

Course Syllabus

COURSE: HPRS1106.001 Essentials of Medical Terminology
SEMESTER: Fall 2018 Thursday
CLASS TIMES: Thursday 1pm-3pm
INSTRUCTOR: Kristie Cole BAS, CST
OFFICE: RC528
OFFICE HOURS: BY APPOINTMENT ONLY
OFFICE PHONE: 806-716-4643
E-MAIL: kcole@southplainscollege.edu

"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.

STUDENT LEARNING OUTCOMES

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| Students will: |
| The student will be able to identify the different word components that help construct medical terminology. The student will also be introduced to word derivation, pronunciation, abbreviations and usage of medical dictionaries. |
| The student will reduce learning anxiety by realizing how medical terms are created by combining various words parts, some of which they are already familiar and use on a daily basis. |

COURSE OBJECTIVES

- 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.
- 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, 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.

EVALUATION METHODS

The student upon successful completion of this course be able to read and understand medical literature and communicate with other medical professionals with at least 75% proficiency.

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.

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.

SPECIAL REQUIREMENTS

Cell Phones – Cell phones are permitted in class. They **MUST** be turned to silent. ***There are very few students that want to hear your new ringtones, text tones, notification sounds, etc.*** A student whose phone sounds during class, or is observed to be using the phone in any way during a test will be asked to leave for the day with an absence

Your participation in the form of questions, comments and feedback is invited and appreciated. However, every semester there's at least one frustrating person who incessantly asks questions just to try to be funny, argue, or cause trouble. I don't appreciate you; the rest of the class doesn't appreciate you. You know who you are, please leave those attributes in your car on the way into the building. Thank you.

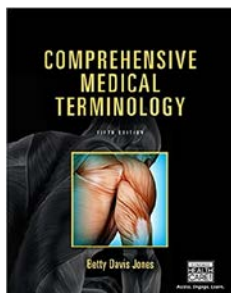
SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

VERIFICATION OF WORKPLACE COMPETENCIES - CAPSTONE EXPERIENCE

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS



With MindTap

ATTENDANCE POLICY

Class attendance is mandatory. Students are allowed three (3) absences and will be administratively withdrawn on the fourth (4th) absence. A tardy will be given if the student is not present for class within the first five minutes of the class period. Two (2) tardies equal one (1) absence. If a student misses more than 30 minutes of any class session, an absence will be given for the day.

Exceptions may be made at the discretion of instructor.

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 excessive absences.

ASSIGNMENT POLICY

The student is responsible for being prepared for class, which means reading the assigned chapters and/or pages from the textbook. In some instances, information from the reading assignments not covered during class may be included on a test.

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

| Requirements | |
|---------------------------|-----|
| Section Quizzes and Exams | 50% |
| MindTap: | 30% |
| Final Exam | 20% |

Grading Scale

90-100 = A
80-89 = B
75-79 = C
Below 75 is failing

The course grade will be determined by a combination of major exams and the comprehensive final exam. The number of exams may vary depending on the progress and pace of the class. Exam dates will be announced. The following guidelines will be followed regarding exams:

1. The student is expected to complete the exam at the scheduled time.
2. No makeup exams will be given unless it is discussed prior to exam day and accepted at instructor's discretion.

3. Late assignments will not be accepted.
4. The final exam is comprehensive.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis. Students may also contact me by phone at 806-716-4642 during office hours.

STUDENT CONDUCT

- Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages 11-14.

COURSE OUTLINE

August 30th

Introduction and Signing of syllabus forms

Lecture, PowerPoint Presentations, question/answer

Chapter 1-4 –Word Building Rules, Prefixes, Suffixes, Whole Body Terminology

Homework: Chapters 1-2: Online MindTap Due: Following Wednesday at Mid-night

Sept. 6

Quiz Chapter 1-4

Lecture, PowerPoint Presentations, question/answer

Chapter 1-4 –Word Building Rules, Prefixes, Suffixes, Whole Body Terminology

Homework: Chapters 3-4: Online MindTap Due: Following Wednesday at Mid-night

Sept.13

Quiz Chapter 1-4

Chapter 5 – The integumentary System

Lecture, PowerPoint Presentations, question/answer

Homework: Online MindTap Due: Following Wednesday at Mid-night

Sept.20

Quiz Chapter 5

Lecture, PowerPoint Presentations

Chapter 6 – The Skeletal System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Sept 27

Quiz Chapter 6

Chapter 7 – The Muscular System

Lecture, PowerPoint Presentations

Homework: Online MindTap Due: Following Wednesday at Mid-night

Oct. 4

Quiz Chapter 7

Lecture, PowerPoint Presentations

Chapter 8 – The Nervous System and Mental Health

Homework: Online MindTap Due: Following Wednesday at Mid-night

Oct.11

Quiz Chapter 8

Lecture, PowerPoint Presentations

Chapter 13 – The Endocrine System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Oct.18

Quiz Chapter 13

Lecture, PowerPoint Presentations

Chapter 9 – The Blood and Lymphatic System

Homework: Online MindTap Due: Following Wednesday at Mid-night

October 25

Quiz Chapter 9

Lecture, PowerPoint Presentations

Chapter 10 – The Cardiovascular System

Homework: Online MindTap Due: Following Wednesday at Mid-night

November 1

Quiz Chapter 10

Lecture, PowerPoint Presentations

Chapters 12 – Digestive System

Homework: Online MindTap Due: Following Wednesday at Mid-night

November 8

Quiz Chapter 12

Lecture, PowerPoint Presentations

Chapter 11 – The Respiratory System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Nov. 15

Quiz Chapter 11

Chapter 15/16/17 –The Urinary System

Homework: Online MindTap Due: Following Wednesday at Mid-night

Take Home Quiz Chapter 9 Due: Nov. 22 (OneDrive)

Nov. 22th Online: No Class Thanksgiving Break

Chapter 14: Special Senses: MindTap Due: Sunday 27th

Nov. 29th

Chapter 15/16/17: The Reproductive System

Online Exam: Due December 5th

Dec. 6

Comprehensive FINAL (Chapter 1-14)

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

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) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.



HITT 1305 Medical Terminology

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

____ Syllabus HPRS1106

____ SPC SRGT Program Handbook

____ SPC SRGT Clinical Handbook

____ South Plains College Grievance Policy

____ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

Signature

Date