

### Course Syllabus

COURSE: HITT 1305.202 Medical Terminology I  
SEMESTER: Spring 2016  
CLASS TIMES: Tuesdays 6:00pm – 8:50pm  
INSTRUCTOR: Jerry S. Findley, BS, MA, LP  
OFFICE: Reese Center, Building 5, Room 517E  
OFFICE HOURS: Monday/Wednesday 2:00-4:00, Tuesday/Thursday 8:30-11:30, Friday 9:00-11:00, or by appointment  
OFFICE PHONE: 806-716-4635  
E-MAIL: [jfindley@southplainscollege.edu](mailto:jfindley@southplainscollege.edu)

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

### GENERAL COURSE INFORMATION

#### COURSE DESCRIPTION

This course includes a detailed study of the origin and structure through the introduction of prefixes, suffixes, root word plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures.

#### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:

1. Learn to build medical words and combining forms.
2. Learn to identify specific anatomical sites on illustrations.
3. Learn to use a medical dictionary and pronounce medical terms correctly
4. Learn to analyze medical terms and conditions by their prefixes, suffixes, and root elements.

**COURSE OBJECTIVES** - Outline form ( C-1, C-5, C-6, C-7, C-8, C-9, C-12, C-13, C-14, C-18, C-20; F-1, F-2, F-5, F-7, F-8, F-9, F-11, F-12, F-13, F-16, F-17)

At the completion of this course the student will have:

- Learn to build medical words using Greek and Latin prefixes, suffixes, root words, and combining forms.
- Learn to analyze medical terms by their elements
- Spell and pronounce medical terms correctly.
- Learn medical abbreviations and their definitions and to use a medical dictionary.

#### EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

#### 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.

## VARIFICATION OF WORKPLACE COMPETENCIES

### SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

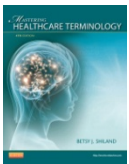
## SPECIFIC COURSE INFORMATION

### TEXT AND MATERIALS

#### TEXTBOOK

#### Publisher

#### ISBN#



Mastering Healthcare Terminology Shiland

ISBN#: 978-0-323-29858-2

### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

### ATTENDANCE POLICY (\*READ CAREFULLY)

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.

"Punctual and regular class attendance is required of all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable." (*South Plains College Student Guide, 2015-2016, pp.30*)

"Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should be withdrawn from the course." (*South Plains College General Catalog, 2015-2016, pp.19*)

- 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

#### **ASSIGNMENT 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.

#### **COMPUTER USAGE**

All students have access to computers and printers on the South Plains College Reese 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 campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided by SPC EMS department for students to print materials but students may seek assistance from faculty 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.

#### **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.

#### **EXAMS**

The majority of student 'written' exams will be administered via computer and some exams will be handwritten which will encourage memory and mastery of the material. Students should practice proper spelling and grammar when answering a written exam.

- **There is only one retest on the Final Exam. There are no retests for Modular Exams.**

- Students requesting a re-test must contact the instructor and schedule a time to come to the Reese campus to take the test.
- Students are required to make a 75% on the final exam.
- The majority of exams are administered in a campus computer lab which must be reserved by the instructor in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed

### GRADING POLICY

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.

#### Final semester grades will be based on the following:

Homework	20%
Participation (Class/Lab)	10%
Modular Exams	40%
Final Exam	30%

Grading Scale: 90-100	A
80-89	B
75-79	C
70-74	D
69 or Below	F

### COMMUNICATION POLICY

- 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 encouraged 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 direction. 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.

### STUDENT CONDUCT

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages 13-18. **Fighting between students or any attempt to fight with faculty or staff will not be tolerated and will result in immediate dismissal from the program.** Additionally, students are expected to come to class wearing the appropriate clothing and ready for class. Cell phones should be turned off or silenced. See ‘Special Requirements’ section for details.

### SPECIAL REQUIREMENTS (\*Read Carefully)

- Students must present a signed original hardcopy of each of the following: syllabus signature page & Student Guide signature page. **These signature pages are due by the second class.**
- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class times.** Cell phones are to be used outside the classroom only on designated breaks. Students are not allowed to have cell phones on their person during exams.

**COURSE OUTLINE**

**South Plains College  
Allied Health Division**

**Medical Terminology Classroom Schedule Spring 2016**

<b>Class</b>	<b>Date</b>	<b>Content Area</b>	<b>Chapters</b>
Class 1	1/19	Course Overview	
Class 2	1/26	Intro to Med Term	Chapter 1
Class 3	2/2	Body Structure	Chapter 2
Class 4	2/9	<b>Exam 1</b>	
Class 5	2/16	Muscles and Integumentary	Chapter 3
Class 6	2/23	Integumentary	Chapter 4
Class 7	3/1	GI	Chapter 5
Class 8	3/8	Urinary/Male & Female Reproductive	Chapter 6,7, 8
Class 9	3/22	<b>Exam 2</b>	
Class 10	3/29	Blood, Lymphatic, Immune and Cardiovascular	Chapters 9 and 10
Class 11	4/5	<b>Exam 3</b>	
Class 12	4/12	Respiratory and Nervous	Chapters 11 and 12
Class 13	4/19	Mental and Behavioral	Chapter 13 and 14
Class 15	4/26	Endocrine	Chapter 15
Class 16	5/3	<b>Final</b>	

**Schedule is subject to change as circumstances warrant**

**Important Dates:**

April 28

\*Last day to drop a course

## 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

## 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.

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## SCANS COMPETENCIES

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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.

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I (print name) \_\_\_\_\_ have received and read a copy of the syllabus for the **HITT 1305.202 Medical Terminology** I understand the syllabus and understand that I must comply with all requirements listed within this document to complete the course.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date