I. INTRODUCTION
A. **Course Description:** Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

B. This is a required course in the Medical Office Technology associate of applied science degree and certificates, the Medical Coding and Billing associate of applied science degree and certificate, and the Medical Documentation Specialist associate of applied science degree and certificate. You will be required to demonstrate proficiency in the skills learned in this course in the internship or clinical courses.

C. This course in conjunction with other appropriate courses prepares students to enter the health-related career fields.

D. Keyboarding and document formatting skills recommended.

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES
Upon successful completion of Medical Terminology I, the student will:

A. Identify, pronounce, and spell medical terms (C5, C6, C8, C19, F1, F2, F5, F7, F9, F10, F12, F15, F16).

B. Use medical terms in context (C5, C6, C8, C9, F1, F2, F10, F11, F12).

C. Utilize prefixes, suffixes, root words, and plurals to construct medical terms (C5, C6, C8, C9, F1, F2, F10, F11, F12).

D. Analyze medical terms (C5, C6, C8, F1, F2, F5, F12, F16).

E. Translate abbreviations (C5, C6, C8, F1, F2, F5, F12, F16).

F. Interpret symbols (C5, C6, C8, F1, F2, F5, F12, F16).

G. Use medical references as resource tools (C5, C6, C7, C8, C19, F1, F5, F7, F16).

January 1, 2018
III. INSTRUCTIONAL MATERIALS

A. Instructional Materials identified for his course are viewable through www.ctcd.edu/books.

B. Supplementary Materials
Medical dictionary and medical word book (virtual acceptable)

IV. COURSE REQUIREMENTS

A. Reading Assignments: To be successful in this course, you must read and study the textbook. Chapter assignments will be made with each lesson, and you are expected to complete all the work in the chapters including terminology reviews and chapter review exercises. Even though you may not be required to turn all work in for grading, you are still responsible for the material covered in the exercises.

B. Class Assignments: Assignments must be completed by the due date to receive full credit. Assignments may include
a. word element studies, written, and audio terminology reviews
b. pathological conditions reviews, diagnostic techniques and procedures outlines

C. Multimedia Activities: Interactive companion website that includes additional chapter-specific exercises. There are specific website activities for each edition of the text.

V. EXAMINATIONS

A. There will be exams (quizzes) to accompany the lessons of the course. These exams will cover information in the reading assignments, chapter exercises, and lesson assignments. The majority of exam questions will be objective-type.

B. Due dates for completion of the lessons, including the quizzes, will be announced in the schedule provided in the online syllabus.

C. The final exam will be cumulative and composed of objective-type questions.

VI. SEMESTER GRADE COMPUTATION

A. Exams/Final 50%
B. Class Assignments 50%

For this course to be used to satisfy the requirements for an Office Technology certificate, a student must make at least a grade of C. A student may repeat the course until he or she achieves a grade of C or better.
VII. NOTES AND ADDITIONAL INSTRUCTIONS

A. Withdrawal from course: It is your responsibility as a student to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student.

Application for Withdrawal will be accepted according to the following schedule:
- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses
- Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. An Administrative Withdrawal: Results when a student is absent an excessive number of times as defined in the current Central Texas College catalog and/or other published amendatory documentation. In such a case, the student is dropped from the course with a grade of F.

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statue was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

C. An Incomplete Grade: In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student had completed the majority of the course work, but because of extenuating circumstances, is unable to complete the requirement for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not complete the remaining coursework as required
by the instructor, the IP will be converted to an FI and appear as an F on the student’s official transcript.

D. **Cellular Phones**: Cellular phones will be turned off while the student is in the classroom or laboratory.

E. **Americans With Disabilities Act (ADA)**: Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Scholastic Honesty**: All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

1. **Plagiarism**: the taking of passages or ideas from writings of others without giving proper credit to the source.

2. **Collusion**: working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.

3. **Cheating**: giving or receiving information on an examination, homework, or projects.

4. Students found guilty of scholastic dishonesty are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.
VIII. COURSE OUTLINE

A. Lesson 1: Word Building Rules and Prefixes (Chapters 1 and 2)

1. **Learning Outcomes:** Upon completion of Lesson 1, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Name and define the basic component parts of a medical term.
   b. Demonstrate the correct usage of rules for the formation of medical terms.
   c. Demonstrate the ability to apply word building rules.
   d. Define and give an example of an eponym.
   e. Define a prefix and state the rules for using prefixes in medical terms.
   f. Identify specialized prefixes used in medical terminology.
   g. Apply the rules for prefixes by forming new medical terms using the prefixes.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 1 Outline:**
   a. **Chapter 1** - Word Building Rules - word parts, combining forms, and word building rules
   b. **Chapter 2** - Prefixes - numbers, measurement, position and/or direction, color, negatives

B. Lesson 2: Suffixes and Whole Body Terminology (Chapters 3 and 4)

1. **Learning Outcomes:** Upon completion of Lesson 2, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Define a suffix and state the rules for using suffixes in medical terms.
   b. Identify specialized suffixes used in medical terminology.
   c. Apply the rules for suffixes by forming new medical terms using the suffixes.
   d. List and identify body cavities and organs within the cavities.
   e. Identify, create, and use terms pertaining to the body as a whole.
   f. Define nine specific regions of the body.
   g. Identify and use terms relating to the structural organization of the body.
   h. Define directional terms relating to the body as a whole.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
b. Chapter Review Exercises (F1, F2, F7, F11, F16)
c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 2 Outline:**
   a. **Chapter 3** - Suffixes - noun, adjective, and common suffixes, plural words, specialties and specialists, procedures
   b. **Chapter 4** - Whole Body Terminology - structural organization; body planes, regions, and cavities; divisions of the back

C. **Lesson 3: The Integumentary System (Chapter 5)**

1. **Learning Outcomes:** Upon completion of Lesson 3, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify major structures of skin.
   b. List major functions of the skin.
   c. Identify and define pathological conditions of the integumentary system.
   d. Define diagnostic techniques used for diagnosis and treatment of conditions of the skin.
   e. Create medical terms using word parts pertaining to the skin.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C19, F16)

3. **Lesson 3 Outline:**
   **Chapter 5** - The Integumentary System - anatomy and physiology of the skin, skin lesions, pathological conditions, diagnostic techniques and procedures relating to the skin

D. **Lesson 4: The Skeletal System and Muscles and Joints (Chapters 6 and 7)**

1. **Learning Outcomes:** Upon completion of Lesson 4, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. List major functions of the skeletal system.
   b. Identify classifications of bones and bone markings.
   c. Correctly identify major bones and muscles of the body.
   d. Identify three types of muscles and their control.
   e. Explain disease processes relating to the skeletal system, muscles, and joints.
   
   f. Create medical terms using word parts pertaining to the skeletal system, muscles, and joints.
g. Define diagnostic techniques used for diagnosis and treatment of conditions of the skeletal system, muscles, and joints.

2. Learning Activities:
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. Lesson 4 Outline:
   a. Chapter 6 - The Skeletal System - anatomy and physiology, pathological conditions, diagnostic techniques and procedures relating to the human skeleton
   b. Chapter 7 - Muscles and Joints - anatomy and physiology, pathological conditions, diagnostic techniques and procedures relating to the muscles and the joints

E. Lesson 5: The Nervous System (Chapter 8)

1. Learning Outcomes: Upon completion of Lesson 5, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify anatomical structures related to the central nervous system and the peripheral nervous system.
   b. State the difference between afferent and efferent nerves.
   c. Identify and define pathological conditions associated with the nervous system.
   d. Create medical terms pertaining to the nervous system.
   e. Recognize and use nervous system abbreviations.
   f. Spell and pronounce medical terms common to the nervous system.

2. Learning Activities:
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. Lesson 5 Outline:
   Chapter 8 - The Nervous System – anatomy and physiology, pathological conditions, diagnostic techniques and procedures relating to the nervous system

F. Lesson 6: The Blood, Lymphatic, and Cardiovascular Systems (Chapters 9 and 10)
1. **Learning Outcomes**: Upon completion of Lesson 6, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. List the major functions of the blood, lymphatic, and cardiovascular systems.
   b. Trace the pathway of blood through the cardiovascular system.
   c. Define and differentiate pathological conditions common to the blood, lymphatic, and cardiovascular systems.
   d. Identify diagnostic techniques used in the treatment of conditions of the blood, lymphatic, and cardiovascular systems.
   e. Identify common cardiovascular signs and symptoms.
   f. Create medical terms from word parts common to the blood, lymphatic, and cardiovascular systems.
   g. Recognize and use abbreviations common to the blood, lymphatic, and cardiovascular systems.
   h. Correctly spell and pronounce medical terms common to the blood, lymphatic, and cardiovascular systems.

2. **Learning Activities**:
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 6 Outline**:
   a. Chapter 9 - The Blood and Lymphatic Systems - anatomy and physiology, pathological conditions, immunity, diagnostic techniques and procedures relating to the blood and lymphatic systems
   b. Chapter 10 - The Cardiovascular System - anatomy and physiology, pathological conditions, immunity, diagnostic techniques and procedures relating to the heart and circulatory system

G. **Lesson 7: The Respiratory System (Chapter 11)**

1. **Learning Outcomes**: Upon completion of Lesson 7, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. List two major functions of the respiratory system.
   b. State the difference between external and internal respiration.
   c. Trace the pathway of air from the nose to the capillaries of the lungs.
   d. Define common respiratory signs, symptoms, and pathological conditions.
   e. Identify common breath sounds.
   f. Recognize and use respiratory system abbreviations.
   g. Correctly spell and pronounce medical terms common to the respiratory system.
2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 7 Outline:**
   Chapter 11 – The Respiratory System - anatomy and physiology, pathological conditions, diagnostic techniques and procedures relating to the respiratory system

H. **Lesson 8: The Digestive System (Chapter 12)**

1. **Learning Outcomes:** Upon completion of Lesson 8, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Recognize the structures of the digestive system, including structures of the mouth and teeth.
   b. List basic functions of the digestive system.
   c. Identify pathological conditions of the digestive system, including conditions relating to dentistry.
   d. Recognize common diagnostic techniques used in diagnosis and treatment of disorders of the digestive system.
   e. Create medical terms related to the digestive system.
   f. Recognize and use digestive system and dental abbreviations.
   g. Correctly spell and pronounce medical terms common to the digestive system, including dentistry.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 8 Outline:**
   Chapter 12 - The Digestive System - anatomy and physiology, common signs and symptoms, pathological conditions, diagnostic techniques and procedures relating to the digestive system, including dentistry