Course Syllabus

HITT 1303- Medical Terminology II

Revision Date: August 19, 2013

Catalog Description: A continuation of the study of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Lecture hours = 3, Lab hours = 0

Prerequisites: HITT1305- Medical Terminology I

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: The purpose of this course is to provide students with an advanced understanding of healthcare related medical terms. Upon successful completion of this course, students will have achieved the goal of being able to effectively identify, understand, and utilize medical terms as they will be applicable in the field of healthcare.

Learning Objectives:
1. Demonstrate ability to analyze words by dividing them into component parts.
2. Identify and employ terms pertaining to the body as a whole.
3. Demonstrate ability to apply new knowledge to understanding medical terms in their proper contexts.
4. Differentiate among the various classes of drugs and learn their actions and side effects.
5. Differentiate among various laboratory tests, clinical procedures, and clinical healthcare professionals.

Specific Course Objectives (includes SCANS):
After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.
1. Demonstrate ability to analyze words by dividing them into component parts.
   a. Relate the medical terms to the structure and function of the human body.
   b. Identify spelling and pronunciation problems.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v.
         2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

2. Identify and employ terms pertaining to the body as a whole.
   a. Define terms that apply to the structural organization of the body.
   b. Identify body cavities and recognize the organs contained within those cavities.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v.
         2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

3. Demonstrate ability to apply new knowledge to understanding medical terms in their proper contexts.
   a. Identify medical terms in the context of medical reports and records.
   b. Identify laboratory tests, clinical procedures, and abbreviations that are pertinent in the field of healthcare.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v.
         2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

4. Differentiate among the various classes of drugs and learn their actions and side effects.
   a. Identify the various routes of drug administration.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v.
         2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

5. Differentiate among various laboratory tests, clinical procedures, and clinical healthcare professionals.
   a. Discuss x-rays, laboratory tests and clinical procedures related to and/or used by physicians to diagnose and/or treat diseases of the following:
      i. Endocrine system
      ii. Lymphatic and Immune systems
      iii. Musculoskeletal system
      iv. Skin disorders/diseases
      v. Sense organs (eye and ear)
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v.
         2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

Course Content:
Students in all sections of Medical Terminology II will be required to do the following:
1. Students will demonstrate knowledge of course material by completing midterm examination and final examination under proctor supervision at either Panola College or an official Panola College testing center.
2. Students will complete all modules and online quizzes as instructed.
3. Students will use Canvas to access assignments and course materials.
4. Students will use Canvas email to communicate with the instructor.
5. Students will interact with other students through online discussion groups.
6. Students will complete all online assignments that include, but may not be limited to, case studies.
7. Students will create two case studies to be submitted by a designated due date.

Methods of Instruction/Course Format/Delivery:
Students in the Internet class will have access to this course via Canvas. Students in the internet class will only be required to meet with the instructor for testing. Resources provided through Canvas include
- A calendar displaying assignments each week (please check often)
- Online assignments
- Discussion questions
- Chapter modules, quizzes, and regular exams
- Email (totally contained within Canvas)

All assignments will be submitted through Canvas. After the assignment has been graded, the student will be able to view his or her grades by clicking the Grades link in the left banner.

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 must select a name from the list. If you are not able to contact me using email in Canvas, you may use my Panola College email address, contact me by telephone, or stop by my office. I attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

Assessment:
The following items will be assigned during the semester and used to calculate the student’s final grade:

- **Assignments**
  You will work through each of your assigned module chapters. At the end of each chapter, you will have a chapter quiz. Additionally, throughout the course, you will have discussion questions that you will be required to respond to, as well as required to respond back to the discussion response of at least two of your classmates.

  All assignments are due by the scheduled deadline. No late work will be accepted.

- **Case Studies**
  You will be required to complete two case studies throughout this course. The two case studies will contain phrases that can be reworded with a medical term that you will have either learned in either Medical Terminology I or Medical
Terminology II. Each phrase will be identified with an underline and you will be required to determine the medical term and write your answers as they correspond with the numbered phrases.

Additionally, you will be required to create and submit one case studies that you have independently prepared. You will be required to follow the guidelines of the previous case studies that you have completed. You must submit the case studies via Canvas. Each case study must contain at least 20 medical terms. You cannot use the same medical term more than once. You must give the definition of the medical term and in parenthesis you must type the medical term.

All assignments are due by the scheduled deadline. No late work will be accepted.

- **Exams**
  You will be required to take three major exams and a final examination at Panola College or an official Panola College testing center. You will not be permitted to use any textbooks, notes, or study guide material to complete your midterm examination or final examination.

**Course Grade:**
All assignments for this course have a predetermined point value.

The grading scale for this course is as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

All of your grades will be posted to Grades in Canvas. Additionally, your midterm grade and final grade will be posted in Campus Connect as well.

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

**Other Materials (recommended):** Medical Dictionary.

**Other:**
- For testing services, use the following link: [http://www.panola.edu/elearning/testing.html](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/](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.


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**: 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.