

Student Course Syllabus

Bergen Community College
Division of Health Professions
Medical Office Assistant Program

MEDICAL TERMINOLOGY, MOA-140

A. Student Learning Goals:

1. To develop an understanding of components of medical words, i.e., roots, Combining forms, prefixes, and suffixes.
2. To develop an understanding of standard medical abbreviations currently used in routine laboratory reports, in patient care, in pharmaceutical prescriptions, in surgical reports, and in other statistics and communications.
3. To develop an understanding of the relationship between medical terms and their synonyms in common lay usage.
4. To acquire an ability to spell and pronounce medical words.
5. Acquire the ability to discover the meaning of unfamiliar words by analysis of their components.
6. To develop an understanding of the language of medicine as found in a variety of practical applications, i.e., histories, consultations, medical journal articles, and operative reports.
7. To develop an attitude of perpetual learning as a student of medical Terminology.

B. Examinations:

Frequent tests will be administered as follows:

1. Selected chapters, 1 through 17, *The Language of Medicine* - Test on selected chapters.
2. Patient care abbreviations – test on abbreviations commonly used in patient care, laboratory results, patient instructions, measurements, diagnoses, and diseases.

3. Final comprehensive examination.

C. Required Textbook:

The Language of Medicine, Tenth Edition, by Davi-Ellen Chabner. Philadelphia: W.B. Saunders Company,

D. Suggested Medical Dictionaries (Not Required).

E. Grade Determination:

Grades for the course will be based upon the following criteria:

1. Tests on selected chapters
2. Final Examination Mandatory

Test Policy:

There are no make-up tests.

The lowest test grade will be dropped. If student misses a test, then that is the students dropped grade and must attend all future tests dates.

Final Examination is mandatory.

All tests will be averaged for one final grade.

Final Grade Evaluation:

% of Points Earned -	Grade
90% to 100%	A
86% to 89.9%	B+
80% to 85.9%	B
76% to 79.9%	C+
70% to 75.9%	C
60% to 69.9%	D
0% to 59.9%	F

F. Topical Coverage of Medical Terminology:

1. Introduction
2. Basic Word Structure
3. Suffixes and Prefixes

4. Digestive System
5. Urinary System

6. Female and Male Reproductive Systems

7. Nervous System

8. Cardiovascular System

9. Respiratory System

10. Musculoskeletal System

11. Skin

12. Endocrine System

13. Practical Applications of Medical Terminology
 - a. Fundamentals of Case History
 - b. Review of Systems, Inventory of Systems, Physical Examination
 - c. Routine laboratory reports
 - d. Abbreviations for patient care
 - e. Pharmaceutical abbreviations
 - f. Examples of case histories, and radiology, pathology, and surgery reports
 - g. Analysis of journal articles and other medical communications

14. Supplementary Topics
 - a. Common suffixes
 - b. Similar-sounding words
 - c. Similar-spelled words
 - d. General medical abbreviations
 - e. Word roots, components, and combining forms

Accreditation Competencies:

- a. Anatomy and Physiology**
 - (1) Anatomy and physiology of all body systems
 - (2) Common pathology/diseases
 - (3) Diagnostic/treatment modalities

- b. Medical Terminology**
 - (1) Basic structure of medical words
 - (2) Word building and definitions
 - (3) Applications of medical terminology

Attendance policy: 90% of scheduled class time required. If student falls below 90%, their grade will drop 10%. Any student having a problem with attendance should contact instructor and have documentation of missing time.

Students, who are late or leave early for 5 classes, will be considered 1 absent class.

Academic Regulation on integrity and discipline as stated in the catalog.

Any student is found not to comply with this regulation will receive a zero as a grade on the test and this will not be dropped but calculated into final grade.

Technology Policy:

If technology is not part of the classroom learning then it cannot be used.

Cell phones are prohibited.