

recognize, understand and utilize the language of medicine.

Learning Outcome 1: The student will be able to recognize and define the elements of basic medical word structure.

Performance Objectives/Methods of Measurement for this outcome.

- 1 The student will be able to analyze and identify terms and their components from a list, including prefixes, suffixes, roots and combining forms.

Method of measurement: Written tests and quizzes

Learning Outcome 2: The student will be able to build and define medical terms.

Performance Objectives/Methods of Measurement for this outcome.

- 1 The student will be able to define terms and abbreviations which apply to the structural organization of the body.

Method of measurement: Written tests and quizzes

- 2 The student will be able to identify correct pronunciation, spelling, and definition of medical terms.

Method of measurement: Class participation, written tests and quizzes.

- 3 The student will be able to apply knowledge to create appropriate medical terms from word parts.

Method of measurement: Class participation, written tests and quizzes.

Learning Outcome 3: The student will be able to apply medical terminology.

Performance Objectives/Methods of Measurement for this outcome.

- 1 The student will be able to correctly interpret the contents of a written patient medical scenario.

Method of measurement: Written tests and quizzes.

Evaluation Ratio:

Chapter Tests (multiple choice, short answer, matching, fill in the blank)	50%
Quizzes, Analyze Medical Records	25%
Comprehensive Final Exam	25%

SCANS - Competencies: C-7 Foundations: F-1, F-11

CAAHEP Standards:

I.C. Anatomy and Physiology

1. Describe the structural organization of the human body
2. Identify body systems
3. Describe body planes, directional terms, quadrants and cavities
4. List major organs in each body system
5. Describe the normal function of each body system

IV.C. Concepts of Effective Communication

10. Diagram medical terms, labeling the word parts
11. Define both medical terms and abbreviations related to all body systems

VII. Course requirements and grade computation.

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination is graded "F."** Postponed examinations result in a grade of "I." The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F." (San Antonio College Bulletin, Faculty Handbook - January 1995)

B. Departmental Requirement:

Successful completion of the course with a minimum score of 74%.

C. Instructor Requirements:

Grading Policy:

- 93-100 = A
- 85-92 = B
- 74-84 = C
- 65-73 = D
- 0-64 = F

Only two (2) make up tests will be allowed for unauthorized absences.

Materials Required: Scantron Forms # 882-ES

See individual instructor course outlines for attendance policies.

VIII. College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. College Academic Council - April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347.
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct" in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evening is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin. . www.alamo.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

Learning Objectives and Outcomes

Upon completion of this course, the student will demonstrate competency with a minimum of 74% accuracy on written examinations and quizzes with multiple choice, matching, true/false, short answer, essay and fill-in the-blank questions.

Textbook: Ehrlich, Ann, Schroeder, Carol L., Medical Terminology for Health Professions, 6th edition, Delmar/Cengage.

Introduction to Medical Terminology

- Identify the roles of the three types of word parts in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts.
- Describe the steps in locating a term in a medical dictionary.
- Define the commonly used prefixes, word roots (combining forms), and suffixes introduced in this chapter.
- Pronounce medical terms correctly using the "sound like" system
- Recognize the importance of always spelling medical terms correctly.
- State why caution is important when using abbreviations.
- Recognize, define, spell, and pronounce the medical terms in this chapter.

The Human Body in Health and Disease

- Define anatomy and physiology and use anatomic reference systems to identify the anatomic position, body planes, directions, and cavities.
- Recognize, define, spell, and pronounce the terms related to the abdominal cavity and peritoneum.
- Recognize, define, spell, and pronounce the terms related to the structure, function, pathology and procedures of cells, tissues, and glands.
- Define the terms associated with genetics including mutation, genetic engineering, and genetic counseling.
- Differentiate between genetic and congenital disorders and identify examples of each.
- Identify the body systems in terms of their major structures, functions, and related word parts.
- Recognize, define, spell, and pronounce the terms related to types of diseases and the modes of disease of transmission.

Skeletal System

- Identify and describe the major functions and structures of the skeletal system.
- Describe three types of joints.
- Differentiate between the axial and appendicular skeletons.

Muscular System

- Describe the functions and structures of the muscular system including muscle fibers, fascia, tendons, and the three types of muscles.
- Recognize, define, spell, and pronounce the terms related to muscle movements and how muscles are named.
- Recognize, define, spell, and the terms related to the pathology and diagnostic and treatment procedures of the muscular system.

Cardiovascular System

- Describe the heart in terms of chambers, valves, blood flow, heartbeat, blood supply, and heart sounds.
- Differentiate among the three different types of blood vessels and describe the major function of each.
- Identify the major components of blood and the major functions of each.
- State the difference between pulmonary and systemic circulation.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic and treatment procedures of the cardiovascular system.

The Lymphatic and Immune System

- Describe the major functions and structures of the lymphatic and immune systems.
- Recognize, define, spell, and pronounce the major terms related to pathology and diagnostic and treatment procedures of the lymphatic and immune systems.
- Recognize, define, spell, and pronounce terms related to oncology.

The Respiratory System

- Identify and describe the major structures and functions of the respiratory system.
- Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the respiratory system.

The Digestive System

- Identify and describe the major structures and functions of the digestive system.
- Describe the processes of digestion, absorption, and metabolism.
- Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the digestive system.

The Urinary System

- Describe the major functions of the urinary system.
- Name and describe the structures of the urinary system.
- Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the urinary system.

The Nervous System

- Describe the functions and structures of the nervous system.
- Identify the major divisions of the nervous system and describe the structures of each by location and function.
- Identify the medical specialists who treat disorders of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the nervous system.

Special Senses

- Describe the functions and structures of the eyes and adnexa.
- Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of eye disorders.
- Describe the functions and structures of the ears.
- Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures ear disorders.

The Integumentary System

- Identify and describe the functions and structures of the integumentary system.
- Identify the medical specialists associated with the integumentary system.
- Recognize, define, spell, and pronounce the terms used to describe the pathology and diagnostic and treatment procedures related to the skin.

Endocrine System

- Describe the role of the hypothalamus and endocrine glands in maintaining homeostasis.
- Name and describe the functions of the primary hormone secreted by each of the endocrine glands.
- Recognize, define, spell, and pronounce terms relating to the pathology and diagnostic and treatment procedures of the endocrine glands.

Reproductive System

- Identify and describe the major functions and structures of the male reproduction system.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic and treatment procedures of the male reproductive system.
- Name at least six sexually transmitted diseases.
- Identify and describe the major functions and structures of the female reproductive system.
- Recognize, define, spell, and pronounce the terms related to the pathology and diagnostic and treatment procedures of the female reproductive system.
- Recognize, define, spell, and pronounce the terms related to the pathology and diagnostic and treatment procedures of the female during pregnancy, childbirth and the postpartum period.

Diagnostic and Imaging Procedures

- Describe the four vital signs recorded for most patients.
- Recognize, define, spell, and pronounce the terms associated with basic examination procedures.
- Identify and describe the basic examination positions.
- Recognize, define, spell, and pronounce terms associated with frequently performed blood and urinalysis laboratory tests.
- Recognize, define, spell, and pronounce terms associated with radiography and other imaging techniques.
- Differentiate between projection and position and describe basic radiographic projections.
- Recognize, define, spell, and pronounce the pharmacology terms introduced in this chapter.

General Medical Terminology

- Recognize, define, spell, and pronounce the terms on the vocabulary lists for the first 14 chapters.
- Recognize and define the word parts from the flash cards.

- Recognize, define, spell, and pronounce the medical terms in Appendix C.

