

# Medical Terminology

Mondays and Wednesdays 9-11:20am

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Textbook: *Quick & Easy Medical Terminology*, 6th Edition by Peggy C. Leonard

## Description:

Through this course you will gain the skills necessary to recognize, comprehend, pronounce, write and interpret medical terms to help you be successful in the health care industry.

## Goals:

- To simplify medical terminology by learning prefixes, suffixes and combining forms.
- Practice reading and interpreting case studies and medical reports.
- Learning through small groups to help facilitate pronunciation of medical terms and gain experience interacting with others.

## Requirements:

- Textbook: *Quick & Easy Medical Terminology*, 6th Edition by Peggy C. Leonard and accompanying audio and companion CD's.
- 3 ring binder to store power point lectures, class notes and hand outs. A hole puncher will be available at class.
- Index cards (optional but highly recommended) to help you memorize word parts.
- Before each class print out the daily lectures, or any worksheets needed for the day.

## Resources:

Register for online resources at <http://evolve.elsevier.com/Leonard/quick/>

Once registered access information at <https://evolve.elsevier.com>

Use this website for study tips, electronic flashcards, games and audio glossary

Evaluations: You will receive a progress report midway through the semester, as well as a "report card" at the end of the semester.

Attendance and tardiness: All time missed from class (this includes both absences and tardiness) will count against your total attendance. You must maintain a 90% attendance rate to receive a certificate of program completion.

Cell phone use is prohibited during class. Please place phone on silent/vibrate or turn off.

Snacks and drinks are not permitted when using computer or other electronics.

<b>Date</b>	<b>Topic</b>	<b>Prep work for class</b>
8/20/12	Orientation	Review syllabus and materials
8/22/12	Chapter 1: Simplified Medical Language, Pharmacology Overview	Read Ch 1, self test pg 11 Pharmacy Overview, pg 369 & 367
8/27/12	Chapter 2: Suffixes & Combining Forms Made Easy	Read Chapter 2
8/29/12	Finish Chapter 2/ review for test	Chapter 2, self test pg 125
9/3/13	No school	
9/5/12	Test on Ch 1 and Ch 2. Begin chapter 3	Review for test, study guides and games on companion CD
9/10/12	Chapter 3: Essential Prefixes	Read Chapter 3, self test pg 72
9/12/12	Chapter 4: Diagnostic Procedures and Therapeutic Interventions	Read Chapter 4
9/17/12	Constitution Day worksheet, Finish Chapter 4, Review for test	Chapter 4, self test on pg 93
9/19/12	Test on Ch 3 and Ch 4. Begin chapter 5	Review for test, study guides and games on companion CD
9/24/12	Chapter 5: The Body as a Whole	Read Chapter 5, self test pg125
9/26/12	Chapter 6: Musculoskeletal System	Read Chapter 6
10/1/12	Finish Chapter 6, Review for test	Chapter 6, self test on pg 159
10/3/12	Test on Ch 5 and Ch 6. Begin Chapter 7	Review for test, study guides and games on companion CD
10/8/12	Chapter 7: Circulatory System	Read Chapter 7, self test pg186
10/10/12	Chapter 8: Respiratory System	Read Chapter 8
10/15/12	Finish Chapter 8, Review for test	Chapter 8, self test on pg 206
10/17/12	Test on Ch 7 and Ch 8. Begin Chapter 9	Review for test, study guides and games on companion CD
10/22/12	Chapter 9: Digestive System	Read Chapter 9, self test pg232
10/24/12	Chapter 10: Urinary System	Read Chapter 10
10/29/12	Finish Chapter 10, Review for test	Chapter 10, self test pg 256
10/31/12	Test on Ch 9 and Ch 10. Begin Chapter 11	Review for test, study guides and games on companion CD
11/5/12	Chapter 11: Reproductive System	Read Chapter 11, self test pg 291
11/7/12	Chapter 12: Integumentary System	Read Chapter 12
11/12/12	Finish Chapter 12, Review for test	Chapter 12, self test pg 312

11/14/12	Test on Ch 11 and Ch 12. Begin Chapter 13	Review for test, study guides and games on companion CD
11/19/12	Chapter 13: Nervous System and Psychologic Disorders	Read Chapter 13, self test pg 333
11/21/12	No school- Thanksgiving Break	
11/26/12	No school- Thanksgiving Break	
11/28/12	Chapter 14: Endocrine System	Read Chapter 14
12/3/12	Finish Chapter 14, Review for test	Chapter 14, self test pg 348
12/5/12	Test on Ch 13 and Ch 14. Begin review for Final	Review for test, study guides and games on companion CD
12/10/12	Review for Final Exam	Book Review of Ch 1 through Ch 14, pg 353-364
12/12/12	Review for Final Exam	Review for test, study guides and games on companion CD
12/17/12	<b>Final Exam</b> Ch 1 through Ch 14	Study for Final Exam

Examinations:

- 9/5/12 Test: Chapter 1 and Chapter 2
- 9/19/12 Test: Chapter 3 and Chapter 4
- 10/3/12 Test: Chapter 5 and Chapter 6
- 10/17/12 Test: Chapter 7 and Chapter 8
- 10/31/12 Test: Chapter 9 and Chapter 10
- 11/14/12 Test: Chapter 11 and Chapter 12
- 12/5/12 Test: Chapter 13 and Chapter 14
- 12/17/12 **Final Exam** on Ch 1 through Ch14

Each test will be worth 10% of your grade. The Final Exam will be worth 30% of your total grade.

Grading Scale

- A.....93-100
- B.....84-92
- C.....75-83
- F.....74 or below

I, \_\_\_\_\_ acknowledge  
that I have received the syllabus for Medical Terminology. I  
have read and understand the contents and rules for the class.

Sign and date:

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