

Jo Daviess Carroll

CTE Academy

Health Occupations Department

Course Name, Number: HO II-A Medical Terminology

Catalog Description:

This program teaches medical terminology as the language of health care. The course work is designed for application of medical terminology in a variety of health fields. It provides an emphasis on word analysis, construction, definition, pronunciation and spelling of medical terms. Students will use the terminology they learn while completing their clinical rotations.

**Prerequisite: Health Occupations I or approval by Instructor
3 hours credit**

Time/Place:

**Fall Semester 2017
8:30-10:50 or 12:15-2:30 Monday-Friday**
Jo Daviess Carroll CTE Academy
Health Occupations Room

Instructor:

Karen Koester, RN, BSN

Office:

Health Occupations Rm.

Contact:

815-858-2203 Ext. 116

Email:

kkoester@cteacademy.net

Office Hours:

8:00-8:30, 11:30-12:00, & 2:40-3:30 M-F

Required Text/s:

Shiland, Betsy J. (2013) Mastering Healthcare Terminology. 4th Edition. Elsevier Inc. (St. Louis, MO)

Supplementary Text:

Ireland, P.A. & Novak, M.A. (2005) Hillcrest Medical Center: Beginning Medical Transcription Course. 6th Edition. Thomson Delmar Learning (Clifton Park, NY)

Alignment with the Mission of the Jo Daviess Carroll CTE Academy

The primary goal of this course is to introduce students to the terminology used in the health professions. Through active class participation students develop knowledge, skills, and values aligned with the CTE’s mission to: provide a caring and supportive learning environment, encourage personal and intellectual growth, and promote social responsibility. This course is designed to meet the communications outcomes of the General Education Program.

Course Outcomes and Assessments:

See attached chart listing course outcomes, projects and assessment methods as well as indicating how this course prepares student to meet department outcomes.

Attendance and participation policy including any required special events:

Regular attendance is required in this course, because grades will be given for participation in class discussions, and in-class activities, which cannot be “made up”. If you must be absent, you are required to notify the home school and Mrs. Koester prior to the start of class on the day of absence. You are responsible for notes, handouts, and all assignments from missed classes. Teachers will not repeat classes for students who are not present. DO NOT schedule doctor’s appointments, trips, etc. which conflict with class time. DO NOT take off early for or return late from scheduled school vacations.

Policies on missed exams and late work:

A percentage will be deducted from the posted grade on any late work.
Missed exams will not be made up unless prior arrangement has made with instructor.

Grading Scale and Standards:

- 10% Daily Grades
- 30% Chapter questions
- 30% Chapter Tests
- 30% Final Test

DAILY POINTS

- *Work Habits/Safety
- *Attitude/Follow Directions
- *Effective Use of Time
- *Equipment and Materials Use
- *Clean Up of Work Area

GRADING SCALE

100-98.5 A+	98.49-94.5 A	94.49-91.5 A-
91.49-89.5 B+	89.49-86.5 B	86.49-84.5 B-
84.49-81.5 C+	81.49-77.5 C	77.49-74.5 C-
74.49-72.5 D+	72.49-66.5 D	66.49-63.5 D-
63.49 or Below F		

Statement on American with Disabilities Act

Any student who needs accommodations must contact Mrs. Koester and the main office at the CTE. Be sure this happens very early in the semester.

Statement on Academic Honesty

Although course activities encourage collaboration and shared learning, acknowledging others for their contribution is crucial. Do not copy words, ideas, papers or parts of papers from any source without giving credit through acceptable forms of documentation. Do not lend out your ideas, papers, or parts of papers to others. Passing off someone else's work as your own or allowing your work to be used this way is a serious break in the academic integrity of this class and the vocational center. It may result in failure or expulsion.

Disclaimer -Dates May Change:

Due to class accommodation scheduled dates for assignments, tests, projects and products may change. Assignments are subject to revision dependent upon the progress of the class.

Course Outcomes and Assessments:

DEPARTMENT OUTCOMES	COURSE OUTCOMES Students will:	PRODUCT/PROJECT for achieving course outcomes:	PERFORMANCE ASSESSMENT:
Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in nursing practice	<p>Students will master the correct usage of medical terms- as evidenced by correctly identifying word parts, spelling, and defining the medical terms as they complete each assignment.</p> <p>Students will correctly pronounce and use medical terms to complete a statement when working in the clinical setting.</p>	<p>Learning Exercises Chapter 1 thru 15</p> <p>Audio Library on the textbook CD</p> <p>Chapter Exams 1-15 and Final Exam</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p>
Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in nursing practice	<p>Student will correctly provide acceptable medical abbreviations for medical phrases, for given medical names, and for medical labels as they complete each assignment.</p> <p>Student will correctly provide acceptable phrase, name, or symbol for given medical abbreviations as they complete each assignment.</p>	<p>Learning Exercises Chapter 1 thru 15</p> <p>Using Appendix B of Textbook</p> <p>Chapter Exams 1-15 and Final Exam</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p>
Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in nursing practice	<p>Student will be able to define the root words, combining forms, the prefixes, and the suffixes in medical terms as they complete each assignment.</p> <p>Student will compare general terminology derivation with medical terminology as they complete each assignment.</p>	<p>Learning Exercises Chapter 1 thru 15</p> <p>Using Appendix A of Textbook</p> <p>Chapter Exams 1-15 and Final Exam</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p>
Demonstrate critical thinking, therapeutic	Students will define terms by the medical word	Learning Exercises Chapter 1 thru 15	Chapter Assignments

<p>communication, and clinical decision making skills in nursing practice</p> <p>Demonstrate proficiency in technical skills in the application of the nursing process</p>	<p>elements, and relate medical terms to common language and phrases as they complete each assignment.</p> <p>Students will define medical terms and abbreviation used in written and oral communication and interpret material by using medical word elements as they complete their clinical assignments.</p>	<p>Chapter Exams 1-15 and Final Exam</p> <p>Weekly journals from internship sites.</p>	<p>Chapter Exams</p> <p>Written Work Rubric</p>
<p>Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in nursing practice</p>	<p>Students will name and describe anatomical structures, the function of the body system, -Pronounce, analyze, define and spell medical terms related to the system. -Define selected diseases specific to the systems. -Define terms relating to the physical examination and symptomatology of the system. -Define terms related to diagnosis and treatment. -Define medical abbreviation common to each system.</p>	<p>Learning Exercises Chapter 1 thru 15</p> <p>Chapter Exams 1-15 and Final Exam</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p>
<p>Demonstrate critical thinking, therapeutic communication, and clinical decision making skills in nursing practice</p>	<p>Students will -define terms and procedures used in the imaging field. -define terms and procedures used in the laboratory field. -define terms used in pharmacology</p>	<p>Learning Exercises Chapter 1 thru 15</p> <p>Chapter Exams 1-15 and Final Exam</p>	<p>Chapter Assignments</p> <p>Chapter Exams</p>
<p>Demonstrate proficiency in technical skills in the application of the nursing process</p>	<p>Students will be able to use medical terminology in context as seen in health care documents and reports.</p> <p>Students will interpret oral and written materials when in the clinical setting.</p>	<p>Transcription exercises from supplementary text</p> <p>Weekly journals from internship sites.</p>	<p>Written Work Rubric</p>

Sample Course Schedule

Schedule and assignments are subject to the pace and quality of student learning.
Any changes in schedule or assignments will be announced in class.

DATE	TOPICS & OUTCOMES	ASSIGNMENTS & ASSESSMENTS
Aug.23- Aug.29	Introduction to Healthcare Terminology	Complete questions at the end of the chapter and prepare to test.
Aug 29	Test-Intro to Terminology	
Aug.30- Sept.5	Body Structure and Directional Terminology	Complete questions at the end of the chapter and prepare to test.
Sept. 6	Test- Body Structure and Directional Terminology	
Sept. 6-12	Musculoskeletal System	Complete questions at the end of the chapter and prepare to test.
Sept. 13	Test- Musculoskeletal System	
Sept. 13-19	Integumentary System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Sept. 20	Test-Integumentary System	
Sept. 20-27	Gastrointestinal System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Sept 28	Test-Gastrointestinal System	
Sept.28- Oct. 4	Urinary System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Oct. 5	Test- Urinary System	
Oct. 5- Oct.11	Male Reproductive System	Complete questions at the end of the chapter and prepare to test.
Oct. 12	Test- Male Reproductive System	
Oct. 12-18	Female Reproductive System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Oct. 19	Test-Female Reproductive System	
Oct. 19-26	Blood, Lymphatic, and Immune Systems	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Oct. 30	Test- Blood, Lymphatic, and Immune Systems	

DATE	TOPICS & OUTCOMES	ASSIGNMENTS & ASSESSMENTS
Oct. 30- Nov. 3	Cardiovascular System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Nov. 6	Test-Cardiovascular System	
Nov. 6-10	Respiratory System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Nov. 13	Test- Respiratory System	
Nov. 13-17	Nervous System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Nov. 20	Test- Nervous System	
Nov. 20-27	Mental and Behavioral Health	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Nov. 28	Test-Mental and Behavioral Health	
Nov. 28- Dec. 4	Special Senses: Eyes and Ears	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Dec. 5	Test- Special Senses: Eyes and Ears	
Dec. 5-8	Endocrine System	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Dec. 11	Test-Endocrine System	
Dec. 11-13	Oncology	Complete questions at the end of the chapter, fill out labeling diagram, and prepare to test.
Dec 14	Test-Oncology	
Dec. 14-15	Comprehensive Medical Terminology Review	Complete review questions in the book to prepare for comprehensive final exam.
Dec 18	Final Exam	