

**INSTRUCTOR:** VERONICA STUDARDS  
**SYLLABUS:** BUS 1133 MEDICAL TERMINOLOGY  
**CLASS MEETS:** MONDAY-WEDNESDAY-FRIDAY 11:10-12:00  
**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

<b>Grading Scale: Percent Points</b>	<b>Grade</b>	<b>Quality</b>
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
Incomplete	I	disregarded
		when calculating
		grade point averages.

**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.

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**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**