

**MORaine VALLEY COMMUNITY COLLEGE
COURSE SYLLABUS**

Date: January 21, 2009

Course Title: Medical Terminology

Course Number: MRT-110-505

Semester: Fall, 2009

I. Faculty Information:

Name: Mary Therese Galka, BSN, RN
Office Location: B-128 (MVCC Main Campus),
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II. Course Identification:

Credit Hours: 3
Total Contact Hours: 3: Lecture 3, Lab 0
Days/hours class meets: Wednesday, 6PM – 9PM
Course Location: Andrew High School
Prerequisite: None
Co-requisite: None
Catalog Description: Introduces various medical terms used in the health field. Emphasis is on analysis and building of medical terms using Greek and Latin prefixes, roots and suffixes. Abbreviations, eponyms, anatomical terms, and medical vocabulary that are not based on word elements are also reviewed. Definitions, spelling and pronunciation of medical terms are stressed.
Pre-Requisite: This course is designed for students who have reading skills at the 10th grade level and are interested in learning about the language used in the health science career programs.

Most of the Health Care and Nursing Programs require a *Criminal Background Check* on each student prior to the clinical experience and/or working with patients in any capacity. Be prepared to apply for the Criminal Background Check through the Career Programs Office (B150) You will be advised to pay for the check at the Cashier's Office in the College Center.

III. Textbooks/Reading List

Required:

Chabner, Davi Ellen. *The Language of Medicine*, 8th edition, W.B. Saunders, Philadelphia, PA, 2004.

Binder with 22 Divisions

Highlighter

Optional:

- Taber's Encyclopedic Medical Addition, Newest Addition or
- Mosby's Medical, Nursing and Allied Health Dictionary
- (any good medical dictionary is acceptable)

IV. Program Goals or Major Concepts:

1. Origin of medical terms-prefixes, suffixes and roots
2. Anatomical terminology
3. Diagnostic, symptomatic and operative terminology
4. Clinical laboratory and radiographic terminology
5. Medical abbreviations
6. Plural forms of medical terms
7. Pronunciation of medical terms

V. Course End Competencies:

1. Identify the basic elements of medical terms-prefixes, roots and suffixes
2. Accurately spell singular and plural forms of medical terms.
3. Define unfamiliar medical terms through analysis of their elements.
4. Write correct medical terms for common lay terms.
5. Write the meaning of standard medical abbreviations.
6. Write the correct medical term for various eponyms and symptoms.
7. Explain the purpose of major laboratory and radiography procedures.
8. Accurately pronounce medical terms presented in the course.

VI. Classroom Policies/Procedures

A. General Information Sheet

A copy of the college General Information Sheet is attached to the end of this syllabus.

B. Withdrawal Policy

A student who does not withdraw officially from a course may receive a grade of F, depending on course progress or course attendance, which will become a part of the student's permanent record. The withdrawal date is listed in the General Information Sheet.

C. Final Exam

The Final Exam schedule is attached to the end of this syllabus.

D. **Attendance Policy**

Class attendance is required for all classes. Attendance will be calculated into the course grade. Zero points will be awarded for non-attendance. Partial points may be given for leaving early. Students are responsible for completing all assignments missed during absences before the next scheduled class.

E. **Cheating/Plagiarism Policy**

Students caught cheating on any examination or class assignment will be subject to disciplinary action. Certain behaviors, called “irregularities” define cheating. Irregularities include but are not limited to: copying a classmate’s answers to homework, study questions or test questions; looking at a classmate’s paper during an examination; plagiarizing information included in a written report or project; falsifying initials on an attendance report; displaying a cell phone during an examination. If the instructor observes any of these irregularities or other behaviors consistent with the concept of “cheating,” the instructor will initiate disciplinary action.

F. **Ethical Conduct**

Each student is responsible for adhering to the Code of Student Conduct as stated in the college catalog.

G. **Testing Center**

If a student misses a quiz, he/she must notify the instructor via e-mail or phone and complete the missed test before the next scheduled class. Students who do not complete missed tests before the next schedule class may be give a grade of zero for that test or quiz. Make-up test times must be arranged by the student and instructor. Quizzes can be taken at the MVCC Palos Hills Campus in the testing center, B101. Instructor’s number is #738. Both the mid-term and final exams must be taken on their scheduled date.

H. **Classroom Behavior**

Faculty, staff, students and college visitors may not use and must silence cell phones, pagers, and other communication devices in all instructional areas which include: all labs and classrooms during instructional sessions, the Learning Resources Center/Library, the Testing Center (B101), and other areas so designated by the college.

VI. GRADING POLICIES/PROCEDURES:

A. Grading

The grade will be determined according to the following scale:

A = 93-100%

B = 85-92%

C = 77-84%

D = 70-76%

F = Below 70%

The final grade will be based on a student's performance on quizzes, assignments, attendance/class participation, Mid-term Exam and Final Exam. The grade will be determined based on the following:

	Points	
Class Participation /Attendance	48	(4 points X 12 classes)
Written Assignments	50	(5 points X 10 assignments)
Quizzes	220	(10 point quiz on each chapter)
Mid-Term Exam	110	Chapters 1-10 & 22
Final Exam	<u>132</u>	Chapters 11-21 & Case Studies
TOTAL	460	

B. Make-Up Policy

Attendance at all scheduled classes is expected. It is the student's responsibility to make arrangements with the instructor to re-schedule a quiz / test or turn in an assignment by the next scheduled class. Failure to comply with this make-up policy may result in zero (0) on the quiz/test or assignment missed.

C. Extra Credit Policy

Extra credit questions may be added to the quizzes.

An Extra credit assignment may be available after the mid-term.

Class Preparation

In order to gain maximum benefit from class discussion, each student should review the assigned chapters BEFORE each class and complete chapter exercises, vocabulary definitions and review sheets. Homework assignments can be used as study guides. Making flashcards for all medical terms is suggested.

The student should expect to spend at least two hours doing homework for each one hour of class time in reading, completing assignments and chapter exercises, and reviewing.

It is also suggested that the student use the CD-ROM provided in the text as a review of each chapter.

Fall 2008

MRT-110-505 COURSE CALENDAR

Week	Date	Chapter/Activity
1.	1/21	Introduction, Syllabus, Lecture on Chapters 1,2 Assignment, Read Chapters 1-4
2.	1/28	Lecture on Chapters 3, 4 Assignment: Written worksheet #1 & Read Chapters 5, 6
3.	2/4	Quiz 1 on Chapters 1-4 Lecture on Chapters 5, 6 Assignment: Written worksheet #2 & Read Chapters 7, 8
4.	2/11	Quiz 2 on Chapters 5, 6 Lecture on Chapters 7, 8, 9 Assignment: Written worksheet #3 & Read Chapters 10, 22
5.	2/18	Quiz 3 on Chapters 7, 8, 9 Lecture on Chapters 10, 22 Assignment: Written worksheet #4
6.	2/25	Quiz 4 on Chapters 10, 22 Review for Midterm
7.	3/4	Midterm Exam (Chapters 1-10 & 22) Assignment: Read Chapters 11, 12
	3/11	No Class, MVCC Spring Break
8.	3/18	Lecture on Chapters 11, 12 Assignment: Written worksheet #5 & Read Chapters 13, 14
9.	3/25	No Class, Andrew High School Spring Break
10.	4/1	Quiz 5 on Chapters 11, 12 Lecture on Chapters 13, 14 Assignment: Written worksheet #6 & Read Chapters 15

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| 11. | 4/8 | Quiz 6 on Chapters 13, 14
Lecture on Chapter 15
Assignment: Written worksheet #7 & Read Chapters 16, 17 |
| 12. | 4/15 | Quiz 7 on Chapter 15
Lecture on Chapters 16, 17
Assignment: Written worksheet #8 & Read Chapters 18, 19 |
| 13. | 4/22 | Quiz 8 on Chapters 16, 17
Lecture on Chapter 18, 19
Assignment: Written worksheet #9 & Read Chapters 20, 21 |
| 14. | 4/29 | Quiz 9 on Chapters 18, 19
Lecture on Chapters 20, 21
Assignment: Written worksheet #10 |
| 15. | 5/6 | Quiz 10 on Chapters, 20, 21
Extra Credit Presentations
Review for Final |
| 16. | 5/13 | FINAL EXAM (Chapters 11-21 & Case Studies) |

Items on the syllabus may be added, deleted, or modified throughout the semester. Students will be notified of any changes.