MODESTO JUNIOR COLLEGE
MEDICAL ASSISTING PROGRAM
Syllabus

Course Number: **MDAST 321**

Course Title: **Medical Terminology**

Course Description: Emphasizing logical and rational understanding of word parts. Covers medical terms organized according to body systems, including fundamental understanding of basic anatomy, function, diseases, and surgeries of each body system.

Credit: **3 units**

Class Hours: **3 hours lecture**

Instructor: **Shirley Buzbee email: buzbees@mjc.edu**
Office: Glacier Hall 107 phone 575-6377
Class location: Online-Glacier Hall 207
Office Hours: Monday and Tuesday 9:30-12:00 PM
Students are welcome to email or call for an appointment

Teaching: This course will be taught by lecture, collaborative learning experience, guided discussion, audio-visual materials, and case studies. Reading medical reports and interpretation of medical terms in context. Analysis and construction of medical terms using roots, prefixes, suffixes, and combining forms.

Required Text: **Gylys, B. A. & Wedding, M. E. (2017). Medical Terminology Systems: A Body Systems Approach (8th ed.). Philadelphia: F. A. Davis**

RECOMMENDED: A medical dictionary; within the last 5 years

Minimum Performance Standards:

The student will receive one grade from this course. The requirements for satisfactory completion and minimum performance in this course will be evaluated by the instructor based on the student's:

I. Tests, quizzes, class assignments and written assignments.

Failure to clearly demonstrate any of the Minimum Performance Standards will result in failure of the course.

If the student's performance falls below a "C", the instructor will require a counseling session with the student and complete a Student Contact Sheet.
If improvement does not take place, the instructor will initiate another meeting with the student and complete a Probation Notice.

If the student's performance remains unsatisfactory, the student will need to repeat the entire course.

Grading:

The grading policy requires a grade of "C" or better to progress in the Medical Assisting Program.

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59 and below

NOTE: Medical Assisting 321 is open to the general public as well as being part of the Medical Assisting Program. If you are enrolled in the Medical Assisting Program, you must complete this course, with a "C" grade or better, prior to or concurrently with the first semester of the Medical Assisting Program in order to be eligible to register for the second semester of the Program.
MEDICAL ASSISTING STUDENTS: "Achievement of the competencies" means that each student has successfully achieved 100% of the MAERB Core Curriculum psychomotor (skills) and affective (behavior) competencies taught with that course. The student must successfully complete all of the psychomotor (skills) and affective (behavior) competencies in the course.

COURSE GOAL

As a result of satisfactory completion of this course, the student should be prepared to:

Effectively communicate with other members of the health care team.

STUDENT LEARNING GOALS

Mastery of the following learning goals will enable the student to achieve the overall course goal.

Required Learning Goals

Upon satisfactory completion of this course, the student will be able to:

a. Analyze medical terms relating to the body as a whole by defining prefixes, suffixes, word roots, and their meanings.

b. Develop a medical vocabulary by dividing medical terms into component elements and to explain their meanings.

c. Define terms that apply to the structural organization of the body, organs, cavities, divisions, and planes.

d. Construct medical words from their English definitions.

e. Read and pronounce medical terms used in context.

f. Describe some of the pathological conditions and surgical procedures.

g. Use a medical dictionary to find more detailed meanings of medical terms.

COURSE LEARNING OUTCOMES

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify and explain the component elements of medical terminology.
2. Define terms that apply to the structural organization of the body, organs, cavities, divisions, and planes.

CHAPTER 1, 2, & 3 Basic Elements of a Medical Word, Suffixes & Prefixes

PREPARATION:

Read Chapters 1, 2, & 3

CONTENT:

The language of medicine is a specialized vocabulary used by health care providers. The purpose of these chapters is to cover the basic principles of medical word building and learn how to pronounce the terms correctly.

LEARNING OBJECTIVES

1. Identify the four word elements used to build medical words.
2. Divide medical words into their component parts.
3. Apply the basic rules to define and build medical words.
4. Locate the pronunciation guidelines chart and interpret pronunciation marks.
5. Define and provide examples of surgical, diagnostic, pathological, and related suffixes.
6. Link combining forms and word roots to suffixes.
7. Identify adjectives, nouns, and diminutive suffixes.
8. Locate and apply guidelines for pluralizing terms.
9. Explain the use of prefixes in medical terminology.
10. Explain how a prefix changes the meaning of a medical word.
11. Recognize and define Identify prefixes of position, number and measurement, and direction.
12. Practice pronouncing medical terms presented in each chapter.
13. Demonstrate your knowledge of this by completing the learning activities in the text.

COMPETENCIES:

None

Chapter 4 Body Structure

PREPARATION:

Read Chapter 4

CONTENT:

This chapter is the basic foundation for understanding the body system chapters that follow. First, the structural and functional organization of the body-from the cellular level to the organisms' level-is introduced. Second, terms used to describe anatomical positions, planes of the body, body cavities, quadrants and regions of the abdominal cavity, and divisions. Third, diseases and conditions associated with the disease process as well as medical, surgical, and diagnostic procedures that are commonly used in most medical specialties.

LEARNING OBJECTIVES;

1. List the levels of organization of the body.
2. Define and identify the three planes of the body.
3. Identify the cavities, quadrants, and regions of the body.
4. List and identify terms related to direction, position, and planes of the body.
5. Recognize, pronounce, spell, and build words related to body structure.
6. Describe diagnostic and therapeutic procedures and other terms associated with body structure.
7. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 5 Integumentary System

PREPARATION:

Read Chapter 5

CONTENT:

The skin, also called integument, is the largest organ in the body. Together with its accessory organs (hair, nails, and glands), the skin makes up the integumentary system. This elaborate system of distinct tissues includes glands that produce several types of secretions, nerves that transmit impulses, and blood vessels that help regulate body temperature.

LEARNING OBJECTIVES:

1. Locate the major organs of the integumentary system and describe their structure and function.
2. Describe the functional relationship between the integumentary system and other body systems.
3. Pronounce, spell, and build words related to the integumentary system.
4. Describe diseases, conditions, and procedures, related to the integumentary system.
5. Explain pharmacology associated with the treatment of skin disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 6 Digestive System

PREPARATION:

Read Chapter 6

CONTENT:

The digestive system, also called the gastrointestinal (GI) system, consists of a digestive tube called the GI tract and several accessory organs whose primary function is to break down food, prepare it for absorption, and eliminate waste. Included in the digestive system are the accessory organs of digestion: the liver, gallbladder, and pancreas.

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LEARNING OBJECTIVES:

1. Locate the major organs of the digestive system and describe their structure and function.
2. Describe the functional relationship between the digestive system and other body systems.
3. Pronounce, spell and build words related to the digestive system.
4. Describe diseases, conditions, and procedures, related to the digestive system.
5. Explain pharmacology related to the treatment of digestive disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in your text.

Chapter 7 Respiratory System

PREPARATION:

Read Chapter 7

CONTENT:

The respiratory system is responsible for the exchange of oxygen and carbon dioxide. Oxygen is essential for life. It is carried to all cells of the body in exchange for carbon dioxide, a waste product. The lungs and airways transport oxygen-enriched air from the atmosphere to the lungs and carry waste from the lungs to the atmosphere by process called breathing, also known as ventilation. This chapter introduces important respiratory system terms and their definitions.

LEARNING OBJECTIVES:

1. Locate and describe the structure of the respiratory system.
2. Describe the functional relationship between the respiratory system and other body systems.
3. Pronounce, spell, and build words related to the respiratory system.
4. Describe diseases, conditions and procedures related to respiratory system.
5. Explain pharmacology related to the treatment of respiratory disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 8 Cardiovascular System

PREPARATION:

Read Chapter 8

CONTENT:

The cardiovascular (CV) system is composed of the heart and blood vessels. The heart is a hollow, muscular organ lying in the mediastinum, the center of the thoracic cavity between the lungs. The pumping action of the heart propels blood that contains oxygen, nutrients, and other vital products from the heart to body cells through a vast network of blood vessels called arteries.

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LEARNING OBJECTIVES:

1. Locate and describe the structures of the cardiovascular system.
2. Describe the functional relationship between the cardiovascular system and other body systems.
3. Pronounce, spell, and build words related to the cardiovascular system.
4. Describe diseases, conditions, and procedures related to the cardiovascular system.
5. Explain pharmacology related to the treatment of cardiovascular disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 9 Blood, Lymph, and Immune System

PREPARATION:

Read Chapter 9

CONTENT:

The blood, lymph, and immune systems share common cells, structures, and functions. Blood is a body tissue composed of cells suspended in a liquid medium called plasma. Two important blood cells, monocytes and lymphocytes, provide protection to the body against invasion by disease-causing organisms and other harmful substances.
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LEARNING OBJECTIVES:

1. Identify and describe the components of blood.
2. Locate and describe the structures associated with the lymphatic system.
3. List the cells associated with the acquired immune response and describe their function.
4. Describe the functional relationship between the blood, lymph, and immune systems and other body systems.
5. Recognize, pronounce, spell, and build words related to the blood, lymph, and immune system.
6. Describe diseases, conditions, and procedures, and other terms related to the blood, lymph, and immune systems.
7. Explain pharmacology related to the treatment of blood, lymph, and immune disorders.
8. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 10 Musculoskeletal System

PREPARATION:

Read Chapter 10

CONTENT:

The musculoskeletal system includes muscles, bones, joints, and related structures, such as the tendons and connective tissue that function in support and movement of body parts and organs. This chapter introduces important terms along with their definitions and pronunciations.

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LEARNING OBJECTIVES:

1. Locate and describe the structures of the musculoskeletal system.
2. Describe the functional relationship between the musculoskeletal system and other body systems.
3. Pronounce, spell, and build words related to the musculoskeletal system.
4. Describe pathological conditions, diagnostic and therapeutic procedures, and other terms related to the musculoskeletal system.
5. Explain pharmacology related to the treatment of musculoskeletal disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapters 11 Urinary System

PREPARATION:

Read Chapters 11

CONTENT:

The urinary system consists of two kidneys, two ureters, the urinary bladder, and the urethra. The primary function of the urinary system is regulation of the extracellular fluids of the body.

LEARNING OBJECTIVES

1. Locate and describe the urinary structures.
2. Describe the functional relationship between the urinary system and other body systems.
3. Pronounce, spell, and build words related to the urinary system.
4. Describe diseases, conditions, and procedures related to the urinary system.
5. Explain pharmacology related to the treatment of urinary disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and documenting health-care activities.

Chapter 12 Female Reproductive System

PREPARATION:

Read Chapter 12

CONTENT:

The female reproductive system is designed to produce and transport ova (female sex cells), discharge ova from the body if fertilization does not occur and nourish and provide a place for the developing fetus throughout pregnancy if fertilization occurs. The female reproductive system also produces the female sex hormones estrogen and progesterone, which play an important role in the reproductive process.

LEARNING OBJECTIVES:

1. Locate and describe the structures of the female reproductive system.

2. Describe the functional relationship between the female reproductive system and other body systems.

3. Pronounce, spell, and build words related to the female reproductive system.

4. Describe diseases, conditions, and procedures, related to the female reproductive system.

5. Explain pharmacology related to the treatment of female reproductive disorders.

6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapters 13 Male Reproductive System

PREPARATION:

Read Chapters 13

CONTENT:

The male reproductive system produces, maintains, and transports sperm, the male sex cell required for fertilization of the female egg. It is also responsible for developing and maintaining male secondary sex characteristics.

LEARNING OBJECTIVES

1. Locate and describe the structures of the male reproductive system.
2. Describe the functional relationship between the male reproductive system and other body systems.
3. Pronounce, spell, and build words related to the male reproductive system.
4. Describe diseases, conditions, and procedures related to the male reproductive system.
5. Explain pharmacology related to the treatment of male reproductive system.
6. Demonstrate your knowledge of this chapter by completing the learning and documenting health-care activities.

Chapter 14 Endocrine System

PREPARATION:

Read Chapter 14

CONTENT:

The primary function of the endocrine system is to produce specialized chemicals called hormones that directly enter the bloodstream and travel to specific tissues or organs of the body called targets. The endocrine system also maintains an internal state of equilibrium in the body homeostasis, so all body systems function effectively.

LEARNING OBJECTIVES:

1. Locate and describe the structures of the endocrine system.
2. Describe the functional relationship between the endocrine system and other body systems.
3. Pronounce, spell, and build words related to the endocrine system.
4. Describe diseases, conditions, and procedures related to the endocrine system.
5. Explain pharmacology related to the treatment of endocrine disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 15 Nervous System

PREPARATION:

Read Chapter 15

CONTENT:

The nervous system is one of the most complicated systems of the body in structure and function. It senses physical and chemical changes in the internal and external environments, processes them, and then responds to maintain homeostasis. The entire neural network of the body relies on the transmission of electro-chemical impulses that travel from one area of the body to another.

LEARNING OBJECTIVES:

1. Locate and describe the structures of the nervous system.
2. Describe the functional relationship between the nervous system and other body systems.
3. Pronounce, spell, and build words related to the nervous system.
4. Describe diseases, conditions, and procedures related to the nervous system.
5. Explain pharmacology related to the treatment of nervous disorders.
6. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.

Chapter 16 Special Senses

PREPARATION:

Read Chapter 16

CONTENT:

General sensations perceived by the body include touch, pressure, pain, and temperature. These sensations are not identified with any specific site of the body. Specific sensations include smell, taste, vision, hearing, and equilibrium. Each specific sensation is connected to a specific organ or structure in the body. This chapter presents information on the sense of vision provided by the eye and senses of hearing and equilibrium provided by the ear.

LEARNING OBJECTIVES:

1. Locate and describe the main structures of the eye and ear.
2. Pronounce, spell, and build words related to the special senses.
3. Describe diseases, conditions, and procedures related to the special senses.
4. Explain pharmacology related to the treatment of eye and ear disorders.
5. Demonstrate your knowledge of this chapter by completing the learning and medical record activities in the text.