JEFFERSON COLLEGE
COURSE SYLLABUS

BIT122
MEDICAL TERMINOLOGY
3 credit hours

Prepared by:
Judy Larson
January 2, 2008
Updated March 31, 2008

CAREER AND TECHNICAL EDUCATION
Dr. John R. Keck, Dean
Brenda Russell, Associate Dean
BIT122 Medical Terminology

I. CATALOG DESCRIPTION

A. Prerequisite – none

B. 3 semester hours credit

C. Medical Terminology provides a broad survey of the language of medicine and health technologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. The class emphasizes the formation, definition, and pronunciation of medical terms and the use of reference materials. A brief presentation of anatomy and physiology precedes the content concerning disorders. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

<table>
<thead>
<tr>
<th>Students will identify the structure of each system of the human body.</th>
<th>Students will do a PowerPoint presentation which will demonstrate their knowledge of the human body structure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will define, pronounce, and spell diagnostic terms related to the human structures.</td>
<td>Students will pronounce the words in class as well as take quizzes and exams that include the terms related to the human structure.</td>
</tr>
<tr>
<td>Students will build medical terms from roots, prefixes and suffixes.</td>
<td>Students will complete crossword puzzles that will include roots, prefixes and suffixes.</td>
</tr>
<tr>
<td>Students will locate terms in a medical reference book.</td>
<td>Students will work as a team using medical reference books to make a presentation on a human structure that will include the medical terms related to that structure.</td>
</tr>
<tr>
<td>Students will demonstrate their knowledge of anatomy and physiology and the anatomic reference systems.</td>
<td>Students will complete in class exams on this subject.</td>
</tr>
<tr>
<td>Students will correctly use word parts according to body systems and the distinct delineation of medical terms from word parts.</td>
<td>Students will develop a memory game that they will use to correctly use word parts according to body systems and medical terms from word parts.</td>
</tr>
</tbody>
</table>

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Unit I, the student will utilize the fundamentals of construction of medical terminology.

B. Unit II, the student will become familiar with anatomy and physiology and use anatomic positions, body planes, directions, and cavities.
C. At the end of each of the following Units, the student 1) identify and describe the major structures, functions, and processes of each of the body systems 2) utilize terminology related to diagnosis, pathology, and treatment procedures of those systems

Unit III – The Skeletal System
Unit IV – The Muscular System
Unit V – The Cardiovascular System
Unit VI – The Lymphatic and Immune Systems
Unit VII – The Respiratory System Unit VIII – The Digestive System Unit IX – The Urinary System
Unit X – The Nervous System
Unit XI – The Special Senses: The Eyes and Ears
Unit XII – The Integumentary System Unit XIII – The Endocrine System
Unit XIV – The Reproductive System

D. Unit XV, the student will recognize, define, spell, and pronounce the terms associated with pharmacology, diagnostic examinations, procedures, and imaging.

IV. METHOD OF INSTRUCTION

A. Lecture

B. Class Discussion

C. Computerized Learning Exercises

D. Audiovisual Materials

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS (STUDENT)

Three-ring binder, flash drive, pen, pencil, and paper

VII. SUPPLEMENTAL REFERENCES

Various medical websites will be used for discussion.
VIII. METHOD OF EVALUATION

A. Homework 20%

B. Quizzes 20%

C. Tests 40%

D. Final exam 20%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.