



HITT 1305 - Medical Terminology I HITT1305.401 Course Syllabus

Description

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Semester Offered

Fall

Spring

and Summer I

Credits 3

Lecture Hours 3

Lab Hours 0

Extended Hours 0

Contact Hours 48

State Approval Code 5107070000

Instructor Name Kimberly Bishop, RHIT, MLT(AMT), RMA(AMT)

Semester/Year Fall 2024

Meeting Time and Location

Online—students are expected to spend at least 3-4 hours per week** reading, reviewing, and participating in assigned activities for successful completion of this course.

Alternate Operations During Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Student Basic Needs

Unexpected circumstances may arise, but Panola College offers various resources to support students. If you need mental health services or are facing challenges with transportation, affording class materials and supplies, or accessing food regularly—issues that may impact your class performance—please visit panola.edu/resources.

Class Attendance

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up for the missed work. If a student has not actively participated by the census date, they will be dropped by the instructor for non-attendance. This policy applies to courses that are in-person, online, hybrid, and hyflex.

Attendance in online courses is determined by submission of an assignment or participation in an activity. According to federal guidelines, simply logging into a distance learning course without participating in an

academic assignment does not constitute attendance. Distance learning is defined as when a majority (more than 50%) of instruction occurs when the instructor and students are in separate physical locations. Students must engage in an academic activity prior to the course census date.

When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

Fall or spring semesters:

3 or more class meeting times per week - 5 absences

2 class meeting times per week - 3 absences

1 class meeting per week - 2 absences

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures in the Admissions/Records Office.

Please note: Health Science and Cosmetology courses may require more stringent attendance policies based on their accreditation agencies. Please see the addendum and/or program handbook for further information concerning attendance.

Pregnant/Parenting Policy

Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy and Parenting Accommodations Request form in the Student Handbook or may request the form from the course instructor.

Artificial Intelligence (AI) Course Policy

Use of generated AI Permitted under some classroom circumstances with permission.

There are situations throughout the course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content that will end up in any student work (assignments, activities, discussion responses, etc.). In such cases for Option #2, no more than 25% of the student work should be generated by AI. Use of any AI-generated content in this course without the instructor's consent qualifies as academic dishonesty and violates Panola College's standards of academic integrity.

Instructional Goals and Purposes

Students will demonstrate an understanding of the basic meaning of medical words used in the most common healthcare areas.

Learning Outcomes

The student will:

1. Identify, pronounce, and spell medical terms.
2. Use terms in context.
3. Utilize prefixes, suffixes, root words, and plurals to construct medical terms.
4. Analyze medical terms; translate abbreviations and interpret symbols.
5. Define and use combining forms, prefixes, and suffixes to build medical words and knowledge.
6. Define terms that apply to the structural organization of the body.
7. Pertaining to body systems covered: name the organs, describe their locations and functions and describe disease processes and symptoms that affect these organs.
8. The student will explain laboratory tests, clinical procedures, and abbreviations pertaining to the covered body systems.

Specific Course Objectives (includes SCANS)

After studying all materials and resources presented in the course, the student will be able to:

1. Chapter 1 Word Parts and Rules

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. Identify the two purposes of a combining vowel and know the rules for when to keep it or drop it.

SCANS Basic Skills: Ai, Aii, Aiv, Bi, Bv, Biv, Ci, Cii, Civ, Cv,

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

2. Chapter 2 Prefixes and Suffixes

1. Recognize the prefixes and suffixes introduced in this chapter.
2. Differentiate prefixes that deal with body parts, color, and direction and number.
3. Distinguish suffixes that deal with procedures

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

3. Chapter 3 Body Terminology

1. Assess medical language learning to the context of anatomy and physiology.
2. Investigate the basic architecture and levels of organization of the human body.
3. Identify the 12 body systems and their organs.
4. Evaluate the anatomical position, regional terms, directional terms, body planes, and body quadrants for anatomical positioning.
5. Recall body cavities and the functions of the associated membranes.

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

4. Chapter 4 Sensory Systems

1. Examine the anatomy of the sensory systems.
2. Determine the main functions of the sensory systems.
3. Differentiate the medical terms of the sensory systems and common abbreviations.
4. Discover the medical specialties associated with the sensory systems.
5. Recognize common diseases, disorders, and procedures related to the sensory systems.

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

5. Chapter 5 Integumentary System

1. Examine the anatomy of the integumentary system.
2. Determine the main functions of the integumentary system.
3. Differentiate integumentary system medical terms and common abbreviations.
4. Discover medical specialties associated with the integumentary system.
5. Recognize common diseases, disorders, and procedures related to the integumentary system.

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

6. Chapter 6 Skeletal System

1. Examine the anatomy of the skeletal system.
2. Determine the main functions of the skeletal system.
3. Differentiate the medical terms of the skeletal system.
4. Discover common diseases, disorders, and procedures related to the skeletal system.

5. Recognize common medical specialties associated with the skeletal system.

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

7. Chapter 7 Muscular System

1. Examine the anatomy of the muscular system.
2. Determine the main functions of the muscular system.
3. Differentiate the medical terms of the muscular system and common abbreviations.
4. Discover common diseases, disorders, and procedures related to the muscular system.
5. Recognize the medical specialties associated with the muscular system.

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

8. Chapter 8 Nervous System

1. Examine the anatomy of the nervous system.
2. Determine the main functions of the nervous system.
3. Differentiate the medical terms of the nervous system and common abbreviations.
4. Recognize the medical specialties associated with the nervous system.
5. Discover common diseases, disorders, and procedures related to the nervous system.

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

9. Chapter 9 Cardiovascular System

1. Examine the anatomy of the heart.
2. Determine the main functions of the cardiovascular system.
3. Differentiate cardiovascular system medical terms and common abbreviations.
4. Recognize the medical specialties associated with the cardiovascular system.
5. Discover common diseases, disorders, and procedures related to the cardiovascular system.

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

10. Chapter 10 Blood Vessels and Blood

1. Examine the anatomy of the blood vessels and the composition of blood.
2. Determine the main functions of the blood vessels and of the components of blood.
3. Differentiate medical terms of the blood vessels and blood and common abbreviations.
4. Recognize the medical specialties associated with the blood vessels and blood.
5. Discover common diseases, disorders, and procedures related to the blood vessels and blood.
6. Define abbreviations associated with the nervous system.

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

11. Chapter 11 Lymphatic and Immune Systems

1. Examine the anatomy of the lymphatic and immune systems.
2. Determine the main functions of lymphatic and immune systems.
3. Differentiate lymphatic and immune systems medical terms and common abbreviations.
4. Recognize the medical specialties associated with lymphatic and immune systems.
5. Discover common diseases, disorders, and procedures related to lymphatic and immune systems.

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

12. Chapter 12 Respiratory System

1. Examine the anatomy of the respiratory system.
2. Determine the main functions of the respiratory system.
3. Differentiate respiratory system medical terms and common abbreviations.
4. Recognize the medical specialties associated with the respiratory system.
5. Discover common diseases, disorders, and procedures related to the respiratory system.

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

13. Chapter 13 Digestive System

1. Examine the anatomy of the digestive system.
2. Determine the main functions of the digestive system.
3. Differentiate the medical terms of the digestive system and common abbreviations.
4. Recognize the medical specialties associated with the digestive system.
5. Discover common diseases, disorders, and procedures related to the digestive system.

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

14. Chapter 14 Endocrine System

1. Examine the anatomy of the endocrine system.
2. Determine the main functions of the endocrine system.
3. Differentiate the medical terms of the endocrine system and common abbreviations.
4. Recognize the medical specialties associated with the endocrine system.
5. Discover common diseases, disorders, and procedures related to the endocrine system.

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

15. Chapter 15 Urinary System

1. Examine the anatomy of the urinary system.
2. Determine the main functions of the urinary system.
3. Differentiate urinary system medical terms and common abbreviations.
4. Recognize the medical specialties associated with the urinary system.
5. Discover common diseases, disorders, and procedures related to the urinary system.

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

16. Chapter 16 Male Reproductive System

1. Examine the anatomy of the male reproductive system.
2. Determine the main functions of the male reproductive system.
3. Differentiate male reproductive system medical terms and common abbreviations.
4. Recognize the medical specialties associated with the male reproductive system.
5. Discover common diseases, disorders, and procedures related to the male reproductive system.

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

17. Chapter 17 Female Reproductive System

1. Examine the anatomy of the female reproductive system.
2. Determine the main functions of the female reproductive system.
3. Differentiate the medical terms of the female reproductive system and common abbreviations.
4. Recognize the medical specialties associated with the female reproductive system.
5. Discover common diseases, disorders, and procedures related to the female reproductive system.

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, Eii

18. Chapter 18 Obstetrics

1. Identify the processes involved in human reproduction and childbirth.
2. Evaluate the specialty of obstetrics.
3. Differentiate the medical terms used in obstetrics and use correct abbreviations.
4. Recognize the medical specialties associated with obstetrics.
5. Discover common complications and procedures related to obstetrics.

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

Course Content

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Introduction
2. Chapter 1, 2, 4, 5, 6, 7, 8, 9, 10, 12, & 13 homework
3. Chapter 2, 4, 5, 6, 7, 8, 9, 10, 12, & 13 quiz

Methods of Instruction/Course Format/Delivery

This is a mainly online course so it will require a lot of outside proactive work by the student. The instructor will provide guidance as needed. The student will be evaluated by assignments, quizzes, cases have and exams as assigned by instructor outside of the classroom. The student will be required to come to a Panola College testing center to take all major examinations.

Major Assignments/Assessments

The following items are assigned and assessed during the semester and used to calculate the student's final grade.

Assignments

1. Chapter 1-6 homework
2. Chapter 7-12 homework
3. Chapter 13-18 homework

Assessments

1. Chapter 1-6 quizzes
2. Chapter 7-12 quizzes
3. Chapter 13-18 quizzes
4. 3 proctored Major Exams
5. 1 Final Exam

Course Grade

The grading scale for this course is as follows:

- Assignments-10%
- Chapter quizzes-20%
- 3 Major exams-40% (Minimum 1 proctored)
- Final exam-30% (Proctored)

Texts Materials, and Supplies

Open Educational Resource Textbook:

Medical Terminology for Healthcare Professions Book Citation:

Nelson, A., & Greene, K. (2021). *Medical Terminology for Healthcare Professions*. University of West Florida Pressbooks.

<https://pressbooks.uwf.edu/medicalterminology/>

Required Readings

Open Educational Resource Textbook:

Medical Terminology for Healthcare Professions Book Citation:

Nelson, A., & Greene, K. (2021). *Medical Terminology for Healthcare Professions*. University of West Florida Pressbooks.

<https://pressbooks.uwf.edu/medicalterminology/>

Recommended Readings

- Additional instruction and assignments may be presented by the instructor.
- *Medical Terminology A Living Language*, 7th edition, Bonnie F Fremgen and Suzanne S. Frucht, An Imprint of Pearson, Copyright, 2019.
- **Medical Dictionary:**
- *Mosby's Medical, Nursing & Allied Health Dictionary*, *Taber's Cyclopedic Medical Dictionary* or *Stedman's Medical Dictionary for the Health Professions and Nursing* (Copyright 2005 or newer)
- **SOFTWARE:**
- Web browser: Google Chrome, Firefox
- Microsoft Word 2010 or newer
- **TECHNICAL SKILL REQUIREMENTS:**
- Students should be comfortable with the following:
- Using a web browser
- Accessing and using the Learning Management System, Canvas
- Using email for communication with the instructor
- Sending an email attachment
- Navigating the Internet
- Downloading appropriate files
- Uploading or attaching files to Canvas assignments if necessary

Other

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <https://www.panolacollegestore.com>.
- For testing services, use the following link: <https://www.panola.edu/student-services/student-support/academic-testing-center>.
- 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 Charles C. Matthews Student Center or go to <https://www.panola.edu/student-services/student-support/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.
- Student Handbook: <https://www.panola.edu/> (located on at the bottom under student)

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 timeline 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 databases 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.