Course Syllabus

HITT 1303-Medical Terminology II

Catalog Description: A continuation of the study of medial terms through work origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Lecture hours = 3, **Lab hours** = 0

Prerequisites: HITT1305-Medical Terminology I

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: The purpose of this course is to provide students with an advanced understanding of healthcare related medical terms. Upon successful completion of this course, students will have achieved the goal of being able to effectively identify, understand, and utilize medical terms as they will be applicable in the field of healthcare.

Learning Outcomes:
1. Identify, pronounce, and spell medical terms.
2. Use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms.
3. Analyze medical terms.
4. Translate abbreviation and interpret symbols.
5. Demonstrate ability to analyze words by dividing them into component parts.
6. Identify and employ terms pertaining to the body as a whole.
7. Demonstrate ability to apply new knowledge to understanding medical terms in their proper contexts.
8. Differentiate among the various classes of drugs and learn their actions and side effects.
9. Differentiate among various laboratory tests, clinical procedures, and clinical healthcare professionals.

Specific Course Objectives (includes SCANS):
After studying all materials and resources presented in the course, the student will be able to:

1. **Chapter 3**
   a. Identify and define the combining forms, prefixes, and suffixes introduced in this chapter.
   b. List and describe the four purposes of the skin.
   c. Describe the layers of the skin and the subcutaneous layer and their functions.
   d. List and describe the accessory organs of the skin.
   e. Identify and define integumentary system anatomical terms, pathology terms, diagnostic procedures & therapeutic procedures.
   f. Define abbreviations associated with the integumentary system.

SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

2. **Chapter 4**
   a. Identify and define combining forms, prefixes, and suffixes introduced in this chapter.
   b. Locate and describe the major organs of the musculoskeletal system and their functions.
   c. Describe the characteristics of the three types of muscle tissue.
   d. Use movement terminology correctly.
   e. Identify and define musculoskeletal system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
   f. Define abbreviations associated with the musculoskeletal system.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

3. **Chapter 7**
   a. Identify and define the combining forms and suffixes introduced in this chapter.
   b. Locate and describe the major organs of the respiratory system and their functions.
   c. Identify and define respiratory system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
   d. Define abbreviations associated with the respiratory system.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

4. **Chapter 11**
   a. Identify and define the combining forms and suffixes introduced in this chapter.
   b. Locate and describe the major organs of the endocrine system and their functions.
   c. List the major hormones secreted by each endocrine gland and describe their functions.
   d. Identify and define endocrine system anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
   e. Define abbreviations associated with the endocrine system.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

5. **Chapter 13**
   a. Identify and define the combining forms, suffixes, and prefixes introduced in this chapter.
   b. Locate and describe the major structures of the eye and ear and their functions.
   c. Identify and define eye and ear anatomical terms, pathology terms, diagnostic procedures, & therapeutic procedures.
   d. Define abbreviations associated with the eye and ear.
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

6. **Chapter 14**
   a. Identify and define the combining forms, prefixes, and suffixes introduced in this chapter.
   b. Describe pertinent information related to pharmacology.
   c. Describe pertinent information related to mental health.
   d. Describe pertinent information related to diagnostic imaging.
   e. Describe pertinent information related to surgery.
   f. Describe pertinent information related to oncology.
   g. Identify and define selected pathology terms, diagnostic procedures, & therapeutic procedures related to the above listed topics.
   h. Define abbreviations associated with the above listed topic**s.**
      SCANS 1a-ii. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a.i. 2a-ii. 2a-iii. 2a-iv. 2b-i. 2b-iv. 2c-i. 2c-ii. 2c-iii. 2c-iv.

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. Demonstrate knowledge of course material by completing midterm examination and final examination under proctor supervision at either Panola College or an official Panola College testing center.
2. Complete all modules and online quizzes as instructed.
3. Use Canvas to access assignments and course materials.
4. Use Canvas email to communicate with the instructor.
5. Interact with other students through online discussion groups.
6. Complete all online assignments that include, but may not be limited to, case studies.
7. Create two case studies to be submitted by a designated due date.

Methods of Instruction/Course Format/Delivery: Students in the Internet class will have access to this course via Canvas. Students in the internet class will only be required to meet with the instructor for testing. Resources provided through Canvas include

- A calendar displaying assignments each week (please check often)
- Online assignments
- Discussion questions
- Chapter modules, quizzes, and regular exams
- Email (totally contained within Canvas)

All assignments will be submitted through Canvas. After the assignment has been graded, the student will be able to view his or her grades by clicking the Grades link in the left banner.

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 must select a name from the list. If you are not able to contact me using email in Canvas, you may use my Panola College email address, contact me by telephone, or stop by my office. I attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

Major Assignments / Assessments:
The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

Assignments

1. Chapter 3 and 4 assignment
2. Case study 1, 2, and create your own case study
3. Chapter 7 and 11 assignment
4. Chapter 13 and 14 assignment

Assessment(s):

1. Chapter 3, and 4 quiz
2. Chapter 7 and 11 quiz
3. Chapter 13, 14 quiz
4. 3 major exams
5. 1 final exam

Course Grade:
The grading scale for this course is as follows:

- Assignments and Quizzes 15%
- Case Studies 15%
- 3 Proctored exams 40%
- Final Exams 30%

The following items will be assigned during the semester and used to calculate the student's final grade:

Assignments

You will work through each of your assigned module chapters. At the end of each chapter, you will have a chapter quiz. Additionally, throughout the course, you will have discussion questions that you will be required to respond to, as well as required to respond back to the discussion response of at least two of your classmates.

All assignments are due by the scheduled deadline. No late work will be accepted.

Case Studies

You will be required to complete two case studies throughout this course. The two case studies will contain phrases that can be reworded with a medical term that you will have either learned in either Medical Terminology I or Medical Terminology II. Each phrase will be identified with an underline and you will be required to determine the medical term and write your answers as they correspond with the numbered phrases.

Additionally, you will be required to create and submit one case studies that you have independently prepared. You will be required to follow the guidelines of the previous case studies that you have completed. You must submit the case studies via Canvas. Each case study must contain at least 20 medical terms. You cannot use the same medical term more than once. You must give the definition of the medical term and in parenthesis you must type the medical term. All assignments are due by the scheduled deadline. No late work will be accepted.

Exams

You will be required to take three major exams and a final examination at Panola College or an official Panola College testing center. You will not be permitted to use any textbooks, notes, or study guide material to complete your midterm examination or final examination.

Course Grade:

All assignments for this course have a predetermined point value. The grading scale for this course is as follows:

A=	90- 100
B=	80- 89
C=	70- 79
D=	60- 69
F=	Below 60

All of your grades will be posted to *Grades* in Canvas. Midterm and final grades will be posted in Campus Connect as well.

Texts, Materials, and Supplies:
- Medical Terminology A Living Language, 6th edition, Bonnie F Fremgen and Suzanne S. Frucht, An Imprint of Pearson, Copyright, 2016.

Other Materials:
- Medical Dictionary. Recommended: 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: 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

Required Readings:
- Medical Terminology A Living Language, 6th edition, Bonnie F Fremgen and Suzanne S. Frucht, An Imprint of Pearson, Copyright, 2016

Other:
- For current texts and materials, use the following link to access bookstore listings: http://www.panolacollegestore.com
- 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.
- Student Handbook, *The Pathfinder:* http://www.panola.edu/student-success/documents/pathfinder.pdf

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/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 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.