LEWIS-CLARK STATE COLLEGE
BUSINESS TECHNOLOGY & SERVICE
SYLLABUS

COURSE TITLE: Medical Terminology
COURSE NUMBER: MEDPT 172
CREDIT HOURS: 4
INSTRUCTOR: Rhona Alboucq
OFFICE LOCATIONS: SGC #200B
TELEPHONE NUMBERS: 792-2371
OFFICE HOURS: 10:00 – 12:00 Mondays and Wednesdays
E-MAIL: rjalboucq@lcsc.edu

TEXT: Medical Terminology for Health Professions
Ann Ehrlich/Carol L. Schroeder (7TH edition)
Taber’s Medical Dictionary, (latest edition)

DATE: Fall 2014

PURPOSE:
To provide the student with medical terminology skills required to perform the job duties of an administrative medical assistant, transcriptionist, or other employee in a medical facility. Examples of such duties are: interpreting medical chart notes and following instructions based on medical terms in a medical setting. This course is also designed as a basis for those working to obtain an academic Associate of Applied Science or Bachelor of Applied Science degree. This course of study will include learning medical terminology that may otherwise be learned through years of experience on the job.

METHODS OF INSTRUCTION:

Lecture/discussion - The student is expected to have read assigned materials before class so that he/she can more fully understand information covered by the instructor and can actively participate in the discussion concerning the material. In order to complete this course you will be required to do one oral presentation in the classroom, and you will need to provide an outline to be handed in. Further information will be provided concerning this presentation.

Visual materials - Various visual materials will be presented, such as videos and slide shows.

Case studies and word exercises of various types will be completed in class to reinforce chapter lessons.

Students are expected to participate in game activities to assist in learning the large amount of material covered during the course.
METHODS OF EVALUATION:

There is a total of 800 points in this class comprised in the following way:

- Reviews: 150 points
- Quizzes: 350 points
- Midterm: 100 points
- Oral Presentation: 100 points
- Final: 100 points

Tests must be taken when scheduled unless prior arrangements have been made with the instructor. Quizzes are given each week to help you learn the material in smaller segments. Quizzes and daily work cannot be made up unless you have an excused absence. Exams must be taken in sequence. If you are absent from an exam, 5% will be deducted from your grade; this exam must be made up within two days after your return. After that time, 10% will be deducted from the grade for tardy work. Any other late work will have 10% of the points deducted for tardiness also. If a student is present for all quizzes and exams, consideration will be given on borderline grades.

Letter grades are assigned according to the percentage of maximum possible points earned:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- Less than 70% = F

70% is an estimated figure which is considered a minimum level of achievement. Any student who receives a final score below 70% will not pass this course. In order for Medical Assistant program students to pass this class he/she must receive an average of 70% or above in the given course and complete all competency evaluations within the given course with a minimum score of 70%. CAAHEP accreditation requires 100% of all Medical Assistant graduates receive a pass for 100% of all competencies.

GENERAL INSTRUCTIONS:

Dictionary use will be emphasized in this course to help you become familiar with the format which must be used to find various medical terms. You will be allowed to use your dictionary for 5 minutes during quizzes, if you are in class the day of the quiz.
It is essential that students have a basic understanding of this material to succeed with other classes in which this course is a prerequisite. This same basic understanding is necessary for most job functions in the field. There will be “zero-tolerance” for cheating of any kind during testing and quizzes. Anyone caught copying, using crib notes, or any other form of cheating, will receive an immediate grade of F for the course.

**COURSE OBJECTIVES:**

By the conclusion of the course, the student will be able to:

1. Use word terminals to change the meaning of medical roots.
2. Use combining forms, prefixes, and word terminals to create appropriate terms when such terms cannot be found in the dictionary.
3. Recognize and use appropriate medical word and phrase abbreviations.
4. Use medical terminology pertaining to the anatomy and physiology of the more complex systems of the human body.
5. Be able to identify body systems.
6. Describe body planes, directional terms, quadrants, and cavities.
7. List major organs in each body system.

The following cognitive objectives for the Medical Assisting Program are covered in this class:

- **I.C.2.** Be able to identify body systems.
- **I.C.3.** Describe body planes, directional terms, quadrants, and cavities.
- **I.C.4.** List major organs in each body system.
- **IVC.11.** Define both medical terms and abbreviations related to all body systems.

**Consumer Information**

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/studentconsumerinformation/](http://www.lcsc.edu/studentconsumerinformation/)

**Disability Accommodations**

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities**

Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog ([http://www.lcsc.edu/catalog/](http://www.lcsc.edu/catalog/)) and the LCSC Student Handbook (available at [http://www.lcsc.edu/studentservices/contactus.htm](http://www.lcsc.edu/studentservices/contactus.htm)) for more information.
Acidents/Student Insurance

Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance

Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the Dean of Student Services for official disciplinary action.

Illegal File Sharing

Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the Dean of Student Services’ web page (http://www.lcsc.edu/studentservices/).

Diversity Vision Statement

Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being. http://www.lcsc.edu/culturaldiversity/