, and pronounce the primary terms used to describe pathology, the modes of transmission, and the types of diseases. <p>Quiz 2: Chapter 2 HW: Chapter 1</p>
3	September 11 - 17, 2017	Chapter 3 Skeletal System	<p>Objectives:</p> <ol style="list-style-type: none"> a. Identify and describe the major functions and structures of the skeletal system. b. Describe three types of joints. c. Differentiate between the axial and appendicular skeletons. d. Identify the medical specialists who treat disorders of the skeletal system.

			<p>e. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the skeletal system.</p> <p>Quiz 3: Chapter 3 HW: Chapter 3</p>
4	September 18 - 24, 2017	Chapter 4 Muscular System	<p>Objectives:</p> <ol style="list-style-type: none"> Describe the functions and structures of the muscular system, including muscle fibers, fascia, tendons, and the three types of muscle. Recognize, define, spell, and pronounce the primary terms related to muscle movements, and explain how the muscles are named. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the muscular system. <p>Quiz 4: Chapter 4 HW: Chapter 4</p>
5	September 25 – October 1, 2017	Chapter 5 Cardiovascular System	<p>Objectives:</p> <ol style="list-style-type: none"> Describe the heart in terms of chambers, valves, blood flow, heartbeat, and blood supply. Differentiate among the three different types of blood vessels, and describe the major function of each. Identify the major components of blood and the major functions of each component. State the difference between the pulmonary and systemic circulation. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the cardiovascular system. <p>Quiz 5: Chapter 5 HW: Chapter 5</p>
6	October 1 – 8, 2017	Chapter 6 Lymphatic and Immune Systems	<p>Objectives:</p> <ol style="list-style-type: none"> Describe the major functions and structures of the lymphatic and immune systems. Identify the medical specialists who treat disorders of the lymphatic and immune systems. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the lymphatic and immune systems. Recognize, define, spell, and pronounce the primary terms related to oncology. <p>Quiz 6: Chapter 6 HW: Chapter 6</p>

7	October 9 - 15, 2017	Chapter 7 Respiratory System Midterm Exam (Chapters 1-6)	Objectives: <ol style="list-style-type: none"> Describe the major functions of the respiratory system. Name and describe the structures of the respiratory system. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the respiratory system.
8	October 16 – 22, 2017	Chapter 8 The Digestive System	Objectives: <ol style="list-style-type: none"> Describe the major functions of the digestive system. Name and describe the structures of the digestive system. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the digestive system. Quiz 7: Chapters 7 and 8 HW: Chapters 7 and 8
9	October 23 - 29, 2017	Chapter 9 The Urinary System	Objectives: <ol style="list-style-type: none"> Describe the major functions of the urinary system. Name and describe the structures of the urinary system. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the urinary system. Quiz 8: Chapter 9 HW: Chapter 9
10	October 30 – November 5, 2017	Chapter 10 The Nervous System	Objectives: <ol style="list-style-type: none"> Describe the major functions of the nervous system. Identify the major divisions of the nervous system, and describe the structures of each by location and function. Identify the medical specialists who treat disorders of the nervous system. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the nervous system. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of mental health disorders. Quiz 9: Chapter 10

			HW: Chapter 10
11	November 6 - 12, 2017	Chapter 11 Special Senses	<p>Objectives:</p> <ol style="list-style-type: none"> Describe the functions and structures of the eyes and their accessory structures. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the eyes and vision. Describe the functions and structures of the ears. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the ears and hearing. <p>Quiz 10: Chapter 11 HW: Chapter 11</p>
12	November 13 - 19, 2017	Chapter 12 The Integumentary System	<p>Objectives:</p> <ol style="list-style-type: none"> Identify and describe the functions and structures of the integumentary system. Identify the medical specialists associated with the integumentary system. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the skin. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of hair, nails, and sebaceous glands. <p>Quiz 11: Chapter 12 HW: Chapter 12</p>
13	November 20 – 22, 2017	Chapter 13 The Endocrine System	<p>Objectives:</p> <ol style="list-style-type: none"> Describe the role of the endocrine glands in maintaining homeostasis. Name and describe the functions of the primary hormones secreted by each of the endocrine glands. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the endocrine system.

14	November 27 – December 3, 2017	Chapter 13 The Endocrine System (continued) Chapter 14 The Reproductive Systems	Objectives: a. Identify and describe the major functions and structures of the male reproductive system. b. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the male reproductive system. c. Name at least six sexually transmitted diseases. d. Identify and describe the major functions and structures of the female reproductive system. e. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and the diagnostic and treatment procedures of the female reproductive system, and a woman during pregnancy, childbirth, and the postpartum period.
15	December 4 – 10, 2017	Chapter 13 The Endocrine System Chapter 14 The Reproductive Systems (Continued)	Quiz 12: Chapters 13 and 14 HW: Chapters 13 and 14
16	December 12 - 15, 2017	Final Exam (Chapters 7-14)	

Additional assignments will be listed in Blackboard Learn

