



COURSE: HITT1305.152 Medical Terminology (3 Credit hours)  
SEMESTER: SUMMER2024  
CLASS DAYS: ONLINE  
CLASS TIMES: ONLINE

INSTRUCTOR: KRISTIE A. COLE M.ED, BAS, AAS, CST  
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**“South Plains College improves each student’s life.”**

## GENERAL COURSE INFORMATION

\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus, SPC Student Handbook, and Program Handbook. \*

## STUDENT LEARNING OUTCOMES

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 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 AND LEARNING OUTCOMES

- 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.

## **OUTCOME ASSESSMENT METHODS**

Assessment methods for this course are both formative and summative.

### **Formative assessments include:**

- Chapter Exams
- Homework Assignments (Cengage MindTap)

### **Summative assessments include:**

- A comprehensive final exam.

## **Evaluation methods**

Computer-based exams and homework assignments.

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.

## **Instructional methods**

Methods of Instruction may include:

- PowerPoint
- Weekly Quiz
- Computer based homework

## **GRADING FORMULA**

A minimum of 75% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

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

The course grade will be determined by a combination of chapter homework, quizzes, and a comprehensive final exam. Exam dates will be announced. The following guidelines will be followed regarding coursework:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will **NOT** be given.
2. Late assignments will not be accepted.
3. The final exam is comprehensive.

Assessment Tools	%
MindTap – Chapter Assignments	30%
Chapter Exams	50%
Comprehensive Didactic Final Exam	20%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
0-74	F

## Grading Policies

To successfully complete this course, students are required to achieve a grade of 75% or higher. A grade of a 75% or higher is required by South Plains College healthcare programs.

## ASSIGNMENT SUBMISSION POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

## Exam Policy

Student exams will be administered via Blackboard.

All exams will be due on Sunday at midnight on their perspective due dates.

## SPC Campus Policies

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, COVID, and Campus Concealed Carry, please visit:

[Hit Ctrl+click here to review the SPC syllabi statements.](#)



## STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

## **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.

### **Attendance:**

Even though this is an online class, students still have to access the course on a regular basis. The WebCT/Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. 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. The minimum requirements to be successful in this course are at least TWO (2) days per week. THIS IS A MINIMUM. Since this is an online course your attendance is measured by logins.

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive, as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

[Ctrl+Click here to review the college attendance policy.](#)



**Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 4th class day (or having equivalent tardies) in a course section. A student who meets these criteria will be administratively dropped from the course by the instructor.**

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the SRGT Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

### **Drop and Schedule Change:**

Students should submit a [Student Initiated Drop Form](#) online.

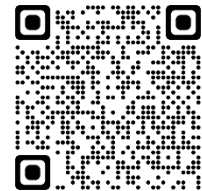
**Students will not be required to obtain an instructor signature to drop**, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

### **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 [advising website here.](#) or by calling 806-716-2366.

### **Syllabus Statements**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry.



[Ctrl+Click here to review SPC syllabus statements.](#)

### **COMMUNICATION**

#### **Email**

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems.

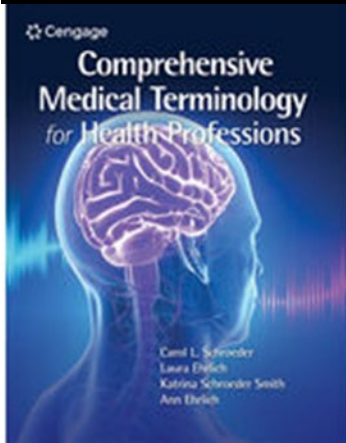
The instructor will not initiate communication using private email accounts. Students are required to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for directions. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

### **RESOURCES**

#### **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.

## **Text and Course materials:Textbook(s):**



**Comprehensive Medical Terminology for Health Professions (MindTap Course) 1st Edition**

**ISBN-10: 0357512634**

**ISBN-13: 978-0357512630**

**Cengage (MindTap) access code must be purchased through the bookstore. All homework will be through this MindTap website.**

**Cengage access includes an ebook copy of the text book.**

**Physical books are available to rent from Cengage for an additional fee.**

Computer: Needed for all exams, homework, and assigned projects. While a personal computer is not mandatory, multiple computer labs are available for student use during school hours, and laptops can be borrowed for in-class exams.

**SPC EMAIL** – Students are required to have their SPC email in working order at all times.

- Instructor will not communicate using private email accounts.
- I will return e-mails within 24 hours. If you need immediate assistance, please call me 806-716-4643.
- If leaving a message please give your name, class, student ID #, and a good phone # to return your call

## **Additional Classroom Requirements:**

### **METHODS OF TEACHING**

- PowerPoint Presentation
- Review
- Quizzes
- Examinations

## **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 have access to computers 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 username and password.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

## **Computer Lab Usage:**

The computer lab(s) on any campus may be used by students during scheduled 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.

## Course Schedule

<p>WEEK 1 Monday: 6/3 Coursework Opens</p> <p>Sunday: 6/9 Coursework DUE by 11:59 pm</p>	<p><i>Introduction and Signing of syllabus forms</i></p> <p><i>Lecture, PowerPoint Presentations, question/answer</i></p> <p><i>Chapter 1 – Intro, Medical Terminology</i> <i>Chapter 2 – Human Body in Health</i> <i>Word Parts</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 2 Monday: 6/10 Coursework Opens</p> <p>Sunday: 6/16 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations, question/answer</i></p> <p><i>Chapter 13 – The Integumentary System</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 3 Monday: 6/17 Coursework Opens</p> <p>Sunday: 6/23 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations, question/answer</i></p> <p><i>Chapter 3 – The Skeletal System</i> <i>Chapter 4- Muscles and Joints</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 4 Monday: 6/24 Coursework Opens</p> <p>Sunday: 6/30 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations</i></p> <p><i>Chapter 11- The Nervous System</i> <i>Chapter 14 – The Endocrine System</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 5 Monday: 7/1 Coursework Opens</p> <p>Sunday: 7/7 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations</i></p> <p><i>Chapter 5 – The Blood and Lymphatic System</i> <i>Chapter 6 – The Cardiovascular System</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 6 Monday: 7/8 Coursework Opens</p> <p>Sunday: 7/14 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations</i></p> <p><i>Chapter 8 – The Respiratory System</i> <i>Chapters 9 – Digestive System</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 7 Monday: 7/15 Coursework Opens</p> <p>Sunday: 7/21 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations</i></p> <p><i>Chapter 12 – The Special Senses</i> <i>Chapter 10 - Urinary System</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b> <b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 8 Monday: 7/22 Coursework Opens</p> <p>Sunday: 7/28 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations</i></p> <p><i>Chapters 15– Male Reproductive System</i> <i>Chapters 16 – Female Reproductive System</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b></p>



	<b>DUE SUNDAY @ 11:59 pm: MINDTAP</b>
<p>WEEK 9</p> <p>Monday: 7/29 Coursework Opens</p> <p>Sunday: 8/4 Coursework DUE by 11:59 pm</p>	<p><i>Lecture, PowerPoint Presentations</i></p> <p><i>Chapters 21 – Diagnostic Procedures</i></p> <p><i>Chapters 22 – Pharmacology</i></p> <p><b>DUE SUNDAY @ 11:59 pm: EXAM</b></p> <p><b>DUE SUNDAY @ 11:59 pm: MINDTAP</b></p>
<p>WEEK 10</p> <p>Monday: 8/5 Coursework Opens</p> <p>Sunday: 8/6 Coursework DUE by 11:59 pm</p>	<p><i>Comprehensive FINAL</i></p> <p><b>DUE TUESDAY @ 11:59 pm: EXAM</b></p>