Course Syllabus

HITT 1305 Medical Terminology I

Revision Date: August 17, 2015

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 Introduction to Medical Terminology
1. Discuss the four parts of medical terms
2. Recognize word roots and combining forms
3. Identify the most common prefixes and suffixes
4. Define word building and describe a strategy for translating medical terms
5. State the importance of correct spelling of medical terms
6. State the rules for determining singular and plural endings
7. Discuss the importance of using caution with abbreviations
8. Recognize the documents found in a medical record
9. Recognize the different healthcare settings
10. Understand the importance of confidentiality

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

Chapter 2 Body Organization
1. Recognize the combining forms introduced in the chapter
2. Correctly spell and pronounce medical terms and anatomical structures relating to body structure
3. Discuss the organization of the body in terms of cells, tissues, organs, and systems
4. Describe the common features of cells
5. Define the four types of tissues
6. List the major organs found in the 12 organ systems and their related medical specialties
7. Describe the anatomical position
8. Define the body planes
9. Identify regions of the body
10. List the body cavities and their contents
11. Locate and describe the nine anatomical and four clinical divisions of the abdomen
12. Define directional and positional terms
13. Build body organization medical terms from word parts
14. Interpret abbreviations associated with body organization

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

Chapter 5 Cardiovascular System
1. Identify and define the combining forms, suffixes, and prefixes introduced in this chapter
2. Correctly spell and pronounce medical terms and major anatomical structures relating to the cardiovascular system
3. Describe the major organs of the cardiovascular system and their functions
4. Describe the anatomy of the heart
5. Describe the flow of blood through the heart
6. Explain how the electrical conduction system controls the heartbeat
7. List and describe the characteristics of the three types of blood vessels
8. Define pulse and blood pressure
9. Identify and define cardiovascular system anatomical terms
10. Identify and define selected cardiovascular system pathology terms
11. Identify and define selected cardiovascular system therapeutic terms
12. Identify and define selected medications relating to the cardiovascular system
13. Define selected abbreviations associated with the cardiovascular system

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Chapter 6 Blood and the Lymphatic and Immune Systems
1. Recognize the combining forms and suffixes introduced in this chapter
2. Gain the ability to pronounce medical terms and major anatomical structures
3. List the major components, structures, and organs of the blood and lymphatic and immune systems and their functions
4. Describe the blood typing systems
5. Discuss immunity, the immune response, and standard precautions
6. Identify and define blood and lymphatic and immune system anatomical terms
7. Identify and define selected blood and lymphatic and immune system pathology terms
8. Identify and define selected blood and lymphatic and immune system diagnostic procedures
9. Identify and define selected blood and lymphatic and immune system therapeutic procedures
10. Identify and define selected medications associated with blood and the lymphatic and immune systems
11. Define selected abbreviations associated with blood and the lymphatic and immune systems

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

Chapter 8 Digestive System
1. Identify and define the combining forms and suffixes introduced in this chapter
2. Correctly spell and pronounce medical terms and major anatomical structures relating to the digestive system
3. Locate and describe the major organs of the digestive system and their functions
4. Identify the shape and function of each type of tooth
5. Describe the function of the accessory organs of the digestive system
6. Identify and define digestive system anatomical terms
7. Identify and define selected digestive system pathology terms, diagnostic procedures, therapeutic procedures, related medications, and abbreviations.

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Chapter 9 Urinary System
1. Identify and define the combining forms and suffixes introduced in this chapter
2. Correctly spell and pronounce medical terms and major anatomical structures relating to the urinary system
3. Locate and describe the major organs of the urinary system and their functions
4. Describe the nephron and the mechanisms of urine production
5. Identify the characteristics of urine and a urinalysis
6. Identify and define urinary system anatomical terms, selected pathology terms, selected diagnostic procedures, selected therapeutic procedures, related medications, and abbreviations

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Chapter 10 Reproductive System
1. Identify and define the combining forms, suffixes, and prefixes introduced in this chapter
2. Correctly spell and pronounce medical terms and major anatomical structures relating to the reproductive system
3. Locate and describe the major organs of the reproductive system
4. Use medical terms to describe circumstances relating to pregnancy
5. Identify and define reproductive system anatomical terms, selected reproductive system pathology terms, symptoms and origin of sexually transmitted diseases, diagnostic procedures, therapeutic procedures, related medications, and abbreviations

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Chapter 12 Nervous System
1. Identify and define the combining forms and suffixes introduced in this chapter
2. Correctly spell and pronounce medical terms and major anatomical structures relating to the nervous system
3. Locate and describe the major organs of the nervous system and their functions
4. Describe the components of a neuron
5. Distinguish between the central nervous system, peripheral nervous system, and autonomic nervous system
6. Identify and define nervous system anatomical terms, selected pathology terms, selected diagnostic procedures, selected therapeutic procedures, related medications, and abbreviations

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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.

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.

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 Assignments | 10% |
| Chapter Quizzes          | 20% |
3 Major Exams 40%
Final Exam 30%

**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 Cyclopedia 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.

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/Customer: 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.