Course Syllabus

HITT 1305 Medical Terminology I

Revision Date: August 20, 2013

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 3, Laboratory 0, Contact hours 48

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 OBJECTIVES:
1. The student will define and use combining forms, prefixes, and suffixes to build medical words and knowledge.
2. The student will define terms that apply to the structural organization of the body.
3. The student will name the organs of the digestive system, describe their locations and functions and describe disease processes and symptoms that affect these organs.
4. The student will name the organs of the urinary system, describe their locations and functions and describe disease processes and symptoms that affect these organs.
5. The student will name the organs of the female reproductive system, describe their locations and functions, and identify abnormal conditions of this system and of the newborn child.
6. The student will name, locate, and describe the functions of the organs of the male reproductive system and identify abnormal conditions of this system.
7. The student will differentiate among several types of sexually transmitted diseases.
8. The student will name, locate, and describe the function of the major organs and parts of the nervous system and define pathological conditions affecting this system.
9. The student will name the parts of the heart and associated blood vessels and functions in the circulation of blood and trace the pathway of blood through the heart.
10. The student will list the meanings of major pathological conditions affecting the heart and blood vessels.
11. The student will explain laboratory tests, clinical procedures, and abbreviations pertaining to these systems of the body.

SPECIFIC COURSE OBJECTIVES (Includes SCANS Information)

Chapter 1 Basic Word Structure
The student will define and use combining forms, prefixes, and suffixes to build medical words and knowledge.
SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,
SCANS WorkPlace Competencies: Ai, Aii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii

Chapter 2 Terms Pertaining to the Body as a Whole
The student will:
1. Define terms that apply to the structural organization of the body
2. Identify the body cavities and recognize the organs contained within those cavities
3. Locate and identify the anatomical and clinical divisions of the abdomen
4. Locate and name the anatomical divisions of the back
5. Identify terms that describe positions, directions, and planes of the body
SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,
SCANS WorkPlace Competencies: Ai, Aii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii

Chapter 3 Suffixes
The student will:
1. Define new suffixes
2. Use these suffixes with combining forms to build and understand terms
3. Learn the functions of the different types of blood cells in the body
SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,
SCANS WorkPlace Competencies: Ai, Aii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii

Chapter 4 Prefixes
The student will:
1. Define basic prefixes used in the medical language
2. Describe the Rh condition as an example of an antigen-antibody reaction
SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,
SCANS WorkPlace Competencies: Ai, Aii, Ci, Cii, Ciii, Civ, Di, Dii, Ei, Eii, Eiii
Chapter 5 Digestive System
The student will:
1. Name the organs of the digestive system and describe their locations and functions
2. Describe disease processes and symptoms that affect these organs
3. Define combining forms for organs and the meaning of related terminology using these word parts

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

Chapter 6 Additional Suffixes and Digestive System Terminology
The student will:
1. Define new suffixes and use them with digestive system combining forms
2. List and explain laboratory tests, clinical procedures, and abbreviations common to the digestive system
3. Apply new knowledge to understanding medical terms in their proper context, such as in medical reports and records

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

Chapter 7 Urinary System
The student will:
1. Name the organs of the urinary system and describe their locations and functions
2. Give the meaning of various pathological conditions affecting the system
3. Recognize the use and interpretation of urinalysis as a diagnostic test
4. Detail the meanings of combining forms, prefixes, and suffixes of the system's terminology
5. List and explain some clinical procedures, laboratory tests, and abbreviations that pertain to the urinary system
6. Apply the new knowledge to understand medical terms in their proper contexts, such as medical reports and records

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

Chapter 8 Female Reproductive System
The student will:
1. Name the organs of the female reproductive system, their locations, and combining forms
2. Explain how these organs and their hormones function in the processes of menstruation and pregnancy
3. Identify abnormal conditions of the female reproductive system and of the newborn child
4. Explain important laboratory tests, clinical procedures, and abbreviations related to gynecology and obstetrics
5. Apply new knowledge to understanding medical terms in their proper contexts, such as medical reports and records

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

Chapter 9 Male Reproductive System
The student will:
1. Name, locate, and describe the functions of the organs of the male reproductive system
2. Define some abnormal and pathological conditions that affect the male system
3. Differentiate among several types of sexually transmitted diseases
4. Define many combining forms used to describe the structures of this system
5. Explain various laboratory tests, clinical procedures, and abbreviations that are pertinent to the system
6. Apply new knowledge to understanding medical terms in their proper contexts, such as medical reports and records

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

Chapter 10 Nervous System
The student will:
1. Name, locate, and describe the functions of the major organs and parts of the nervous system
2. Recognize nervous system combining forms and make terms using them with new and familiar suffixes
3. Define several pathological conditions affecting the nervous system
4. Describe some laboratory tests, clinical procedures, and abbreviations that pertain to the system
5. Apply new knowledge to understanding medical terms in their proper contexts, such as medical reports and records

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

Chapter 11 Cardiovascular System
The student will:
1. Name the parts of the heart and associated blood vessels and their functions in the circulation of blood
2. Trace the pathway of blood through the heart
3. List the meanings of major pathological conditions affecting the heart and blood vessels
4. Define combining forms that relate to the cardiovascular system
5. Recognize the meaning of many laboratory tests, clinical procedures and abbreviations pertaining to the cardiovascular system
6. Apply new knowledge to understand medical terms in their proper context, such as in medical reports and records

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

Chapter Quizzes:
- Chapter quizzes must be taken after the student has read and completed exercises in each textbook chapter.
- Grades of 70 or above are required on exams over the objectives listed above.
- Students will be required to spell correctly and define medical terminology, diagnoses, procedures and treatments.
- Students may take the exams before the completion date posted on the Calendar.
- The student will be able to view quiz scores as well as answers to questions that were answered incorrectly immediately upon completion.

Major Exams:
- Three major exams will be given during the semester (excluding the final exam).
- Exams will be a combination of fill-in-the-blank, matching, and multiple choice questions to test over objectives listed above.
- Exams will be given at one of the approved Panola College testing facilities in Carthage, Marshall, or Center.
- Exam dates will be listed on the Calendar in Canvas.
- The final exam will be comprehensive.

Discussion Questions:
- During the semester, three topics will be presented for discussion.
- The three discussion questions can be found in the Discussion section in the menu on the left side of your classroom dashboard.
- When posting answers on the Discussion Board, everyone in the course can read what is posted.
- Students should use correct spelling, grammar and punctuation.
- The message content should be appropriate and to the point being discussed.
- There will be a deadline date on the Calendar for posted submissions.

Absences:
- For an Internet class, a student that does not meet a required deadline will be considered absent.
- Absences will also be based on discussion participation and timely completion of assignments.
- Failure to participate in assigned discussions will be considered an absence.
- The instructor will be able to monitor student progress through the course through Canvas.
- Students are expected to log onto Canvas at least 3 times a week.
- Students will be allowed only 3 absences during the semester. Thereafter, students will lose points during the averaging of the final grade.
- Withdrawing from a course is the student’s responsibility.
- Students who fail to officially withdraw by notifying the Records and Admission office will receive the grade of “F” in the class.
- Refer to the College Calendar for the official Last Day to Withdraw.
COURSE GRADE:
Computation
Discussion Board, Participation, and Attendance 10%
Chapter Quizzes 20%
3 Major Exams 50%
Final Exam 20%

Letter Grades for the course will be assigned as follows:
A: 90-100
B: 80-89.9
C: 70-79.9
D: 60-69.9
F: Below 60


- For current texts and materials, use the following link to access bookstore listings: [http://www.panolacollegestore.com](http://www.panolacollegestore.com)

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

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 Martha Miller Administration Building, telephone 903-693-1123.

OTHER:
• 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.

DISTANCE LEARNING SUPPORT SERVICES:
Ann Morris amorris@panola.edu  
Associate Dean of Distance Education  
Gullette Building, Panola Campus  
903-693-2014

Patti Rushing prushing@panola.edu  
Distance Education Coordinator  
Gullette Building, Panola Campus  
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Cristie Ferguson cferguson@panola.edu  
Distance Learning Librarian  
M. P. Baker Library, Panola Campus  
903-693-2091
Secretary of Labor’s Commission on Achieving Necessary Skills (SCANS)
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.