



## Course Syllabus

### **HITT 1305 Medical Terminology I**

**Catalog Description:** Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**Lecture hours = 3 Lab hours = 0**

**Prerequisites:** None

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 3

**Lab Hours per Week:** 0

**Contact Hours per Semester:** 48

**State Approval Code:** 5107070000

**Instructional Goals and Purposes:** Students will demonstrate an understanding of the basic meaning of medical words used in the most common healthcare areas.

#### **Learning Outcomes:**

The student will:

1. Identify, pronounce, and spell medical terms.
2. Use terms in context
3. Utilize prefixes, suffixes, root words, and plurals to construct medical terms.
4. Analyze medical terms; translate abbreviations and interpret symbols.
5. Define and use combining forms, prefixes, and suffixes to build medical words and knowledge.
6. Define terms that apply to the structural organization of the body.
7. Pertaining to body systems covered: name the organs, describe their locations and functions and describe disease processes and symptoms that affect these organs.
8. The student will explain laboratory tests, clinical procedures, and abbreviations pertaining to the covered body systems.

#### **Specific Course Objectives (includes SCANS):**

After studying all materials and resources presented in the course, the student will be able to:

##### **1. Chapter 1 Introduction to Medical Terminology**

- a. Discuss the four parts of medical terms.
- b. Recognize word roots and combining forms.
- c. Identify the most common prefixes and suffixes.
- d. Define word building and describe a strategy for translating medical terms.
- e. State the importance of correct spelling of medical terms.
- f. State the rules for determining singular and plural endings.
- g. Discuss the importance of using caution with abbreviations.

**SCANS Basic Skills:** Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,

**SCANS Work Place Competencies:** Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii

## 2. Chapter 2 Body Organization

- a. Recognize the combining forms introduced in this chapter.
- b. Correctly spell and pronounce medical terms and anatomical structures relating to body structures.
- c. Discuss the organization of the body in terms of cells, tissues, organs, and systems.
- d. List the major organs found in the 12 organ systems and their related medical specialties.
- e. Describe the anatomical position.
- f. Define the body planes.
- g. Identify regions of the body.
- h. List the body cavities and their contents.
- i. Locate and describe the nine anatomical and four clinical divisions of the abdomen.
- j. Define directional and positional terms.
- k. Build body organization medical terms from word parts.
- l. Interpret abbreviations associated with body organization.

**SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**

**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

## 3. Chapter 5 Cardiovascular System

- a. Identify and define the combining forms, suffixes, and prefixes introduced in this chapter.
- b. Describe the major organs of the cardiovascular system and their functions.
- c. Describe the anatomy of the heart.
- d. Describe the flow of blood through the heart.
- e. List and describe the three types of blood vessels.
- f. Identify and define cardiovascular system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
- g. Define abbreviations associated with the cardiovascular system.

**SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**

**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

## 4. Chapter 6 Blood and the Lymphatic and Immune Systems

- a. Recognize the combining forms and suffixes introduced in this chapter.
- b. List the major components, structures, and organs of the blood and lymphatic and immune systems and their functions.
- c. Describe the blood typing systems.
- d. Identify and define blood and lymphatic and immune system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
- e. Define abbreviations associated with blood and the lymphatic and immune systems.

**SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**

**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

## 5. Chapter 8 Digestive System

- a. Identify and define the combining forms and suffixes introduced in this chapter.
- b. Locate and describe the major organs of the digestive system and their functions.
- c. Describe the function of the accessory organs of the digestive system.
- d. Identify and define digestive system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
- e. Define abbreviations associated with the digestive system.

**SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**

**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

## 6. Chapter 9 Urinary System

- a. Identify and define the combining forms and suffixes introduced in this chapter.
- b. Locate and describe the major organs of the urinary system and their functions.
- c. Identify the characteristics of urine and a urinalysis.
- d. Identify and define urinary system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.

- e. Define abbreviations associated with the urinary system.
- SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**  
**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

#### **7. Chapter 10 Reproductive System**

- a. Identify and define the combining forms, suffixes, and prefixes introduced in this chapter.
- b. Locate and describe the major organs of the reproductive system and their functions.
- c. Use medical terms to describe circumstances relating to pregnancy.
- d. Identify and define reproductive system anatomical terms, pathology terms, symptoms and origins of sexually transmitted diseases, diagnostic procedures, & therapeutic procedures.
- e. Define abbreviations associated with the reproductive system.

**SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**  
**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

#### **8. Chapter 12 Nervous System**

- a. Identify and define the combining forms and suffixes introduced in this chapter.
- b. Locate and describe the major organs of the nervous system and their functions.
- c. Distinguish between the central nervous system, peripheral nervous system, and autonomic nervous system.
- d. Identify and define nervous system anatomical terms, pathology terms. diagnostic procedures, & therapeutic procedures.
- e. Define abbreviations associated with the nervous system.

**SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,**  
**SCANS WorkPlace Competencies: Ai, Aiii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii**

#### **Course Content:**

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Introduction
2. Learning style quiz
3. Chapter 1, 2, 5, 6, 8, 9, 10, 12 homework
4. Chapter 1, 2, 5, 6, 8, 9, 10, 12 quiz

#### **Methods of Instruction/Course Format/Delivery:**

This is a mainly online course so it will require a lot of outside proactive work by the student. The instructor will provide guidance as needed. The student will be evaluated by assignments, quizzes, cases, and exams as assigned by instructor outside of the classroom. The student will be required to come to a Panola College testing center to take all major examinations.

#### **Major Assignments / Assessments:**

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

##### **Assignments**

1. Chapter 1 and 2 homework
2. Chapter 5, 6, and 8 homework
3. Chapter 9, 10, and 12 homework

##### **Assessment(s):**

1. Chapter 1 and 2 quiz
2. Chapter 5, 6, and 8 quiz
3. Chapter 9, 10, and 12 quiz
4. 3 proctor exams
5. 1 final exam

**Course Grade:**

The grading scale for this course is as follows:

- Assignments-10%
- Chapter quizzes-20%
- 3 major exams-40%
- Final exam-30%

**Texts, Materials, and Supplies:**

- *Medical Terminology A Living Language, 6th edition*, Bonnie F Fremgen and Suzanne S. Frucht, An Imprint of Pearson, Copyright, 2016.

**Other Materials:**

- **Medical Dictionary.** Recommended: Mosby's Medical, Nursing & Allied Health Dictionary, Taber's Cyclopedic Medical Dictionary or Stedman's Medical Dictionary for the Health Professions and Nursing (Copyright 2005 or newer)
- **SOFTWARE:**
- Web browser: Canvas works best with Mozilla Firefox
- Microsoft Word 2010 or newer
- **TECHNICAL SKILL REQUIREMENTS:**
- Students should be comfortable with the following:
- Using a web browser
- Accessing and using Canvas
- Using email for communication with instructor
- Sending an email attachment
- Navigating the Internet
- Downloading appropriate files
- Uploading or attaching files to Canvas assignments if necessary

**Required Readings:**

- *Medical Terminology A Living Language, 6th edition*, Bonnie F Fremgen and Suzanne S. Frucht, An Imprint of Pearson, Copyright, 2016.

**Recommended Readings:**

- All that is given on canvas from instructor.

**Other:**

- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

**SUBMITTING ASSIGNMENTS:**

Assignments will be submitted through Canvas. Students will not be required to submit workbook assignments to the instructor. However, medical terminology is learned by repeatedly using the vocabulary. The textbook exercises, Canvas assignments and study tools reinforce learning and help the student understand the meaning of the

terms. Students are strongly advised to complete all assignments to assure success in this course. The instructor will be notified when the Canvas server goes down. In this case, the instructor will make accommodations for you to submit any work that was missed as a result.

### **COMMUNICATING WITH INSTRUCTOR:**

Students should use the email within Canvas to communicate with the instructor. Using Canvas email gives you access to the instructor and other classmates without having to remember or type email addresses – you just select the name from the list. If you are not able to contact me using email in Canvas, you may use my Panola College email address. Please always include the course number in the subject line and your name in your email. I attempt to respond to email within 24 hours.

### **CANVAS ETIQUETTE:**

Students are expected to display tolerance for other's views in the Discussion forum or emails. Comments and language should be appropriate for a community college classroom. If any student in this class has special classroom or testing needs because of a physical, learning or emotional condition, please contact the ADA Student Coordinator, in the Charles C. Matthews Student Center, telephone 903-693-1123.

## SCANS CRITERIA

- 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**
  - a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
    - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
    - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
    - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
    - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
    - v) Speaking: Organize ideas and communicate orally.
  - b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
    - i) Creative Thinking: generate new ideas.
    - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
    - iii) Problem Solving: recognize problems and devise and implement plan of action.
    - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
    - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
    - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
  - c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
    - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
    - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
    - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
    - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
    - v) Integrity and Honesty: choose ethical courses of action.
- 2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**
  - a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
    - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
    - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
    - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.  
Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
  - b) **Interpersonal Skills:** A worker must work with others effectively.
    - i) Participate as a Member of a Team: contribute to group effort.
    - ii) Teach Others New Skills.
    - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.