

The University of Texas at El Paso  
College of Health Sciences

Clinical Laboratory Science Program

CLSC 3155 - Medical Terminology

Fall Semester 2009



**The University of Texas at El Paso  
College of Health Sciences  
Clinical Laboratory Science Program**

**Fall 2009**

**Course:**      [CLSC 3150 – Medical Terminology](#)

**Instructor:**    *William Lewis, M.A., H(ASCP), CLS(NCA)*

**Office:** I can be reached via telephone and/or email.

**Telephone:** 915-497-3167

**e-mail:** [wlewis@utep.edu](mailto:wlewis@utep.edu)

**Communication Hours:** I will answer all email inquires between 10:00 AM and 4:30 PM, Monday through Friday. You are free to call me any time. If you do not reach me, please leave your name, phone number and a brief message, and I will return your call as soon as possible.

## **COURSE DESCRIPTION**

This self-paced online, webct course is designed to introduce learners to the basic knowledge and understanding of medical language and terminology used by health care professionals everywhere. Using textbooks, CD-ROM, online programs and webct, students will learn and recognize word roots, prefixes, suffixes, plural forms, abbreviations and symbols used in medical language today. Students will also learn how to combine words to create meaningful medical conditions as well as comprehend their definition and know the correct spelling. In this medical terminology course, we will cover medical terms related to all major body systems, including: integumentary system, muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

## **COURSE GOAL:**

Communication between medical specialists and supporting staff requires knowledge of a consistent and reproducible vocabulary. It is important for students to realize that accurate spelling, pronunciation, and usage of medical terms is of extreme importance in the care of a patient.

## **COURSE OBJECTIVES:**

### **A. Cognitive**

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

1. define word roots, combining forms, prefixes, and suffixes of medical terms.
2. define new and unfamiliar words by analyzing the elements of medical terminology.
3. master pronunciation and spelling of common medical words.
4. identify and describe the major organ systems of the body.
5. describe the major diseases and disorders affecting each body system.
6. provide the correct phrase, name or label for a given medical abbreviation.
7. provide the singular and plural form for a medical term.
8. evaluate and interpret medical records and other forms of medical communication.

### **B. Affective**

To show the appropriate responsible behaviors, students will demonstrate:

1. A positive attitude by being prepared for class sessions, completing assigned tasks on time and displaying self-motivation.
2. Organization by utilizing time effectively, sequencing and prioritizing tasks for completion with time constraints.
3. Attention to detail by diligently pursuing accuracy and documenting data accurately and legibly.
4. Problem solving ability by explaining purpose of each step in diagnosis, interpretation, and analysis.
5. Dependability by following directions.
6. Appropriate interpersonal skills by cooperating and communicating effectively with classmates and instructors and displaying courteous, considerate behavior and appropriate appearance.
7. Ethical behavior and integrity by respecting confidentiality of patient information, complying with professional standards and code of ethics, adhering to safety policies and abiding by all rules and regulations of the institution.

## **Methods of Course Instruction:**

All course content is presented in the required textbook, on UTEP's webct, and on the World Wide Web; e-mail is used for submission of assignments, taking quizzes and exams, as well as for the instructor's evaluation and comments.

**Required Text:** A Short Course in Medical Terminology by C. Edward Collins (2006) Lippincott Williams & Wilkins.

**\* This textbook is available in the UTEP bookstore and/or maybe ordered online from Lippincott for around \$41.00. However, I found it at Amazon.com for around \$20.00 and they had several copies available.**

## **COURSE POLICES:**

**Class Schedule and Communications:** This is an on-line, WebCT, self paced course. WebCT provides several built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester.

I will communicate mainly using the Announcements and Discussions tools. You may send personal concerns or questions to me using the course Email tool. I will reply to your emails or Discussion board messages within one working day under normal circumstances.

## **Grading Information**

**Exams:** Total of 4 exams

**Requirements:** How are exams to be taken: **Online**

### **Dates of Exams**

**Exam 1** - completed by Sunday 9/13/09 at 8 pm.

**Exam II** - completed by Sunday 10/11/09 at 8 pm.

**Exam III** -completed by Sunday 11/8/09 at 8 pm.

**Exam IV** - completed by Sunday 12/6/09 at 8 pm.

## **Weights**

**Each Exam accounts for 25% of the overall grade.**

## **Grading Criteria**

**Grades are as follows:**

<b>A</b>	<b>90 -100</b>
<b>B</b>	<b>80 -89</b>
<b>C</b>	<b>70 -79</b>
<b>D</b>	<b>60 – 69</b>
<b>F</b>	<b>below 60</b>

## **Accessing Grades**

Students can check their grades by clicking “My Grades” under Course Tools after the grade for each assessment task is released.

## **Online Tests/Quizzes**

You can access quizzes/exams by clicking the Assessments link on the course menu or see the quiz/exam icon on the designated page. Each quiz is timed and can be accessed only one time within the scheduled time window. Please read the on-screen instructions carefully before you click “Begin Assessment”. After each quiz is graded and released, you may go back to the Assessments page and click “View All Submissions” to review your quiz/exam results.

## **STUDY TIPS:**

1. **FLASH CARDS** - Make flash cards for yourself including: words or word parts on one side and meanings on the other. Be sure you include clues on pronunciation. Make them small enough (on 3"x5" cards) to carry with you in pocket or purse. The process of making the cards is as valuable as studying them.
2. **TIME MANAGEMENT** - Plan in advance to study Medical Terminology EVERY DAY. Most students report that they study between 7 and 10 hours a week for this course. A last minute cram session will not help you commit the words to memory.

3. **MATERIALS** - Take study materials with you to all types of places. You never know when you may have to wait for someone or are delayed in some way that creates an opportunity to study.
4. **PRONUNCIATION** - Pronounce the words out loud while you are studying. This allows you to focus on each syllable and assists in spelling as well as prepares you to speak the language of medicine when on the job.
5. **STUDY PARTNERS OR GROUPS** - Study with someone else regularly. Quiz each other. Share notes. Synergism works with people and the group can inspire individuals to greater achievement and build confidence.
6. **MEDICAL DICTIONARY** - Use your medical dictionary to enrich your vocabulary and for greater understanding of the meanings and use of medical terms. Look up each new word or word part. See what language it comes from and how it is pronounced. Look further down or up on the list and see how else this word or word part is used other than the examples in your text book.
7. **AUDIO EXERCISES** - Listen to the CD that accompanies your text to learn the correct pronunciation of medical terms.
8. **SEEK COUNSEL** - If you are having difficulties, email or call me so that we can discuss them.
9. **STRESS REDUCTION** - When taking tests always study several times and over several days before taking the test. Overnight cramming produces confusion, anxiety, and poor learning. If you have test anxiety, learn relaxation techniques to calm yourself so that you can perform at your best. Make sure you are well nourished and rested. Take a walk or do other physical activity to release anxiety.

### **Scholastic Honesty**

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTEP's Dean of Students' Guidelines: <http://www.utep.edu/dos/acadintg.htm> All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic

dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

### **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

### **Course Evaluation**

As required by UT academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. Please look for the course evaluation link on the course Homepage towards the end of the course.