Tompkins Cortland Community College

Master Course Syllabus

Course Discipline and Number: HLTH/NURS 104 **Year: 2025-2026**

Course Title: Medical Terminology **Credit Hours: 3**

I. 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: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (3 Lec.) Fall, winter, spring and summer semesters.

II. Additional Course Information

1. This course is intended for entry-level students interested in pursuing health related careers.
2. 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.
3. This course would be a solid foundation for English as a second language students and nursing students in particular.
4. This course can be used as an unrestricted elective.

III. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Define medical words by analyzing their Greek and Latin parts.
2. Use basic medical speaking vocabulary.
3. Apply knowledge of medical terminology and standard abbreviations to translate medical reports and prescriptions into lay language.
4. Apply knowledge of medical terminology proactively in the student's own health care decisions.

IV. Tompkins Cortland General Education & SUNY Competency Goals

☒ Critical thinking (Tompkins Cortland GE Goal; SUNY Competency)

Students will review and respond to medical discussion questions to develop critical thinking and 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. Students will choose a medical disease/disorder to research and present, to bring together and demonstrate an understanding of key words parts, medical terms, concepts, body structures and functions, and pathophysiology associated with the medical disease/disorder chosen.

☒ Social/Global Awareness

Students will be exposed to various alternative medical opinions and treatments using readings, exercises and discussions to stress students' responsibility to the care of others.

☐ Information Management

☐ This course does not address either of these Tompkins Cortland or SUNY General Education Goals.

V. Essential Topics/Themes

1. Introduction to Word Parts: Word Roots, Suffixes, Prefixes, Parts of Speech, Plural
2. Organization of the Body
3. Integumentary System
4. Skeletal System
5. Muscular System
6. Digestive System
7. Cardiovascular System
8. Blood and Lymphatic System
9. Respiratory System
10. Urinary System
11. Endocrine System
12. Nervous System
13. Special Systems: The Ear and Eye
14. Female and Male Reproductive Systems
15. Oncology, Radiology, and Nuclear Medicine
16. Mental Health

VI. Methods of Assessment/Evaluation

Method	% Course Grade
1. Quizzes	25%
2. Midterm Exam	20%
3. Final Exam	20%
4. Weekly Discussion Questions	20%
5. Power Point Project Class Assignments	15%

Quizzes: There will be weekly open-book chapter quizzes on the current week's material. These will cover the most important information and concepts presented in the text. These quizzes are not timed. The lowest quiz grade will be dropped and the rest will be averaged together to represent 25% of the final grade.

Midterm & Final Exams: These open-book exams may be a combination of multiple choice and true/false questions. Questions from the PowerPoint lectures, readings, and quizzes will be included. They are scheduled for mid-semester and the end of the semester. The Midterm will cover information from the first half of the course. The Final Exam is non-cumulative and will cover information presented in the second half of the semester. These exams will consist of fifty objective (multiple choice and true/false) questions. The Midterm and Final are each worth 20% of the final grade.

Weekly Discussion Questions: There will be a required online discussion question each week. The student must have one evidence-based response (based on research and facts, not solely based on opinion) to each discussion question. It

is recommended that the textbook is used as the source. The student must cite where they obtained the information within each weekly discussion question for full credit. Participation and completion of the weekly discussion questions make up 20% of the final grade.

Power Point Project: Students will choose a disease or disorder to research and submit to the instructor using appropriate medical terminology in a PowerPoint format. The presentation should be from 10 to 15 slides and should cover the following topics: (1) the name of the disease/disorder, (2) brief description of the anatomy and physiology (physiological processes) associated with the disease/organ affected, (3) the signs and symptoms of the disease/disorder, (4) tests/ blood work that might be performed to diagnose the disease/disorder, (5) treatments and/or surgery, (6) appropriate use of medical terminology (6) reference of sources used. The project will be worth 15% of the final grade

VII. Texts – ☒ Required ☒ Recommended ☐ Used for more than one course (list courses)

Required Text:

1. *Medical Terminology for Health Care Professionals*. Rice, Jane. 9th ed., 2018, Pearson Education Inc., ISBN: 9780134495347

Recommended:

1. Any standard medical dictionary in print or electronic format such as: Stedman's, Taber's, Mosby's etc.
2. *Medical Terminology: The Basics: Laminate Reference Chart* (Quick study: Academic) Linton, Corinne B. Available in the TC3 Bookstore.

Editions listed are current as of date of syllabus. More recent editions may be used.

VIII. Bibliography of Supplemental Materials – none specified

IX. Other Learning Resources

A variety of formats should be used, including online lectures, online power points and online discussion questions. 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.

Audiovisual: None specified

Electronic: Internet Research as developed by the instructor.

- The American Academy of Orthopedic Surgeons (AAOS) https://aaos.org/
- The American College of Sports Medicine (ACSM) https://www.acsm.org/
- Center for Disease Control and Prevention (CDC) https://www.cdc.gov/
- National Institute of Health (NIH) https://www.nih.gov/
- World Health Organization https://www.who.int/
- Mayo Clinic https://www.mayoclinic.org/
- American Institute for Cancer Research https://www.aicr.org/

Other:

- https://www.tompkinscortland.edu/library
- CINAHL Plus with Full Text
- MEDLINE with Full Text
- Health Source: Nursing/Academic Edition
- STAT!Ref

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 academic adjustments. All course materials are available in alternate formats upon request.*

Academic Integrity: *Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.*
Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.
Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.