

Reese Campus -Internet

## Course Syllabus

COURSE: HITT 1305.153.154

SEMESTER: SPRING 2016

CLASS TIMES: INTERNET

INSTRUCTOR: PAT MCKEOWN

OFFICE: BUILDING 5 REESE CENTER

OFFICE HOURS: BY APPOINTMENT

OFFICE PHONE: 806-470-8815

HOME PHONE: 806-470-8815

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*"South Plains College improves each student's life."*

## 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. All course work and exams are conducted online. Extensive use of the Internet is used to send and receive information.

### STUDENT LEARNING OUTCOMES

**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.
- 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.

### **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 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 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

**ACADEMIC INTEGRITY**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**LOGGING INTO COURSE:** Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason. If you are taking this course along with a roommate, spouse, or significant other, you need to let me know immediately. Failure to do so could result in your being dropped from this course with an 'F'.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

## **ATTENDANCE POLICY**

Even though this is an online class, students still have to access the course on a regular basis. The WebCT/Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. If you fail to log into the course on a regular basis, I will drop you from the course. I will alert you to this problem as necessary. The minimum requirements to be successful in this course are at least **three (3)** days per week. **THIS IS A MINIMUM.**

A **STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL**, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at my discretion, an 'X' or 'F'. Administrative withdrawal may occur if the student has not logged into the course over a four (4) day period, consistently fails to meet deadlines, or if the student fails to log into the course **three (3)(4)** times a week. I also reserve the right to determine excessive absences based on your progress throughout the course.

## TEXT AND MATERIALS

### Mastering Healthcare Terminology, 5th Edition

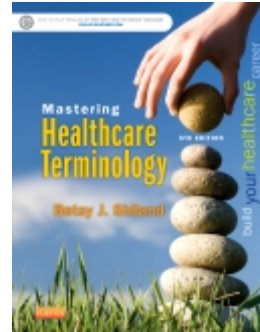
Author: Betsy Shiland

The ISBN for the 5<sup>th</sup> edition textbook only is: 9780323298582

Online course: 9780323298612 – Access code only

Text & Online course package: 9780323357340 -

Text and access code cost saving package.



## ASSIGNMENT POLICY

Assigned course content, chapters in the textbook, and/or Internet readings are to be read prior to completing assignments. Assignments will be given throughout the semester and will be discussed using various communication tools. You will have better success if you will complete the review assignments in each chapter of your textbook, along with the extra materials provided, such as power point slides, study handouts, activities and media included on the Evolve website.

<https://evolve.elsevier.com/>

ALL INFORMATION FOR THIS CLASS IS PROVIDED ON BLACKBOARD. IF YOU CHOOSE TO USE EVOLVE THE COURSE ID IS:

**Online COURSE ID:**

## EVALUATION METHODS

The student upon successful completion of this course will be able to read and understand medical literature and communicate with other medical professionals with at least 70% proficiency.

## COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

## STUDENT CONDUCT

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages.

**GRADING POLICY** - Grades in this course will be determined using the following criteria:

LEARNING MODULES Quizzes 1-12,14,16	80%
EXAMS (2) Midterm and Final	15%
DISCUSSIONS	5%
Total	100%

## SPECIAL REQUIREMENTS

Students are not required to purchase their own computer, but must have access to one that meets these specifications. There are computer labs available for student use on our Levelland, and Reese Center campuses.

**To be able to participate in this online course, a student needs to have the following:**

- Typing skills
- Basic word processing skills
- Know basic functionality of a computer and how to do basic troubleshooting
- Know how to connect to the Internet
- Know basics of how the Internet works and how to search and conduct research using the Internet
- Know how to compose, reply, and forward e-mail messages
- Know how to attach and open documents in an e-mail message
- Have basic file management skills
- Know how to save and delete documents

# CLASS SCHEDULE PLANNER FALL 2015

2016 SPRING	MEDICAL TERMINOLOGY
SOUTH PLAINS COLLEGE	PAT MCKEOWN, RHIT INSTRUCTOR

Due dates for Modules/Chapters

[pmckeown@southplainscollege.edu](mailto:pmckeown@southplainscollege.edu)

806-470-8815

Most end of chapters are on Tuesday, with exception of 7&8 (Friday) and Final Due on a Monday.

WEEKLY DUE DATES	STARTING	DUE
CHAPTER 1 – WEEK ONE	1.19.2016	2.2.2016
CHAPTER 2 – WEEK TWO	1.26.2016	2.2.2016
CHAPTER 3 – WEEK THREE	2.2.2016	2.9.2016
CHAPTER 4 – WEEK FOUR	2.9.2016	2.16.2016
CHAPTER 5 – WEEK FIVE	2.16.2016	2.23.2016
CHAPTER 6 – WEEK SIX	2.23.2016	3.1.2016
CHAPTER 7 – WEEK SEVEN	3.1.2016	3.11.2016
CHAPTER 8 – WEEK EIGHT	3.1.2016	3.11.2016
SPRING BREAK	3.14.2016	3.18.2016

	STARTING	DUE
MIDTERM – CHAPTERS 1-8	03.22.2016	03.22.16
CHAPTER 9 – WEEK 10	3.21.2016	3.29.2016
CHAPTER 10 – WEEK 11	3.29.2016	4.5.2016
CHAPTER 11 – WEEK 12	4.5.2016	4.12.2016
CHAPTER 12 – WEEK 13	4.12.2016	4.19.2016
CHAPTER 14 –WEEK 14	4.19.2016	4.26.2016
CHAPTER 16-WEEK 15	4.26.2016	5.3.2016
FINAL –CHAPTERS 9-16 – LAST DAY OF CLASS	5.9.2016	5.9.2016

## ACCOMMODATIONS

## 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.

## **DISABILITIES STATEMENT**

### **Levelland Campus -**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability 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. For more information, call or visit the Disability Services Office in the Student Health & Wellness Office, 806-716-2577.

### **Reese Center and the Byron Martin Advanced Technology Center (ATC) -**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability 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. For more information, call or visit the Disability Services Office at, Reese Center Building 8, 806-716-4675.

**I have read and understand my responsibilities as a student in this class and understand that I am required to have an access code with book to make adequate progress in this class. The book and access code are required on the first day of class, before any assignments/quizzes/exams can be completed.**

**Please copy and paste this statement and send via Blackboard to the Discussion Board with your name in the subject line.**

**Due no later than January 31st.**