

COURSE SYLLABUS

HITT 1305.200 (3:3:0) Mon/Wed

OR

HITT 1305.201 Tues/Thurs

Medical Terminology I

Health Information Technology

Allied Health Department

Technical Education Division

Reese Center

SOUTH PLAINS COLLEGE

FALL SEMESTER 2020

COURSE SYLLABUS: Page 1

Course Title: HITT.1305.200 (3:3:0) Medical Terminology I Monday/Wed
OR
HITT.1305.201 (3:3:0) Medical Terminology I Tues/Thurs

Time: **9:30 AM-10:45 AM**

Location: RC Building 2, Room 231

Instructor: Mignon Brown (mbrown@southplainscollege.edu)

Home Phone: 795-3637

Office Hours: By appointment

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENTS 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.

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 (**2 tardy equivalent to 1 absence**). **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 (6th Edition) by Betsy J Shiland

Examination Policy:

1. Three exams will be given during the semester over the assigned textbook material and material discussed in class: 1) Chapters 1-6; 2) Chapters 7-11; 3) Chapters 12-16
2. The midterm exam will be given midway through the material (after chapter 8).
3. The final exam will be comprehensive.
4. An outside assignment will be due: **1305.200 M/W: DUE: WEDNESDAY 10/07/2020; 1305.201 T/T due THURSDAY 10/08/2020**
5. Extra Credit Assignments (as assigned)

Grading:	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 2 absences** during the semester; turn in the required term paper 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 should they exceed the scheduled class period in which they are taken. 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.

Course Outline

Lecture and chapter review: 1305.200 M/W 9:30-10:45 a.m.
1305.201 T/T 9:30-10:45 a.m.

Mid-Term and Final Exam date to be announced(after completion of chapters in the textbook.

Unit I	Introduction to Healthcare Terminology
Unit II	Body Structure and Directional terms
Unit III	Musculoskeletal System
Unit IV	Integumentary System
Unit V	Gastrointestinal System
Unit VI	Urinary System
Unit VII	Male Reproductive System
Unit VIII	Female Reproductive System (midterm after chapter8)
Unit IX	Blood, Lymphatic and Immune System
Unit X	Cardiovascular System
Unit XI	Respiratory System
Unit XII	Nervous System
Unit XIII	Mental and Behavioral Health
Unit XIV	Special Senses: Eyes & Ears
Unit XV	Endocrine System
Unit XVI	Oncology

OUTSIDE ASSIGNMENT

Each student will turn in an outside assignment as described below.

This assignment must be completed with use of a computer—**NO hand written information for this assignment is acceptable.**

Please use the Internet for the following:

Google healthcare changes from the 1960's

Your assignment is to turn in a paper listing changes that took place in the Sixties (1960s) **that effected healthcare** then and to this day. You should be able to think of at **least 10 different events or changes from 1960s.**

The Sixties (1960s) was the decade that most influenced change in our society. List the reasons why!

PLEASE NOTE THE DATE ASSIGNMENT IS DUE: No late assignments will be accepted, resulting in no credit for assignment.

At the top of this paper please provide:

EXAMPLE AS FOLLOWS

YOUR NAME:

Date: HITT1305.200 M/W: WEDNESDAY OCTOBER 7,2020 (due date)

OR

HITT1305.201 T/T: THURSDAY OCTOBER 8,2020 (due date)

Special Assignment

The computer lab at SPC will be most helpful to you. This assignment can be printed there. **This assignment must be printed out. No hand-written document will be accepted.**

PLEASE BE INFORMED: Excess electronic device use in this class is not allowed. This use includes your cell phones or lap tops, I-PAD, etc. Excessive use will result in student withdrawal by instructor.

Also, family members or friends are **not** permitted to attend class with a student...to include young children.

NO sleeping in this class or “resting” in semi-recumbent position, head on the desk, etc.

SPC Standard Disability 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 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 to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611

FACE COVERING STATEMENT

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a **Schedule Change Form.** After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.