

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: HLTH/NURS 104**

**Year: 2020-2021**

**Course Title: Medical Terminology**

**Credit Hours: 3**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

### **Course Description**

Using a body systems approach, students enrich their understanding of basic medical terminology by learning to break words into functional parts based on their Greek and Latin meanings. Topics include anatomic terms, all major body systems and pathology terminology. Prerequisites: RDNG 099 if required by placement testing; ENGL 099 or prior completion or concurrent enrollment in ESL 120, 121, and 122 (or prior completion of ESL 103) if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

### **Course Context/Audience**

This course is intended for entry-level students interested in pursuing health related careers. This course also lends itself to general studies since it builds basic understanding of medical diagnoses, insurance 'language' and empowers non-medical persons to be proactive in self-care. This course would be a solid foundation for English as a second language students and nursing students in particular. This course can be used as an unrestricted elective.

### **Basic Skills/Entry Level Expectations**

**Writing:** W2 Student should have completed ENGL 099 (if needed). The course requires short written responses and/or short papers without documentation, particularly personal reflection or narrative.

**Math:** M0 Course requires very little or no math.

**Reading:** R2 Before taking this course, students must have a C or better in RDNG 099 or assessment indicating that RDNG 099 was not required.

### **Course Goals**

Construct and deconstruct medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms.

Define medical words by analyzing their Greek and Latin parts.

Transcribe medical terms from oral to written form using accurate spelling.

Read medical records aloud using correct pronunciation.

Apply knowledge of medical terminology and standard medical abbreviations to translate medical reports and prescriptions into lay language.

Apply knowledge of medical terminology proactively in the student's own health care decisions.

Reviewed 03-14

## Course Objectives/Topics

Objective/Topic	# Hours
Introduction to word parts: Word Roots, Suffixes, Prefixes, Parts of Speech, Plural	1.5 Hours
Surgical Suffixes, Dermatology, Hematology, Diagnostic Imaging	3.0 Hours
Oncology, Central Nervous System	3.0 Hours
Orthopedics, Osteopathy, Body Regions	3.0 Hours
Uathology, Otorhinolaryngology, Prefixes: dys, brady, tachy,poly,syn	3.0 Hours
Urology, Gynecology	3.0 Hours
Gastroenterology	3.0 Hours
Neurology, Psychology, Anesthesiology, Vascular Terminology	3.0 Hours
Anatomic Terms	3.0 Hours
Surgery, Diabetes, Immunology, Lesions, Prefixes: numbers/direction	3.0 Hours
Descriptive Prefixes, Asepsis, Pharmacology	3.0 Hours
Prefixes of Location, Medical Administration	3.0 Hours
Respiratory System, Pulmonology	3.0 Hours
Word Parts: Night, Sleep, Skeletal System, Orthopedics	3.0 Hours
Ophthalmology, Endocrinology, Medical Specialties	3.0 Hours
Final Exam Review	1.5 Hours

## General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	<p>Students will use sample medical case histories to develop critical thinking to address medical issues involving complex medical terminology. They will learn to consider open-minded analysis of possible solutions to alternative medical viewpoints and integrate their existing knowledge of common English words into a medical terminology context.</p>

<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	<p>Students will be exposed to various alternative medical opinions and treatments using readings, exercises and wordplay to stress students' responsibility to the care of others.</p>

### Instructional Methods

A variety of formats should be used, including lecture in-class or online discussions, worksheets, problem sets, word-quests. Most examples should be derived from publicly accessible sources. In the event that examples are drawn from actual records, prescriptions, insurance documents or the like, utmost care will be exercised in accordance with federal HIPAA regulations to protect the privacy of all personal medical information.

### Methods of Assessment/Evaluation

Method	% Course Grade
Tests / Quizzes	15-25%
Midterm Exam	15-25%
Final Exam	15-25%
Participation	10-25%
Class Assignments	10-25%

### Text(s)

No resource specified

### Bibliography

Williams, Tim. A Dictionary of the Roots and Combining Forms of Scientific Words. Morrisville: Lulu.com, 2005.

Borrer, Donald J. Dictionary of Word Roots and Combining Forms. New York: McGraw-Hill Education, 1960.

Linton, Corrine. Medical Terminology: The Basics: Laminated Reference Chart (Quickstudy: Academic) Feb. 2004

Marino, Rich. ANATOMY: Laminated Reference Chart (Quickstudy: Academic) 2005

STEDMAN'S MEDICAL DICTIONARY for the Health Professions and Nursing. Lippincott Williams & Wilkins, 2012.

### Other Learning Resources

<p><b>Audiovisual</b> No resource specified</p>
<p><b>Electronic</b> encyclopedia.com., dictionary.com, www.wordinfo.info/, CD-Rom that accompanies the Denner II &amp; Davis text</p>
<p><b>Other</b> No resource specified</p>