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Fall 9-2004

### MED 154T.01: Beginning Medical Terminology

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**THE UNIVERSITY OF MONTANA-MISSOULA  
COLLEGE OF TECHNOLOGY  
HEALTH PROFESSIONS DEPARTMENT**

**COURSE SYLLABUS**

**COURSE NUMBER AND TITLE:** MED 154T, BEGINNING MEDICAL TERMINOLOGY

**SEMESTER:** Fall 2004

**SEMESTER CREDITS:** 2

**CONTACT HOURS PER SEMESTER:** 30

**THEORY:** Discussion hours per week: 2

**PREREQUISITE:** None

**FACULTY:** Jacki Elam, BA, RMA

E-mail: jacki.elam@mso.umt.edu

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.

**REQUIRED TEXT:** Basic Medical Language 2<sup>nd</sup> Edition, by Brooks, Mosby Publishers

**STUDENT ASSESSMENT METHODS AND GRADING PROCEDURES:**

**Point breakdown:**

Total TEST points possible: 600

Total FINAL EXAM points possible: 150

**TOTAL COURSE POINTS POSSIBLE: 750**

**Final grade scoring:**

A = 100-90% 675 – 750 points

B = 80-89% 600 – 674 points

C = 75-79% 562 – 599 points

D = 70-74% 525 – 561 points

F = 0-69% 0 – 524 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	30	Introduction
SEPTEMBER	1	Pre-test
	6	<b><u>LABOR DAY HOLIDAY – NO CLASSES</u></b>
	8	Chapter 1 Discussion
	13	<b>Chapter 1 Test</b>
	15	Chapter 12 Discussion
	20	<b>Chapter 12 Test</b>
	22	Chapter 2 discussion
	27	<b>Chapter 2 Test</b>
	29	Chapter 3 Discussion
OCTOBER	4	<b>Chapter 3 Test</b>
	6	Chapter 4 Discussion
	11	<b>Chapter 4 Test</b>
	13	Chapter 5 Discussion
	18	<b>Chapter 5 Test</b>
	20	Chapter 6 Discussion
	25	<b>Chapter 6 Test</b>
	27	Chapter 7 Discussion
NOVEMBER	1	<b>Chapter 7 Test</b>
	3	Chapter 8 Discussion
	8	<b>Chapter 8 Test</b>
	10	Chapter 9 Discussion
	15	<b>Chapter 9 Test</b>
	17	Chapter 10 Discussion
	22	<b>Chapter 10 Test</b>
	24	<b><u>THANKSGIVING HOLIDAY – NO CLASSES</u></b>
	29	Chapter 11 Discussion
DECEMBER	1	<b>Chapter 11 Test</b>
	6	Review for Final
	8	<b><u>NO CLASS</u></b>
	14	<b>FINAL COMPREHENSIVE EXAM: 8:10 -10:10 a.m.</b>

\*Class schedule is subject to change as necessary.