MED 177/677 Medical Terminology
Course Master Syllabus

Course Information

Catalog Description: This course reviews the structure and use of medical words. Students will be able to build a professional vocabulary based on an understanding of prefixes, suffixes, word roots, and combining forms. Learn how to spell, define and pronounce medical terms and how to use a medical dictionary.

Prerequisite(s): Admission to the Medical Assisting Program

Corequisite(s): BIO 176 or MED 676 – Introduction to Anatomy/Pathology/Physiology

Credits: 3

Hours: 3.5 (60 classroom hours) *Last class session 4 hours

Required Text(s): Ehrlich, A., Schroeder, C, Ehrlich, L Schroeder, K. (2022). *Medical terminology for health professions*. (9th Ed.). Cengage

Supplemental Materials:

Instructor Information

Instructor's Name:

Contact Information:

Office Hours:

Goals of the Medical Assisting Program

The medical assisting program at Warren County Community College endeavors to reach, at a minimum, the following goals: To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students of the medical assisting program must accomplish these goals and competencies in order to be eligible for program completion. The curriculum is also designed to foster critical thinking, interpersonal skills, leadership skills, ethical sensitivity, and professional responsibility to perform all administrative and clinical

competencies in the field of Medical Assisting. The program will support the institutional mission of the college (to build a community of learners through accessible, quality learning opportunities) and meet the needs and expectations of the communities of interest.

Class Core Competencies

The following core competencies are embedded in this curriculum:

- Communicate effectively in both speech and writing.
- Use scientific method of inquiry, through the acquisition of scientific knowledge.
- Understand ethical issues and situations.
- Address an information need by locating, evaluating, and effectively using information.

Class Learning Assessment

Student Learning Outcomes	Suggested Means of Assessment
Diagram medical terms, identifying and defining the four word parts	Written exams, quizzes, graded homework, and word-building activities
Build medical terms for given definitions	Written exams, quizzes, graded homework, and word-building activities
Define both medical terms and abbreviations related to all body systems	Written exams, quizzes, graded homework, and word-building activities
Pronounce and spell the disease and disorder, procedural, surgical, and complementary terms for each of the body systems	Written exams, quizzes, graded homework, and word-building activities
Use language/verbal skills that will enable patients and others to understand	Written exams, quizzes, graded homework and word-building activities, pathophysiology report/presentation
Diagram medical terms, identifying and defining the four word parts	Written exams, quizzes, graded homework, and word-building activities

Student Learning Outcomes	Suggested Means of Assessment
Build medical terms for given definitions	Written exams, quizzes, graded homework, and word-building activities

Grading System

Letter Grade	Percentage Range
A	90 to 100 percent
B Plus (B+)	87 to 89.9 percent
B	80 to 86.9 percent
C Plus (C+)	77 to 79.9 percent
C	70 to 76.9 percent
D	60 to 69.9 percent
F	Below 60 percent

College Information

Disability Services
Disability Services Webpage

Statement and Policy on Cheating, Plagiarism, and Academic Conduct

Academic Conduct Policy (Policy 304) [PDF]

Students are required to perform all the work specified by the instructor and are responsible for the content and integrity of all academic work submitted. A violation of academic integrity will occur if a student: (1) knowingly represents work of others as one's own, (2) uses or obtains unauthorized assistance in any academic work, (3) gives fraudulent assistance to another student, or (4) furnishes false information or other misuse of college documents.

Unauthorized use of Artificial Intelligence (AI) is prohibited unless the instructor explicitly permits it in the syllabus or assignments. If tools such as ChatGPT are permitted by an instructor to be used for an assignment, they should be used with caution and with proper citation. In all such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency.

In cases of suspected violation of academic integrity, the incident is to be reported to the Office of Academics. A student found guilty of violating the rule of academic integrity by the Vice President of Academics will be considered to have failed in personal obligation to the College; such failure will be subject to disciplinary action by the College. Unless otherwise notified, the instructor will allow students who are pending disciplinary action to attend class.

Tutoring and Testing at the Instructional Support Center (ISC)

- Instructional Support Center (ISC) Webpage

WCCC Library Services

- WCCC Library Website

Citation Styles and Formatting

Work submitted for any Warren County Community College course must conform to the required formatting and citation style that are specified by the instructor. The Library and Instructional Support Center can assist students with formatting and citations for assignments and papers.

WCCC Attendance Expectations

The College expects students to attend and participate in all classes. This involves sharing discussions and lectures in class, as well as interacting with other students. Grades are based on the quality of work students complete in meeting the requirements for a particular course, as stated in the course syllabus and catalog description. Attendance, among other factors, may be an additional criterion for assigning grades. Students should realize that they are responsible for all class meetings and that work missed because of absences may affect their grades. Attendance in online classes is determined by the completion of assignments/ tests. Students who have not completed any assignments or tests will be considered non-attending and receive an NF grade in online classes.

Class Attendance Expectations

Topical Outline

- Structure and function of the human body, including all body systems and organs within those systems:

    - Body organization
    - Tissues
    - Integumentary
    - Skeletal
    - Muscular
    - Endocrine
    - Nervous
    - Special sense
    - Blood
    - Heart
    - Cardiovascular
    - Lymphatic & immune
    - Respiratory
    - Digestive
    - Temperature & metabolism
    - Urinary
    - Male reproductive
    - Female reproductive
    - OB/GYN.
- Scientific Methods.

MAERB Core Curriculum Copentencies

The following MAERB Core Curriculum Competencies are taught and assessed in this course:

Cognitive Domain

- V.C.8 – Identify the following related to the body systems*
    a. medical terms
    b. abbreviations

*Body systems must include, but are not limited to, the following: Circulatory, Digestive, Endocrine, Integumentary, Lymphatic, Muscular, Nervous, Sensory, Reproductive, Respiratory, Skeletal, and Urinary.

Grading Methods

Assignment	Points/Percentage
Tests and quizzes	50%

Assignment	Points/Percentage
Papers/projects/work products	15%
Class participation	10%
Final Exam	25%

CAAHEP

CAAHEP requires that medical assisting students pass 100% of all psychomotor and affective domain objectives and competencies in order to be eligible for program completion. 75% or higher is considered passing for all courses and related competencies. Students may make 3 attempts to successfully complete each work product competency.

Late Work Policy

Late work is unacceptable unless prior arrangements have been made with the appropriate instructor.

Missed Exam Policy

Scheduled exams cannot be cut. Illness and excused absences are the exceptions. Absence for an exam or quiz will result in a 10% grade deduction on that assessment.

Students who miss a scheduled examination must make arrangements with the instructor and/or the ISC department to schedule a time to make up that exam.

Class Participation includes attendance. Students will realize a 10% deduction for each absence. In order to achieve full credit for Participation, students must attend all scheduled sessions, come to class prepared, and participate fully.

*Please refer to Medical Assisting Program Policy in the Medical Assisting Handbook.

Itinerary

Unit	Readings/Assignments
1	Chapter 1 – Intro to Medical Language

Unit	Readings/Assignments
2	Chapter 2 – The Human Body in Health and Disease/Directional Terms
3	Chapter 12 – Integumentary System
4	Chapter 3 – Skeletal System
5	Chapter 4 – Muscular System
6	Chapter 13 – Endocrine
7	Chapter 10 – Nervous System
8	Chapter 11 – Special Senses
9	Chapter 5 – Cardiovascular System
10	Chapter 6 – Lymphatic and Immune System
11	Chapter 7 – Respiratory System
12	Chapter 8 – Digestive System
13	Chater 9 – Urinary System
14	Chapter 14 – Reproductive System
15	Chaper 15 – Diagnostic Procedures
16	Review for final exam
17	Comprehensive final exam