MED 154T.01: Beginning Medical Terminology

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COURSE NUMBER AND TITLE: MED 154T, BEGINNING MEDICAL TERMINOLOGY
SEMESTER: Fall 2006  SEMESTER CREDITS: 2
CONTACT HOURS PER SEMESTER: 30  THEORY: Discussion hours per week: 2
PREREQUISITE: None  Monday & Wednesday, 4:10 to 5:00 p.m.
FACULTY: Jacki Elam, BA, RMA
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          Telephone: 406/243-7835 (Office)
          Office: Room AD04A
          Office Hours: Tuesday & Thursday, 11:10 a.m. to 12:00 p.m. or by appointment

RELATIONSHIP TO PROGRAM: This course offers students the opportunity to develop beginning skills in the use of medical terminology. The student will be able to build on these beginning skills by taking advanced medical terminology courses. This course is a foundation course in developing skills to communicate in the health care setting.

COURSE DESCRIPTION: Introduction to a medical word building system using Greek and Latin word roots, combining forms, suffixes, and prefixes.

STUDENT PERFORMANCE OUTCOMES:
Upon completion of the course the student will be able to:
1. Identify and define basic word composition (parts); i.e., prefixes, suffixes, combining forms, and word roots.
2. Analyze medical terms using knowledge of word parts.
3. Formulate valid medical terms by combining appropriate word parts.
4. Assess common medical acronyms and abbreviations from a selected list and apply appropriately.
5. Synthesize course knowledge to increase medical vocabulary skills in practice and/or advanced courses.

METHOD OF INSTRUCTION: Discussion, demonstrations, reference reading, and group discussion.

STUDENT ASSESSMENT METHODS AND GRADING PROCEDURES:
Point breakdown:  Final grade scoring:
Total TEST points possible: 600  A = 585 – 650 points
Total FINAL EXAM points possible: 50  B = 520 – 584 points
TOTAL COURSE POINTS POSSIBLE: 650  C = 487 – 519 points
                                  D = 455 – 486 points
                                  F = 0 – 454 points

ATTENDANCE: Attendance is strongly encouraged. Attendance is a strong indicator of an individual's commitment to the health care profession. No points will be added for attending class.

CELL PHONES & PAGERS: Due to an increasing number of students who own and use cell phones and pagers, it has become necessary to institute a policy regarding these items during class times. As you are aware, these items are distracting to an entire class; however, some students require them for business purposes, which allow them to further their education. Please follow these guidelines:
1. If the cell phone or pager is not business or emergency related, please turn it off.
2. Use the vibrating option on the cell phone or pager.
3. Do not listen to the message in class. Leave class quietly.
4. CELL PHONES AND PAGERS MUST BE TURNED OFF DURING EXAM AND CLASS PRESENTATIONS.
SEATING: Many classrooms have chairs to accommodate persons with disabilities. These chairs will display the international disability symbol and are assigned to a particular student. Please refrain from using these chairs or making adjustments to them unless the chair is assigned to you. If you think you may have the need for a special chair, please contact Disability Student Services. Thank you for your cooperation.

TEST MAKEUP: Tests may not be made up.

COURSE OUTLINE:
I. Introduction to Word Parts, Structure of the Human Body, Directional Terms, Anatomical Planes and Regions, and Skin
II. Respiratory System and Urinary System
III. Reproductive and Circulatory Systems
IV. Digestive System, Eye and Ear Systems
V. Musculoskeletal and Nervous Systems
VI. Endocrine System

DAILY COURSE PLAN*:
AUGUST 28 Introduction  
30 Chapter 1 Discussion
SEPTEMBER 4 LABOR DAY HOLIDAY – NO CLASSES
  6 Chapter 1 Test
  11 Chapter 12 Discussion
  13 Chapter 12 Test
  18 Chapter 2 discussion
  20 NO CLASS
  25 Chapter 2 Test
  27 Chapter 3 Discussion

OCTOBER 2 Chapter 3 Test
  4 Chapter 4 Discussion
  9 Chapter 4 Test
  11 Chapter 5 Discussion
  16 Chapter 5 Test
  18 Chapter 6 Discussion
  23 Chapter 6 Test
  25 Chapter 7 Discussion
  30 Chapter 7 Test

NOVEMBER 1 Chapter 8 Discussion
  6 Chapter 8 Test
  8 Chapter 9 Discussion
  13 Chapter 9 Test
  15 Chapter 10 Discussion
  20 Chapter 10 Test
  22 THANKSGIVING HOLIDAY – NO CLASSES
  27 Chapter 11 Discussion
  29 Chapter 11 Test

DECEMBER 4 NO CLASS
  6 NO CLASS
  11 FINAL EXAM: 4:00 - 6:00 p.m.

*Class schedule is subject to change as necessary.