

## 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.

### Course Outline:

- |  |   |
|--|---|
| A. Word parts: The Structure of Medical Language | Healthcare Settings                         |
| 1. Welcome to Medical Language                   | 9. Vocabulary Review                        |
| 2. Vocabulary Review                             | 10. Abbreviations                           |
| 3. The Medical Record                            | 11. Career Focus                            |
| 4. Abbreviations                                 | C. Gastroenterology/Gastrointestinal System |
| 5. Career Focus                                  | 1. Anatomy and Physiology                   |
| B. The Body in Health and Disease                | 2. Vocabulary Review                        |
| 1. The Body in Health                            | 3. Diseases                                 |
| 2. Anatomy and Physiology                        | 4. Laboratory and Diagnostic Procedures     |
| 3. Microscopic to Macroscopic                    | 5. Medical and Surgical Procedures          |
| 4. Body Systems                                  | 6. Drug Categories                          |
| 5. Medical Specialties                           | 7. Abbreviations                            |
| 6. Vocabulary Review                             | 8. Career Focus                             |
| 7. The Body in Disease                           | D. Pulmonology/Respiratory System           |
| 8. Healthcare Professionals and                  |   |

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Course Syllabus

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 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

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- 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
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. No cheating of any kind will be tolerated. Students caught cheating or helping someone to cheat can and will be removed from the class for the semester. Cheating can result in expulsion from LIT.
6. All exams will be taken on the scheduled dates. If a test is missed due to an emergency situation, the student will have one week to make it up; otherwise a grade of "0" will be assigned. **The instructor MUST be contacted to receive prior approval to take the exam late.**
7. All assignments are due when stated. Assignments submitted more than a week late will be reduced 25%.
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 earn 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.

13. If, after all assignments have been submitted and graded, you have a Final Class Grade of “90 or Above”, then you can choose to be exempt from the Comprehensive Final Exam. If your Final Class Grade is “90 or Above”, you MUST email the instructor stating you choose to be exempt from the final due to your class average. If you have a “90 or Above”, you choose not take the final exam, and you do not email me, then you will receive a “0” on the final. You can also choose to take the final exam, even if your Final Class Grade is “90 or Above”.

### 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
Week 4	Chapter 4: Pulmonology/Respiratory System	Online: <ul style="list-style-type: none"><li>• Learning Module: Chapter 4</li></ul>

		<ul style="list-style-type: none"> <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
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>

<b>Exam 3 (Chapters 10 - 13)</b>		<b>Text Book: Pp 634 – 707</b> Online: <ul style="list-style-type: none"> <li>• Home: Power Points 9 – 14</li> <li>• Learning Modules: Exam 3</li> </ul> <b>Text Book: Pp 294 - 757</b>
Week 12	Chapter 14: Endocrinology/Endocrine System	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 14</li> <li>• MyMedicalTerminologyLab</li> </ul> <b>Text Book: Pp 708 - 757</b>
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> <b>Text Book: Pp 758 - 803</b> <b>Text Book: Pp 804 - 847</b>
Week 14	Chapter 17: Psychiatry	Online: <ul style="list-style-type: none"> <li>• Learning Module: Chapter 17</li> <li>• MyMedicalTerminologyLab</li> </ul> <b>Text Book:</b> <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> <b>Text Book: Pp 520 - 965</b>
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> <b>Text Book: Pp Pp 888 – 933 &amp; 934 – 965</b>
Week 16	<b>Proctored Comprehensive Final Exam (Chapters 1 – 19)</b>	

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

## **Proctoring Policy**

### **1. Who is a Proctor?**

A proctor is an impartial monitor who administers a student's exam and ensures the security and integrity of the exam process. If proctoring is required, it is the student's

responsibility to make the appropriate arrangements, notify the instructor of the arrangements, and pay any incurred fees.

**2. Where may you have your test Proctored?**

Students may choose to have the exam proctored on the LIT campus or another acceptable proctored environment. LIT Proctoring services are free to LIT students. Other Proctoring services may require a fee paid for by the student.

- a. (1) Acceptable Proctors / Sites
  - i. Lamar Institute of Technology Testing Center
  - ii. Testing Center which is a member of the National College Testing Association (NCTA). To locate a site: <http://www.nctatesting.org/cctc/>
  - iii. Testing Center at an accredited college
  - iv. Superior officer of the military
- b. Unacceptable Proctors / Sites
  - i. Family members or relatives of the student
  - ii. Colleagues or co-workers
  - iii. Friends or peers or acquaintances
  - iv. Other students, whether from LIT or another campus

NOTE: The instructor reserves the right to deny any proctor, or to assign specific proctors as necessary.

**3. What Are the Proctor's Responsibilities?**

Each proctor must keep the exam in a secure area until the student takes the exam or if the exam is online, the password must be kept in a secure area.