

# SYLLABUS

**COURSE:** Medical Terminology II                      OAT 123-770

**Instructor:** Micaela Banks    Office: A 153.03

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**Prerequisite:** Grade of C or better in OAT 122 or 70% or better score on proficiency examination

## **COURSE DESCRIPTION:**

This course is designed to build on knowledge acquired in Medical Terminology I. A systems approach to presentation of diagnostic, symptomatic, and operative terms will again be employed, but with whole words and eponyms. Additionally, terms associated with diagnostic testing, laboratory, radiology, pharmacology, and various other specialty areas will be represented. Common medical abbreviations, acronyms, and symbols will be discussed as they pertain to each system presented. Emphasis will be placed on correct spelling and pronunciation of terms.

## **TEXT:**

Contact the ECC Bookstore for textbooks required for this class: [eccbookstore@elgin.edu](http://eccbookstore@elgin.edu)

847-214-7395

**OPTIONAL:** Students may purchase a medical dictionary; many are available.

## **SUPPLEMENTARY MATERIALS:**

Worksheets provided electronically

Course is computer based and all on line via the Desire2Learn system

## **COURSE OBJECTIVES:**

The student will:

- A. Review and demonstrate ability to apply basic rules in spelling, pronouncing and pluralizing medical terms.
- B. Recognize common medical abbreviations.
- C. Become familiar with basic functional and anatomic relationships within the human body.
- D. Demonstrate knowledge of medical prefixes, suffixes, and word roots and utilize these in forming medical terms.
- E. Define, spell, pronounce, and write complex medical terms through separation of word parts.
- F. Recognize common diagnostic, symptomatic, and operative suffixes.
- G. Recognize noun, adjective, verb and plural forms of medical suffixes.

## **METHOD OF PRESENTATION**

- A. Ten quizzes offered during the semester
- B. Lecture with online discussion opportunities and written activities.
- C. Student to use CD ROM which accompanies textbook to assist in the learning process.
- D. Midterm and Final Examinations which are comprehensive
- E. Homework, worksheets and 4 special specific *Assignments*.

## **ATTENDANCE POLICY**

- A. Students are expected to participate weekly.
- B. Attendance means completing homework, discussions, worksheets and assignments on a timely basis.

## **METHODS OF EVALUATION**

- A. The following grade scale will apply to quizzes, assignments, midterm and final and will be used to determine the final grade for this class. Assigned homework is expected to be completed in order to pass the course. If homework is not completed the grade will be an automatic F. There will be a midterm

grade provided. D2L grade book is available for student review at any time. Late assignments are not accepted.

A = 90 to 100%	Ten Quizzes	25%
B = 80 to 89%	Assignments	25%
C = 70 to 79%	One written midterm exam	25%
D = 60 to 69%	One written final exam	25%
F = below 60%		

- B. **Quizzes:** A total of 10 quizzes will be offered. Quizzes may **NOT** be made-up. The quiz dates are listed in the Course Schedule.
- C. **Time Schedule:** The week begins at 8:00am on each Monday and all course work, worksheets, quizzes, *Assignments* for that week are to be turned in and completed in the appropriate drop box by 8:00pm that Sunday.
- C. **Assignments:** Four *Assignments* which are designed to enhance the course work and your knowledge base related to medical terminology.
1. **Assignment 1:** There are **2 parts** to this assignment.  
**Part 1:** Read a **current newspaper** article regarding a medical issue, include a link or tell me the date and where the article is from. Again, this is a current newspaper, **not** a magazine. Type one paragraph (at least 5-6 complete sentences) explaining what **you learned** from the article **and why** you thought it was important information (5 points).  
**Part 2:** Do you feel that the information you learned in OAT 122 has been helpful to you in your life or job since you took the course? Cite one example where you noticed knowing more medical terminology has been beneficial to you or your family. (5 points)
  2. **Assignment 2**  
Find a video on line that is related to something medical you find interesting. Type one paragraph (at least 6 complete grammar correct sentences) about why you selected this video and what you learned from the video—provide the link to the video as well (10 points).
  3. **Assignment 3**  
Some diseases may have a link to ethnicity (for example pernicious anemia). Some religious and cultural aspects also impact healthcare (no blood transfusions allowed for example). Investigate an example you can find related to culture/religious/ethnicity and healthcare. Type a 250 word minimum paper about what you found and learned. (Font of 12)
  4. **Assignment 4**  
What are HIV and AIDS? **Type** a one-to two page paper using double space and font of 12.
- D. **Completed** homework assignments which includes textbook pages, worksheets, discussions when assigned.
- E. **Midterm Exam:** which will include the first half of the course.
- F. **Final Exam:** The Final Exam is **mandatory**. Failure to complete the exam will result in lowering of the final grade by one full letter grade (A to B, etc). The Final Exam will be comprehensive.