COURSE: **HITT 1305.153 (3:3:0), Mastering Healthcare Terminology**
SEMESTER: **Fall 2023**
CLASS TIMES: **Internet/Online**
INSTRUCTOR: **Clinton Bishop**
OFFICE: **Reese Center, Building 5, office 512B**
OFFICE HOURS: **M-F: 9:00 am – 11:00 am & by appointment**
OFFICE PHONE: **806-716-4629**
E-MAIL: **cbishop@southplainscollege.edu**

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

<div style="background:yellow">**GENERAL COURSE INFORMATION**</div>

*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.*****

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 via Blackboard. Extensive use of the Internet is used to send and receive information.

BLACKBOARD
Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

The student should only access his or her own Blackboard account. Granting permission to another or accessing another student's Blackboard account is prohibited and against the Academic Integrity code.

If you have questions or need help with Blackboard:
blackboard@southplainscollege.edu
806-716-2180

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.

STUDENT LEARNING OUTCOMES

- 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 be introduced to the correct way to use a medical dictionary and gain understanding to all the information that is available in a dictionary besides the definitions.
- The student will reduce learning anxiety by realizing how medical terms are creating by combining various words parts, some of which they are already familiar and use on a daily basis.

EVALUATION METHODS

The course grade will be determined using a combination of assignments, chapter exams, and a comprehensive final. Upon successful completion of this course, the student will 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.

LOGGING INTO THE 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.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students will have access to open computer labs and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.
ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to

request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

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

SPECIFIC COURSE INFORMATION

TEXTBOOK

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is <u>included</u> in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit**: https://support.vitalsource.com/hc/en-us/requests/new** (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth-class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

    *Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

    Email: pwells@texasbook.com / **Phone**: 806-716-2097
    Email: agamble@texasbook.com / **Phone**: 806-716-4610

ATTENDANCE POLICY
Even though this is an online class, students will need to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. 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.

<u>The minimum requirements of logging into the course to be successful are at least TWO (2) days per week.</u>

The **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 an 'F'. Administrative withdrawal may occur if the student consistently fails to meet assignment and/or exam deadlines, or if the student fails to log into the course at least **two** times a week. I also reserve the right to determine excessive absences based on your progress throughout the course.

IF YOU FAIL TO COMPLETE YOUR WORK I WILL DROP YOU WITH AN "F".

DROPS AND WITHDRAWALS
http://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php

ADVISING
http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php

November 30, 2023 is the last day to drop courses for the fall 2023 semester.

GRADING RUBRIC – Grades in this course will be determined using the following criteria:

ASSESSMENT TOOLS	%
Chapter Assignments	25%
Chapter Exams	50%
Comprehensive Final Exam	25%
Total	100%

PERCENTAGE SCORE	GRADE
90-100	A
80-89	B
75-79	C
0-74	F

CHAPTER ASSIGNMENTS
Each chapter (15 chapters) will have an assignment (15 assignments) that will be posted on Blackboard on/or before the week that chapter is due by. These assignments are due on/or by 11:59pm of the due date each week. These assignments will be done via Blackboard and will not be timed, but will be a portion of your course grade. Late work or incomplete work is not accepted and a grade of zero will be recorded.

*Once you have logged onto Blackboard and started an assignment, the assignment will need to be completed and submitted before logging out of Blackboard. You may not start an assignment, save it, or work on it later. Once started it needs to be completed for the maximum grade.

Chapter course content, exercises (course content and exercises done in the book are NOT graded but are HIGHLY recommended that they are completed) and assignments (which are graded) should be read prior to completing the chapter exams. Better success should come with the chapter exams if you will complete the chapter course content, exercises, and assignments before taking the chapter exams.

CHAPTER EXAMS
-Please update your computer before starting exams. You might want to log out of blackboard and log back in before starting your exam. You only get 1 attempt per exam!
-Please make sure your computer is plugged into a power source or fully charged while taking your exams. If your computer battery dies during an exam your exam will be submitted at that point!

Each Chapter (15 chapters) will have a chapter exam (15 exams) given via Blackboard. The chapter exams ARE timed and will be a portion of your course grade. You will be given 2 minutes per question. There will also be an exam for the syllabus that will be calculated into your chapter exam grade.

COMPREHENSIVE FINAL EXAM
-Please update your computer before starting exams. You might want to log out of blackboard and log back in before starting your exam. You only get 1 attempt per exam!
-Please make sure your computer is plugged into a power source or fully charged while taking your final exam. If your computer battery dies during an exam your exam will be submitted at that point!
The comprehensive final exam WILL BE timed, given via Blackboard, and will be a portion of your course grade. You will be given 2 minutes per question. The final exam must be completed within the time frame specified by the instructor.

The comprehensive final exam, for any reason, may NOT be made-up

COMMUNICATION POLICY
- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" email system. Students are encouraged to check SPC email on a regular basis.
- **Instructor will not communicate using private email accounts.**
- **I will return e-mails within 24 hours. If you need immediate assistance, please call me 806-716-4629. If leaving a message please give your name, student ID #, and a good phone # to return your call.**

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

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, Lubbock Center, 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

COURSE OUTLINE

CHAPTER
1. Introduction to Healthcare Terminology
2. Body Structure and Directional Terminology
3. Musculoskeletal System
4. Integumentary System
5. Gastrointestinal System
6. Urinary System
7. Male Reproductive System
8. Female Reproductive System and Pregnancy
9. Blood, Lymphatic, and Immune System

10. Cardiovascular System
11. Respiratory System
12. Nervous System
13. Eye and Ear
14. Endocrine System
15. SKIP
16. Oncology

*For the detailed course schedule please visit Blackboard

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.

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.