Semester/Year: Fall 2006

Lecture Hours: 3  Lab Hours: None  Credit Hours: 3

Class Time: 8:00 - 9:15 AM  Days: Monday & Wednesday  Room: Saunders Health Science Center (HS) 227

Instructor’s Name: VELVET HISER, BSN, RN, CCRN

Instructor's Contact Information: Email & voicemail checked (and answered) daily.

Office Phone: 268-2084  Office Location: HS 209  Email: vhiser@caspercollege.edu

Office Hours: Refer to door schedule (or by appointment).

Course Description: This course is designed to introduce the student to medical vocabulary and terminology. The use of abbreviations, suffixes, prefixes, and combining forms is stressed to provide the student with a working knowledge of medical forms.

Statement of Prerequisites: None

Goal: The student will demonstrate basic knowledge, usage, pronunciation, and spelling of common medical terms.

Outcomes: Upon successful completion of the course, the student should be able to:
1) define the anatomical terms associated with each body system;
2) identify and define word parts for assigned medical terminology;
3) build, define, pronounce, spell, and analyze the related diagnostic, surgical, and procedural terms for each assigned unit;
4) develop basic working proficiency with medical terms by completing the article assignment (see separate guidelines).

Methodology: Class time with be devoted to lecture and discussion of content, word pronunciation, spelling, vocabulary, and learning exercises designed to assist the student to learn medical terminology.

NOTE: Chapter reading and learning assignments are to be completed before class.

Evaluation Criteria:
A) EXAMINATIONS: Eight (8) unit exams and one (1) final exam will be administered. The content for the final exam will be cumulative for all chapters. The lowest grade for one unit test will be dropped.
B) **SPELLING TESTS:** Twenty (20) spelling tests will be administered, one during each regular class period. *Spelling tests cannot be made up for any reason or under any circumstance.*

C) **NO MAKE-UP EXAMS ARE GIVEN.** A first missed exam earns zero points. Points for a second missed unit exam will be added to the value of the final exam. It is strongly recommended that any missed exam be reviewed by appointment with the instructor for up to two weeks following the exam.

D) **ARTICLE ASSIGNMENT:** Refer to the attached guidelines for this written activity, which will be *due no later than November 20, 2006.*

**Grading Scale for Unit Exams:** A=91-100  B=83-90  C=75-82  D=70-74  F=0-69

**Final Grading Scale:** A=1274-1400  B=1162-1273  C=1050-1161  D=980-1049  F=0-979

**Final Course Grade:** Assignments and examinations are weighted as follows:
- Unit exams (7) = 700 points
- Final exam (1) = 300 points
- Spelling tests (20) = 200 points
- Article Assignment (1) = 200 points

TOTAL OF 1400 POINTS


Recommended textbook(s): Any medical dictionary, including those available through the Casper College Bookstore (and local area/online bookstores). The instructor recommends the following titles:
- Stedman’s Concise Medical Dictionary for the Health Professions
- Taber’s Cyclopedic Medical Dictionary
- Mosby’s Medical and Nursing Dictionary
- Mosby’s Pocket Dictionary of Medicine.

**Computer & Internet Requirements:** In order to use the optional review and study software (available with the textbook) and to prepare the Article Assignment, computer access will be necessary. Students may choose to use their personal computers or those provided for student access on the Casper College campus. Computer labs are located in the following buildings:
- Casper College Goodstein Library
- Thorson Business Building
- Administration Building
- Saunders Health Science Center, Multimedia Center
- Wold Physical Science Center

The student may also wish to utilize the internet to complete research for the article assignment. An excellent healthcare-related site can be found at the following address:

http://www.medilexicon.com

This site includes health-related information, a medical terms index, and a searchable abbreviations database.

**Last date to withdraw or change to audit status:** Friday, October 28th, 2005, 5:00 p.m.
Class Policies: Course attendance and punctuality are expected. Cellular phones and pagers must be turned off or set to “vibrate” during regular class periods. These devices are NOT allowed in the classroom on test days.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Conduct: There is an expectation that students will conduct themselves in a civil and respectful manner during class sessions and in individual interactions with their instructors and peers.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command, starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see the instructor at your earliest convenience (and prior to the first scheduled examination).

Course Schedule: Please refer to the attached tentative lecture and examination schedule which is subject to change during the semester. All deviations from the schedule will be announced during class time. Also, be sure to regularly check the bulletin board outside the classroom for important course-related announcements.
Article Assignment Guidelines

OVERVIEW

Select an article which contains a minimum of 15 medical terms. For this assignment, you will benefit from choosing an article with medical terms that can easily be separated into component word parts. Although anatomical terms are considered medical terms, they do not easily lend themselves to dissection and definition using the principles learned in this course.

You may choose to obtain your article online or from a printed medical journal, men’s or women’s magazine, tabloid, etc. If you are having difficulty locating an article, consult a drug information insert (or medication information from one of the pharmaceutical companies’ websites – Pfizer, Merck, Lilly, Novartis, Glaxo, etc.). Many of these sources include an extensive set of cautions and side effects that incorporate a wide array of medical terms. In the latter case, you will also need to do some additional research on the disease or condition(s) for which the medication is used to provide a basis for your article summary.

ARTICLE PRE-APPROVAL

Pre-approval is required for credit to be earned for this assignment.
Due no later than Thursday, October 16, 2006.

Make a copy of your chosen article and identify the terms you intend to use for the assignment by highlighting them or underlining with red pen. Points will be deducted from your final score for each day the article is late. Your article will be returned to you on October 20, 2005.

COMPLETED ASSIGNMENT

Due no later than Tuesday, November 20, 2006.

Successful submissions will be typewritten in an acceptable scholarly format (APA, MLA), with appropriate attention to spelling, grammar, and professional presentation. The Casper College English Lab is available if assistance is desired in writing or formatting the assignment.

1. When your article has been returned to you, re-read it.
2. Write a single page (maximum) summary of the article, including:
   a. the reason you selected this article;
   b. the content of the article—what was the author trying to discuss or teach?
   c. The importance of medical terminology in the article (i.e. whether you feel your knowledge of medical terminology assisted you to understand what the author(s) attempted to present/explain. Why or why not?).
3. Make an alphabetical list of 15 different medical terms contained within the article. Define each term; then, break each term down into its prefix, suffix, and word root/combining form, defining as applicable (see example below).
4. Submit the original article with your paper; be sure to use a cover page or folder! Assignments are to be submitted to the instructor’s “due” box in HS 202. Assignments will be returned in the instructor’s “graded” box. It is the student’s responsibility to check for graded assignments.
5. Five points will be deducted for each day the assignment is late. Late assignments will NOT be accepted after Tuesday, November 29.
EXAMPLE TERM DISSECTION

Dementia: A slowly progressive decline in mental abilities, such as memory, thinking, and judgment.
(term definition)

de/ment/ia  (term dissection)
(p) (wr) (s)  (word part identification)

(p) de-: down, lack, from, not, removal
(cf) ment/o: mind, chin
(s) –ia: abnormal condition, disease

ARTICLE ASSIGNMENT GRADING SCALE

This assignment is worth 200 points and will be evaluated based upon the following criteria:

ARTICLE SUMMARY: 35 points possible
  Reason for selection...5 points
  Summary of article content...25 points
  Knowledge of terminology...5 points

TERMINOLOGY: 120 points possible
  Term definition...15 points
  Term dissection...15 points
  Word part identification...45 points
  Word part definitions...45 points

ASSIGNMENT QUALITY: 45 points possible
  Article pre-approval...10 points
  Terminology alphabetized...5 points
  Grammar, punctuation, spelling...20 points
  Cover sheet, folder, formatting, professionalism...10 points