

## Medical Terminology (HITT 1305) Fully Online



**Credit:** 3 semester credit hours (2 hours lecture, 2 hours lab)

**Prerequisite/Co-requisite:** Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:  
<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

### Course Description:

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. *This course is time-bound, structured, and completed online with a proctored final.*

### Required Textbook and Materials:

1. Turley, Susan M., (2014). *Medical Language, 3<sup>rd</sup> Edition*. Pearson  
ISBN: 9780133962048 (book + access code to MyLab + eText)  
ISBN: 9780133975383 (book + access code to MyLab)
2. Computer with internet access
3. Pearson MyMedicalTerminologyLab access code (Access code comes with new text book; scratch off on the inside front cover. If purchasing used text book, then must purchase access code separately.)

### Course Objectives :

*Upon completion of the course, the student should be able to:*

1. Identify, pronounce, and spell medical terms.
2. Use medical terms in context.
3. Build and analyze medical terms.
4. Use medical references as resource tools.

### SCANS Skills and Competencies:

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

### Course Outline:

- |  |                                   |
|--|-----------------------------------|
| A. Word parts: The Structure of Medical Language | 5. Career Focus                   |
| 1. Welcome to Medical Language                   | B. The Body in Health and Disease |
| 2. Vocabulary Review                             | 1. The Body in Health             |
| 3. The Medical Record                            | 2. Anatomy and Physiology         |
| 4. Abbreviations                                 | 3. Microscopic to Macroscopic     |
|  | 4. Body Systems                   |

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5. Medical Specialties
  6. Vocabulary Review
  7. The Body in Disease
  8. Healthcare Professionals and Healthcare Settings
  9. Vocabulary Review
  10. Abbreviations
  11. Career Focus
- C. Gastroenterology/Gastrointestinal System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
  7. Abbreviations
  8. Career Focus
- D. Pulmonology/Respiratory System
1. Anatomy and Physiology
  2. Anatomy and physiology overview
  3. Root words
  4. Symptoms and signs
  5. Clinical case study: burns
  6. Treatments, procedures, and devices
  7. Pharmacology
  8. Abbreviations
  9. Medical reports
- E. Cardiology/Cardiovascular System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
  7. Abbreviations
  8. Career Focus
- F. Hematology and Immunology/Blood and Lymphatic
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
7. Abbreviations
  8. Career Focus
- G. Dermatology/Integumentary System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
  7. Abbreviations
  8. Career Focus
- H. Orthopedics/Skeletal System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
  7. Abbreviations
  8. Career Focus
- I. Orthopedics/Muscular System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
  7. Abbreviations
  8. Career Focus
- J. Neurology/Nervous System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic Procedures
  5. Medical and Surgical Procedures
  6. Drug Categories
  7. Abbreviations
  8. Career Focus
- K. Urology/Urinary System
1. Anatomy and Physiology
  2. Vocabulary Review
  3. Diseases
  4. Laboratory and Diagnostic

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- Procedures
- 5. Medical and Surgical Procedures
- 6. Drug Categories
- 7. Abbreviations
- 8. Career Focus
- L. Male Reproductive Medicine/Male Genitourinary System
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Diseases
  - 4. Laboratory and Diagnostic Procedures
  - 5. Medical and Surgical Procedures
  - 6. Drug Categories
  - 7. Abbreviations
  - 8. Career Focus
- M. Gynecology and Obstetrics/Female Genital and Reproductive System
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Diseases
  - 4. Laboratory and Diagnostic Procedures
  - 5. Medical and Surgical Procedures
  - 6. Drug Categories
  - 7. Abbreviations
  - 8. Career Focus
- N. Endocrinology/Endocrine System
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Diseases
  - 4. Laboratory and Diagnostic Procedures
  - 5. Medical and Surgical Procedures
  - 6. Drug Categories
  - 7. Abbreviations
  - 8. Career Focus
- O. Ophthalmology/Eye
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Diseases
  - 4. Laboratory and Diagnostic Procedures
  - 5. Medical and Surgical Procedures

- 6. Drug Categories
- 7. Abbreviations
- 8. Career Focus
- P. Otolaryngology/Ears, Nose, and Throat
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Diseases
  - 4. Laboratory and Diagnostic Procedures
  - 5. Medical and Surgical Procedures
  - 6. Drug Categories
  - 7. Abbreviations
  - 8. Career Focus
- Q. Psychiatry
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Mental Disorders
  - 4. Laboratory and Diagnostic Procedures
  - 5. Psychiatric Therapies
  - 6. Drug Categories
  - 7. Abbreviations
  - 8. Career Focus
- R. Oncology
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Cancer
  - 4. Laboratory and Diagnostic Procedures
  - 5. Medical, Surgical, and Radiation Therapy Procedures
  - 6. Drug Categories
  - 7. Abbreviations
  - 8. Career Focus
- S. Radiology and Nuclear Medicine
  - 1. Anatomy and Physiology
  - 2. Vocabulary Review
  - 3. Abbreviations
  - 4. Career Focus

**Grade Scale:**

- 90 - 100     A
- 80 - 89     B

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70 - 79	C
60 - 69	D
0 - 59	F

**Course Evaluation:**

Final grades will be calculated according to the following criteria:

Assignments	20%
Participation / Discussion Boards	20%
Unit Exams (4)	45%
Comprehensive Final Exam (Proctored)*	15%

\*The student will be required to take the comprehensive final in a proctored environment.

**Course Requirements:**

1. Students can complete this course without physically visiting the institution offering the course.
2. The student will combine elements to create medical terms.
3. The student will utilize a medical dictionary.
4. The student will post discussions as instructed along with any other assignments instructed to complete.
5. The student will access the textbook publisher's website and complete the interactive assignments/games.
6. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
7. The student will be required to take the final exam in a proctored environment. If you live within 60 miles from campus, please plan to take the proctored exam within the LIT ACT Testing Center located in T1 Building. Learners from a distance may make alternative arrangements.

**Course Policies:**

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. Students must log onto Blackboard and access this course a minimum of 4 – 5 times per week.
3. Students must respect one another and all faculty.
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
5. Cheating of any kind will not be tolerated.
6. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS**.
7. All assignments are due when stated. Late assignments are not accepted.
8. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.
9. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy

10. Any violation of classroom/online policies may result in student being asked to leave class and result in an absence.
- 11. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an “F” grade for the course.**
12. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date.

### Technical Requirements:

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

<http://kb.blackboard.com/pages/viewpage.action?pageId=25368512>

A functional internet connection, such as DSL, cable, 3G, 4G, WiMAX, WiFi, satellite, or other broadband access is necessary to maximize the use of the online technology and resources.

### Disabilities Statement:

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

### Course Schedule: (subject to change)

Week of	Topic	Reference
Week 1	Intro to Blackboard; Chapter 1: The Structure of Medical Language	Online: <ul style="list-style-type: none"><li>• Home Page</li><li>• Learning Module: Chapter 1</li><li>• MyMedicalTerminologyLab</li></ul> Text Book: Pp 2 - 37
Week 2	Chapter 2: The Body in Health & Disease	Online: <ul style="list-style-type: none"><li>• Learning Module: Chapter 2</li><li>• MyMedicalTerminologyLab</li></ul> Text Book: Pp 38 – 85
Week 3	Chapter 3: Gastroenterology/Gastrointestinal System	Online: <ul style="list-style-type: none"><li>• Learning Module: Chapter 3</li><li>• MyMedicalTerminologyLab</li></ul> Text Book: Pp 86 – 147

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Week 4	Chapter 4: Pulmonology/Respiratory System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 4</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 148 – 199
	<b>Exam 1 (Chapters 1 – 4)</b>	Online: <ul style="list-style-type: none"> <li>• Home: Power Points 1 - 4</li> <li>• Learning Modules: Exam 1</li> </ul> Text Book: Pp 2 - 199
Week 5	Chapter 5: Cardiology/Cardiovascular System  Chapter 6: Hematology and Immunology/Blood and Lymphatic	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 5</li> <li>• Learning Module: Chapter 6</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: <ul style="list-style-type: none"> <li>• Pp 200 – 265</li> <li>• Pp 266 - 323</li> </ul>
Week 6	Chapter 7: Dermatology/Integumentary System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 7</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: <ul style="list-style-type: none"> <li>• Pp 324 – 373</li> </ul>
Week 7	Chapter 8: Orthopedics/ Skeletal System  Chapter 9: Orthopedics/Muscular System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 8</li> <li>• Learning Module: Chapter 9</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: <ul style="list-style-type: none"> <li>• Pp 374 - 427</li> <li>• Pp 428 - 477</li> </ul>
	<b>Exam 2 (Chapters 5 – 9)</b>	Online: <ul style="list-style-type: none"> <li>• Home: Power Points 5 - 9</li> <li>• Learning Modules: Exam 2</li> </ul> Text Book: Pp 200 - 477
Week 8	Chapter 10: Neurology/Nervous System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 10</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 478 - 545
Week 9	Chapter 11: Urology/Urinary System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 11</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 546 - 595
Week 10	Chapter 12: Male Reproductive Medicine/Male Genitourinary System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 12</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 596 – 633

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Week 11	Chapter 13: Gynecology and Obstetrics/Female Genital and Reproductive System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 13</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 634 – 707
	<b>Exam 3 (Chapters 10 - 13)</b>	Online: <ul style="list-style-type: none"> <li>• Home: Power Points 9 – 14</li> <li>• Learning Modules: Exam 3</li> </ul> Text Book: Pp 294 - 757
Week 12	Chapter 14: Endocrinology/Endocrine System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 14</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 708 - 757
Week 13	Chapter 15: Ophthalmology/Eye Chapter 16: Otolaryngology/Ears, Nose, and Throat	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 15</li> <li>• Learning Module: Chapter 16</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp 758 - 803 Text Book: Pp 804 - 847
Week 14	Chapter 17: Psychiatry	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 17</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: <ul style="list-style-type: none"> <li>• Pp 848 - 887</li> </ul>
	<b>Exam 4 (Chapters 14 – 17)</b>	Online: <ul style="list-style-type: none"> <li>• Home: Power Points 14 - 19</li> <li>• Learning Modules: Exam 4</li> </ul> Text Book: Pp 520 - 965
Week 15	Chapter 18: Oncology Chapter 19: Radiology and Nuclear Medicine	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 18</li> <li>• Learning Module: Chapter 19</li> <li>• MyMedicalTerminologyLab</li> </ul> Text Book: Pp <b>Pp 888 – 933 &amp;</b> 934 – 965
Week 16	<b>Proctored Comprehensive Final Exam (Chapters 1 – 19)</b>	

**Contact information will be provided by instructor.**