

INSTRUCTOR: VERONICA STUDARDS
SYLLABUS: BUS 1133 MEDICAL TERMINOLOGY
CLASS MEETS: MONDAY- 5-8pm
MATERIALS: TEXTBOOK

Course Number: BUS 1133

Course Title: MEDICAL TERMINOLOGY

Credit Hours: 3

Course Description: This course is designed to introduce students to the formation, understanding, construction and deconstruction of medical terms. Use the medical dictionary efficiently and effectively to locate definitions, identify pronunciations, and develop good spelling habits. Analyze unfamiliar terms using the knowledge of word roots, suffixes, and prefixes gained in the course correctly identifying the newly created words by knowing the meaning of the root word, the prefix, and suffix

Prerequisite: None

Course Text: ESSENTIALS OF MEDICAL LANGUAGE

Evaluation: Student grades are calculated according to the following scale:

75% Chapter Tests

25% Final Exam

Grading Scale: Percent Points	Grade	Quality
100% - 90%	A	4
89% - 80%	B	3
79% - 70%	C	2
69% - 60%	D	1
59% - Below	F	0
Withdrawal	W	W's & I's are disregarded when calculating grade point averages.
Incomplete	I	

Students with Disabilities:

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

Absences: The only excused absences consist of being called for jury duty or being officially summoned to appear in court. Refer to absence policy in student handbook.

Disruptive behavior: College regulations, which serve to control all aspects of personal conduct, must be observed. The safety, rights, and feelings of others must be respected. A student may be suspended or dismissed from the school for conduct or personal habits, which are not in the best interest of the student, fellow students, or the instructor.

Holidays **LABOR DAY HOLIDAY SEPTEMBER**
THANKSGIVING WED-FRI NOVEMBER 25-27

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

A UAM student has access to their course syllabus by going to this web site <http://www.uamont.edu/mcgehee/faculty.com>.

Goals and Learning Outcomes

Proficiency and retention of course material related to the learning outcomes vary from student to student depending on prior preparation, acquired study habits, native intelligence, motivation, effort, concentration, and other factors. You will participate in a variety of tasks that will enable you to do the following upon completion of this course.

Demonstrate dependability, honesty, organization, and punctuality.

Develop superior work ethics and establish professional conduct and appearance.

Define the meaning of medical terminology word roots, suffixes, and prefixes.

Identify and decipher medical abbreviations.

Develop *word command* by recognizing and understanding basic medical terms.

Spell and pronounce basic words common to the medical field as part of your career preparation.

Use the medical dictionary efficiently and effectively to locate definitions, identify pronunciations, and develop good spelling habits.

Analyze unfamiliar terms using the knowledge of word roots, suffixes, and prefixes gained in the course correctly identifying the newly created words by knowing the meaning of the root word, the prefix, and suffix.

Become acquainted with specialized terminology common among those who use a computer as well as those who work in selected areas of business and industry.

Develop an appreciation for the need to continue building personal vocabularies and increasing *word command* beyond the scope of this text, continuing into professional activities.

Develop an appreciation for the need to continue building personal vocabularies and increasing *word command* beyond the scope of this text, continuing into professional activities.

AUG 26-28

Chapter 1—The Anatomy of Word Construction: The Essential Elements of the Language of Medicine

Suffixes

Prefixes

Roots and Combining Vowels

Lab Work as assigned

AUG 31-SEPT 4

The Body as a Whole: The Essentials of the Language of Anatomy

Fundamental Anatomical Position

Anatomical Directional Terms

Anatomical Planes

Body Cavities

Abdominal Quadrants

Lab Work as assigned

SEPT 7-SEPT 12 LABOR DAY RECESS—SEPTEMBER 7

Chapter 3: The Integumentary System: The Essentials of the Language of

Dermatology

Structure and Function of the Skin

Disorders of the Skin

Accessory Skin Organs

Burns and Injuries to the Skin

Lab Work as assigned

SEPT 14-SEPT 18

Chapter 4: Special Senses of the Eye and Ear: The Essentials of the Languages of

Ophthalmology and Otology

Accessory Structures of the Eye

The Eyeball and Seeing

Disorders of the Eye and Ophthalmic Procedures

The Ear and Hearing

Lab Work as assigned

SEPT 21-SEPT 25

Chapter 5: The Digestive System: The Essentials of the Language of

Gastroenterology

The Digestive System

Mouth, Pharynx, and Esophagus

Digestion—Stomach and Small Intestine

Digestion—Liver, Gallbladder, and Pancreas

Absorption and Malabsorption

The Large Intestine and Elimination

Lab Work as assigned

SEPT 28-OCT 2

Chapter 6: Cardiovascular and Circulatory Systems: The Essentials of the Language of Cardiology

The Heart

Disorders of the Heart

Circulatory Systems

Lab Work as assigned

OCT 5-OCT 9

Chapter 7: Respiratory System: The Essentials of the Language of Pulmonology

Upper Respiratory Tract

Lower Respiratory Tract

Diagnostic and Therapeutic Procedures

Lab Work as assigned

OCT 12-OCT 16

Chapter 8: Bones and the Axial Skeleton: The Essentials of the Language of Orthopedics

Bones of the Skeletal System

Axial Skeleton

Lab Work as assigned

OCT 19-OCT 23

Chapter 9: The Appendicular Skeleton, Joints, and Muscles: The Essentials of the Languages of Orthopedics and Rehabilitation

Shoulder Girdle, Arm, and Hand

Pelvic Girdle, Leg, and Foot

Lab Work as assigned

OCT 26-OCT 30

Chapter 10: Endocrine System: The Essentials of the Language of Endocrinology

Endocrine System, Hypothalamus, and Pituitary

Thyroid, Parathyroid, and Thymus Glands

Adrenal Glands and Hormones

The Pancreas

Lab Work as assigned

NOV 2-NOV 6

Chapter 11: The Blood, Lymphatic, and Immune Systems: The Essentials of the Languages of Hematology and Immunology

Components and Functions of Blood

Lymphatic System

Immune System

Lab Work as assigned

NOV 16-NOV 20

Chapter 12: The Nervous System

Chapter 13: Urinary System and Male Reproductive System

Lab Work as assigned

NOV 23-24

Chapter 14: Female Reproductive System: The Essentials of the Language of Gynecology

THANKSGIVING RECESS—NOVEMBER 25-27

NOV 30-DEC.4

Chapter 15: Pregnancy, Childbirth, and the Breast: The Essentials of the Language of Obstetrics

Conception and Development

The Female Breast

Lab Work as assigned

DEC 7-DEC 11

Chapter 16: Life Span: The Essentials of the Language of Pediatrics and Gerontology

Neonatal Period

Infant to Teenager

Adulthood, Aging, Senescence, and Death

Lab Work as assigned

DEC 14-DEC 18—FINAL EXAM WEEK