

COURSE SYLLABUS

HITT 1305.200 15/1S(3:3:0)

Medical Terminology I

Health Information Technology

Allied Health Department

Technical Education Division

Reese Center

SOUTH PLAINS COLLEGE

*Fall 2015*

### COURSE SYLLABUS

Course Title: HITT.1305.201 14/2S(3:3:0) Medical Terminology

Time: **9:00-10:15AM Monday/Wednesday Fall 2015**

Location: RC254

Instructor: Mignon Brown (mbrown@southplainscollege.edu)

Home Phone: 795-3637

Office Hours: By appointment

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#### General Course Information:

**Course Description:** This course is a 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.

**Course Objectives:** To prepare the student to read and understand medical literature and communicate with other medical professionals. Upon successful completion of this course with at least 75% proficiency, the student will be able to:

- Identify the roles of prefixes, root words, and suffixes in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts.
- Describe the steps in locating a term in a medical dictionary.
- Define commonly used prefixes, word roots (combining forms) and suffixes.
- Pronounce medical terms correctly using the “sounds like” system.
- State why caution is important when using abbreviation.
- Define anatomy and physiology; and use anatomic reference systems to identify the anatomic position, body planes, directions, and cavities.
- Recognize, define, spell, and pronounce the terms related to the abdominal cavity and peritoneum.
- Recognize, define, spell, and pronounce the terms related to the structure, function, pathology, and procedures of cells, tissues, and glands.
- Define the terms associated with genetics including mutation, genetic engineering, and genetic counseling.
- Differentiate between genetic and congenital disorders, and identify examples.
- Identify the body systems in terms of their major structures, functions, and related word parts.
- Recognize, define, spell, and pronounce the terms related to types of diseases and the modes of disease transmission.
- Identify and describe the major functions and structures of the skeletal system.
- Describe three types of joints.

- Differentiate between the axial and appendicular skeletons. (Page 2)
- Identify the medical specialists who treat disorders of the skeletal systems.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic, and treatment procedures of the skeletal system.
- Describe the functions and structures of the muscular system including muscle fibers, fascia, tendons and the three types of muscles.
- Recognize, define, spell, and pronounce the terms related to the muscle movement and how muscles are named.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic, and treatment procedures of the muscular system.
- Describe the hearts in terms of chambers, valves, blood flow, heartbeat, blood supply, and heart sounds.
- Differentiate among the three different types of blood vessels and describe the major functions of each.
- Identify the major components of blood and the major functions of each.
- State the difference between pulmonary and systemic circulation.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic, and treatment procedures of the cardiovascular system.
- Describe the major functions and structures of the lymphatic and immune systems.
- Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic and treatment procedures of the immune systems.
- Recognize, define, spell, and pronounce terms related to oncology.
- Identify and describe the major structures and functions of the respiratory system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the respiratory systems.
- Identify and describe the major structures and functions of the digestive system.
- Describe the process of digestion, absorption, and metabolism.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the digestive system.
- Describe the major functions of the urinary system.
- Name and describe the structures of the urinary system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the urinary system.
- Describe the functions and structures of the nervous system.
- Identify the major divisions of the nervous system and describe the structures of each by location and function.
- Identify the medical specialist who treat disorders of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the nervous system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of mental health disorders.
- Describe the functions and structures of the eyes and adnexa.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of eye disorders.
- Describe the functions and structures of the ears.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of ear disorders.
- Identify and describe the functions and structures of the Integumentary system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures related to the skin.

- Recognize, define, spell, and pronounce terms related to the pathology, (P. 3) diagnostic, and treatment procedures related to hair, nails, and sebaceous glands.
- Describe the role of the hypothalamus and endocrine glands in maintaining homeostasis.
- Name and describe the functions of the primary hormones secreted by each of the endocrine glands.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the endocrine glands.
- Identify and describe the major functions and structures of the male reproductive system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the male reproductive system
- Name at least six sexually transmitted diseases.
- Identify and describe the major functions and structures of the female reproductive system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the female reproductive system.
- Recognize, define, spell, and pronounce terms related to the pathology, diagnostic, and treatment procedures of the female during pregnancy, childbirth, and the postpartum period.
- Describe the four vital signs recorded for most patients.
- Recognize, define, spell, and pronounce the terms associated with basic examination procedures.
- Identify and describe the basic examination positions.
- Recognize, define, spell, and pronounce terms associated with frequently performed blood and urinalysis laboratory tests.
- Recognize, define, spell, and pronounce terms associated with radiography and other imaging techniques.
- Differentiate between projection and position; and describe basic radiographic projections.
- Recognize, define spell and pronounce terms related to pharmacology.

**SCANS competencies obtained with successful completion of this course:**

1. Construct medical terms from, medical word elements. (F11, F12)
2. Define a medical term by dividing it into its elements, identifying and defining each part. (F12)
3. Convert lay terminology to medical terminology. (C5-C7, F5 - F13)
4. Identify the key anatomical structures within each body system. (F10, F11)
5. The student will communicate effectively and comprehend medical terminology. (F1, F2, F3, F5, F8, C1, C3, C5, C6)
6. Use medical references as resource tools. Recognize incorrect spelling and usage of medical terms. (C5, C6, F1, F5 - F14)
7. Answer questions over content of medical reports such as operative reports, histories, physicals, radiology reports, discharge summaries, or consultation reports. (F1, F2, F5, F8, C1, C3, C5, C6)
8. Develop an appreciation of this language and use it comfortably in reading and comprehending medical documents. (F1, F5, F7, F8, F13 C6, C7)
9. The student will identify, pronounce; spell medical terms; define and use words related to each body system. Terms in context; build and analyze medical terms; and (C1, C3, C5, C6, C7, F1 – F17)

**Complete list of SCANS Skills:**

|     |   |
|-----|---|
| C1  | Allocates Time                            |
| C2  | Allocates Money                           |
| C3  | Allocates Material and Facility Resources |
| C4  | Allocates Human Resources                 |
| C5  | Acquires and Evaluates Information        |
| C6  | Organizes and Maintains Information       |
| C7  | Interprets and Communicates Information   |
| C8  | Uses Computers to Process Information     |
| C9  | Participates as a Member of a Team        |
| C10 | Teaches Others                            |
| C11 | Serves Clients/Customers                  |
| C12 | Exercises Leadership                      |
| C13 | Negotiates to Arrive at a Decision        |
| C14 | Works with Cultural Diversity             |
| C15 | Understands Systems                       |
| C16 | Monitors and Corrects Performance         |
| C17 | Improves and Designs Systems              |
| C18 | Selects Technology                        |
| C19 | Applies Technology to Task                |
| C20 | Maintains and Troubleshoots Technology    |
| F1  | Reading                                   |
| F2  | Writing                                   |
| F3  | Arithmetic                                |
| F4  | Mathematics                               |
| F5  | Listening                                 |
| F6  | Speaking                                  |
| F7  | Creative Thinking                         |
| F8  | Decision Making                           |
| F9  | Problem Solving                           |
| F10 | Seeing Things in the Mind's Eye           |
| F11 | Knowing How to Learn                      |
| F12 | Reasoning                                 |
| F13 | Responsibility                            |
| F14 | Self-Esteem                               |
| F15 | Social                                    |
| F16 | Self-Management                           |
| F17 | Integrity/Honesty                         |

Library Resources: The Reese SPC library is located in Building 8 for student use. All students may use the library on the Levelland Campus. With a SPC ID card, students may use the Texas Tech Library.

Disabilities Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Coordinator of Special Services. **For more information, call or visit the Special Services Office in rooms 809 and 811, Reese Center Building 8, 885-3048 ext. 4654.**

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Class Attendance Policy:** Students are expected to be in class each time it meets. Punctual and regular class attendance is required of all students attending South Plains College. Four absences: Instructor/professor files automatic drop from the class. **Students are responsible for all class work covered during absences from class.** Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student will be withdrawn from the course. For more information, please see the SPC College Catalogue.

**Textbook and Materials Requirement:** a.) Mastering Healthcare Terminology (5th Edition) by Betsy J Shiland—this textbook is a class requirement.

**Examination Policy:**

1. Three exams will be given during the semester over the assigned textbook material and material discussed in class.
2. The midterm exam will be given midway through the material.
3. The final exam will be comprehensive.
4. An outside assignment will be due on **Wednesday 09/30/2015**.
5. Extra Credit Assignments (as assigned).

|                             |             |            |                    |
|-----------------------------|-------------|------------|--------------------|
| <b>Grading:</b>             | 90-100      | A          |                    |
|                             | 80-89       | B          |                    |
|                             | 70-79       | C          |                    |
|                             | 60 or below | F          |                    |
| Exams                       |             | 20 percent | (total of 3 exams) |
| Outside Assignment          |             | 20 percent |                    |
| Mid-term exam (chapter 1-8) |             | 30 percent |                    |
| Final exam (chapter 1-15)   |             | 30 percent |                    |
|                             |             |            | 100 percent        |

An "A" level student will have regular attendance with **no more than 1 absence** during the semester; turn in the required outside assignment outline and outside assignment on the date assigned; participate in class activities, such as discussions on assigned topics and assigned chapter activities; and take the assigned tests on the day they are given.

**Assignments:** Assignments are to be done in sequence during the semester. All written work will be due as assigned. Assignments which are turned in after the due date, will drop a letter grade.

Exams will be taken on the date assigned, in the classroom. Make up-exams will drop a letter grade. Make up exams will be taken within one week from the original exam date and material for make up exam at discretion of instructor.

Textbook assignments are to be done in sequence during the semester. Other written work will be due as assigned.

**Evaluation Criteria:** In order to successfully complete this course, students will complete all course work with 75% proficiency.

**Additional Information:** VHS terminology tapes and other self-instruction materials are available in the SAC for those who need additional assistance.

## Course Outline

Lecture and chapter review every  
Monday/Wednesday

Mid-Term and Final Exam date to be announced

|            |  |
|------------|--|
| PART I     | BASIC TERMINOLOGY                          |
| Chapter 1  | Introduction to Healthcare Terminology     |
| Chapter 2  | Body Structure and Directional terms       |
| PART II    | BODY SYSTEM TERMINOLOGY                    |
| Chapter 3  | Musculoskeletal System                     |
| Chapter 4  | Integumentary System                       |
| Chapter 5  | Gastrointestinal System                    |
| Chapter 6  | Urinary System                             |
| Chapter 7  | Male Reproductive System                   |
| Chapter 8  | Female Reproductive System<br>Midterm exam |
| Chapter 9  | Blood, Lymphatic and Immune System         |
| Chapter 10 | Cardiovascular System                      |
| Chapter 11 | Respiratory System                         |
| Chapter 12 | Nervous System                             |
| Chapter 13 | Eyes and Ears                              |
| Chapter 14 | Endocrine                                  |
| PART 3     | SPECIALTY TERMINOLOGY                      |
| Chapter 15 | Mental and Behavioral Health               |
| Chapter 16 | Oncology                                   |

## **CLASS PRESENTATION**

Each student will give a presentation to the class upon their individual research from chosen topic approved by instructor. This presentation is worth 20%. **Your presentation is due Wednesday, 09/30/2015.** You need to determine the subject of your presentation by Wednesday 09/16/2015.

### **Suggested Outline:**

Introduce and describe in detail your topic or issue. (include history, why formed, etc.)

Discuss how your topic or issue would be positive and/or negative for Healthcare

What does the future hold for your topic or issue? What did the research and/or the experts say about the future?

What is your opinion about this issue or topic? Defend your opinion.

Reference material:

Books or web site  
Periodicals

### **Oral Classroom Presentation**

Each student will research and present to the class, information on a medical related subject.

#### Evaluation Criteria Oral Classroom Presentation

1. Outline of presentation—make it easy to follow and understand, spelling and punctuality is correct.
2. Bibliography with 1-2 references.
3. Coverage of key points during presentation.  
Prepared handout or PowerPoint Presentation (covers key points of presentation) or Poster is acceptable.
4. Answer questions from the instructor and other students
5. Interpersonal skills (appearance, eye contact, body language);  
Pace of presentation (3-5 minutes)  
(clear, loud enough, appropriate speed)