Course Syllabus

COURSE: HITT 1305-151-152
SEMESTER: FALL 2022
CLASS TIMES: INTERNET
INSTRUCTOR: Emily Snodgrass, MHA, RHIA, CCS
OFFICE: ARRANGED
OFFICE HOURS: BY APPOINTMENT
OFFICE PHONE: 806-775-9216 (Not on campus)
HOME PHONE: 806-928-2202
E-MAIL: esnodgrass@southplainscollege.edu

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

GENERAL COURSE INFORMATION

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

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 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.

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.

EVALUATION METHODS
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.

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.

LOGGING INTO 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.

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. DISCUSSION BOARD POST MUST BE IN YOUR OWN WORDS!!!

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

VERIFICATION OF WORKPLACE COMPETENCIES - CAPSTONE EXPERIENCE

TEXT AND MATERIALS

MASTERING HEALTHCARE TERMINOLOGY, 6ᵗʰ edition

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.

Inclusive Access:

Textbook: The textbook and resources for this course are available in digital format through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided to students through Blackboard from the first day of class. The fee for the e-book/resources is the lowest price available from the publisher and bookstore and is included in the student tuition/fee payment. Therefore, students do not have to purchase a separate textbook or access card for this course.

E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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 up to 20% of the book for offline access. Visit https://solve.redshelf.com/hc/en-us/requests/new for e-book issues and support.

Opting out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. Students should check with the instructor for advice before deciding to opt out because Inclusive Access is the cheapest option for most students. Students should also find out whether course work is required in an online platform like Mindtap or Connect. If so, students who opt out would be required to purchase access to that platform in addition to acquiring the e-book on their own. To opt out of the Inclusive Access e-book/resources, students need to email tfewell4texasbookcompany@gmail.com before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. Students who need assistance to opt out should contact the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for fall and spring is the twelfth class day. The census date for shorter terms varies between the second and third class day.

What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.

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 RedShelf or other links inside your Blackboard course. RedShelf (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 up to 20% of the book for offline access.

Help with TexBook issues and support: check with your professor and/or contact https://solve.redshelf.com/hc/en-us/requests/new 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 charge 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 tfewell4texasbookcompany@gmail.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: tfewell@texasbook.com / Phone: 806-716-2399

Email: agamble@texasbook.com / Phone: 806-716-461

ATTENDANCE POLICY
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 3 days per week. THIS IS A MINIMUM. This is your attendance record!**

A **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 a 'F'. Administrative withdrawal may occur if the student has not logged into the course over a four (4) day period, consistently fails to meet deadlines, or if the student fails to log into the course **three** times a week. I also reserve the right to determine excessive absences based on your progress throughout the course. Failure to complete assignments will also be deemed excessive absences and I will drop you with a F.

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

Requirements	
Section Quizzes and Exams	**70%**
Discussions assignments	**10%**
Final Exam	**20%**
Total	100%

All assignments will be graded within 4 days of due date!

ASSIGNMENT POLICY

Assigned course content, chapters in the textbook, and/or Internet readings are to be read prior to completing assignments. Assignments will be given throughout the semester and will be discussed using various communication tools. **You must login to the course 3 times a week for announcements or messages pertaining to the course.**

Quizzes-There are quizzes for each module. You will need to complete these before taking you exam. . If you will complete the exercises in your textbook and review the lessons before taking the quizzes/exams your scores will be higher. You have 2 attempts for each quiz. Make sure you answer all of the questions every time you take the quiz. If you leave unanswered questions they will be counted wrong**. These quizzes are graded!**

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!!! Exams are timed! You will be given 2 minutes per question.

DISCUSSION BOARD- The discussion board will be used for interactive discussions pertaining to materials we are covering that week. You will be required to participate in every discussion. Some discussions require more than one task so be sure to read the instructions and complete all of the parts. **These discussions will not be graded until you have met all of the requirements. Discussions must be posted on time! NO EXCEPTIONS! Discussion board post must be in your words!!!**

COMMUNICATION POLICY
- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.
- **I WILL RETURN EMAILS WITHIN 24 HOURS. If you need immediate assistance, please call me 806-928-2202.**

STUDENT CONDUCT
- Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide pages 11-14.

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 –Byron Martin 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

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. For more information, call or visit the Disability Services Office in the

Student Health & Wellness Office,   806-716-2577.

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.

SCANS COMPETENCIES

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.

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

All Assignments are due at 11:59pm!!!

Due 8-30-22
Discussion #1
Read Chapters 1, Complete Module 1– Section Quizzes and Exams

Due 9-6-22

Read Chapters 2, Complete Module 2– Section Quizzes and Exams

Due 9-13-22

Read Chapters 3, Complete Module 3– Section Quizzes and Exams

Due 9-20-22

Read Chapters 4, Complete Module 4– Section Quizzes and Exams

Due 9-27-22
Read Chapters 5, Complete Module 5– Section Quizzes and Exams

Due 10-4-22
Read Chapters 6, Complete Module 6– Section Quizzes and Exams

Due 10-11-22
Read Chapters 7, Complete Module 7– Section Quizzes and Exams

Due 10-18-22
Read Chapters 8, Complete Module 8– Section Quizzes and Exams

Due 10-25-22
Read Chapters 9, Complete Module 9– Section Quizzes and Exams

Due 11-1-22
Read Chapters 10, Complete Module 10– Section Quizzes and Exams

Due 11-8-22
Read Chapters 11, Complete Module 11– Section Quizzes and Exams
Discussion # 2

Due 11-15-22
Read Chapters 12, Complete Module 12– Section Quizzes and Exams

Due 11-22-22
Read Chapters 13, Complete Module 13– Section Quizzes and Exams

Due 11-29-22
Read Chapters 14, Complete Module 14– Section Quizzes and Exams

Due 12-6-22
Read Chapters 15, Complete Module 15– Section Quizzes and Exams

December 1ST last day to drop a class

Fall Graduation Application deadline

Due 12-13-22
Read Chapters 16, Complete Module 16– Section Quizzes and Exams
Discussion # 3

FINAL EXAM DUE DECEMBER 13, 2022

BLACKBOARD HELP OR QUESTIONS:
If you have questions or need help with Blackboard you can contact Brooke Walker.
Brooke Walker – Administrative Assistance - Blackboard Student Support
806-716-2180 - bawalker@southplainscollege.edu

I _____, have received and read a copy of this syllabus.
Date_____.

Copy and paste the above statement and put it at the end of your Introduction Discussion.