CENTRAL TEXAS COLLEGE
SYLLABUS FOR HITT 1303
MEDICAL TERMINOLOGY II
Semester Hours Credit: 3

Instructor: ____________________

Office Hours: _________________

I. INTRODUCTION

A. Course Description: A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

B. This is a required course in the Medical Office Technology associate of applied science degree and certificates, the Medical Coding and Billing associate of applied science degree and certificate, and the Medical Documentation Specialist associate of applied science degree and certificate. You will be required to demonstrate proficiency in the skills learned in this course in the internship or clinical courses.

C. This course in conjunction with other appropriate courses prepares students to enter the health-related career fields.

D. Keyboarding and document formatting skills recommended.

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of Medical Terminology II, the student will:

A. Identify, pronounce, and spell medical terms (C5, C6, C8, C19, F1, F2, F5, F7, F9, F10, F12, F15, F16).

B. Use medical terms in context (C5, C6, C8, C9, F1, F2, F10, F11, F12).

C. Utilize prefixes, suffixes, root words, and plurals to construct medical terms (C5, C6, C8, C9, F1, F2, F10, F11, F12).

D. Analyze medical terms (C5, C6, C8, F1, F2, F5, F12, F16).

E. Translate abbreviations (C5, C6, C8, F1, F2, F5, F12, F16).

F. Interpret symbols (C5, C6, C8, F1, F2, F5, F12, F16).

G. Use medical references as resource tools (C5, C6, C7, C8, C19, F1, F5, F7, F16).

January 2016
III. INSTRUCTIONAL MATERIALS

A. Instructional Materials identified for his course are viewable through www.ctcd.edu/books.

B. Supplementary Materials:
Medical dictionary and medical word book (virtual acceptable)

IV. COURSE REQUIREMENTS

A. Reading Assignments: To be successful in this course, you must read and study the textbook. Chapter assignments will be made with each lesson, and you are expected to complete all the work in the chapters including terminology reviews and chapter review exercises. Even though you may not be required to turn all work in for grading, you are still responsible for the material covered in the exercises.

B. Class Assignments: Assignments must be completed by the due date to receive full credit. Assignments may include
   a. word element studies, written, and audio terminology reviews
   b. pathological conditions reviews, diagnostic techniques and procedures outlines

C. Multimedia Activities: Interactive companion website that includes additional chapter-specific exercises. There are specific website activities for each edition of the text.

V. EXAMINATIONS

A. There will be exams (quizzes) to accompany the lessons of the course. These exams will cover information in the reading assignments, chapter exercises, and the lesson assignments. The majority of exam questions will be objective-type.

B. Due dates for completion of the lessons, including the quizzes, will be announced in the schedule provided in the online syllabus.

C. The final exam will be cumulative and composed of objective-type questions.

VI. SEMESTER GRADE COMPUTATION

A. Exams/Final 50%
B. Class Assignments 50%

100%

For this course to be used to satisfy the requirements for an Office Technology certificate, a student must make at least a grade of C. A student may repeat the course until he or she achieves a grade of C or better.
VII. NOTES AND ADDITIONAL INSTRUCTIONS

A. Withdrawal from course: It is your responsibility as a student to officially drop a
class if circumstances prevent attendance. Any student who desires to, or must,
officially withdraw from a course after the first scheduled class meeting must file
an Application for Withdrawal or an Application for Refund. The withdrawal form
must be signed by the student.
Application for Withdrawal will be accepted according to the following schedule
Friday of 3rd week for 5-week courses
Friday of 4th week for 6-week courses
Friday of 6th week for 8-week courses
Friday of 7th week for 10-week courses
Friday of 9th week for 12-week courses
Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other
lengths. The specific last day to withdraw is published each semester in the
Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W", provided the
student's attendance and academic performance are satisfactory at the time of
official withdrawal. Students must file a withdrawal application with the College
before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously
issued the student a grade of "F" or "FN" for nonattendance.

B. An Administrative Withdrawal: Results when a student is absent an excessive
number of times as defined in the current Central Texas College catalog and/or
other published amendatory documentation. In such a case, the student is dropped
from the course with a grade of F.

Under Section 51.907 of the Texas Education Code, “an institution of higher
education may not permit a student to drop more than six courses, including any
course a transfer student has dropped at another institution of higher education.”
This statue was enacted by the State of Texas in spring 2007 and applies to students
who enroll in a public institution of higher education as first-time freshmen in fall
2007 or later.

C. An Incomplete Grade: In keeping with College policy, the instructor may grant an
incomplete grade in cases in which the student had completed the majority of the
course work, but because of extenuating circumstances, is unable to complete the
requirement for the course. Prior approval from the instructor is required before the
grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the
scheduled end of the course. An IP grade can be replaced with the student’s actual
grade, including an F; but it may not be replaced with a W. At the end of the 110
calendar days if the student has not complete the remaining coursework as required by the instructor, the IP will be converted to an FI and appear as an F on the student’s official transcript.

D. **Cellular Phones**: Cellular phones will be turned off while the student is in the classroom or laboratory.

E. **Americans With Disabilities Act (ADA)**: Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Scholastic Honesty**: All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

   1. **Plagiarism**: the taking of passages or ideas from writings of others without giving proper credit to the source.

   2. **Collusion**: working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.

   3. **Cheating**: giving or receiving information on an examination, homework, or projects.

   4. Students found guilty of scholastic dishonesty are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.
VIII. COURSE OUTLINE

A. Lesson 1: The Endocrine System and the Special Senses (Chapters 13 and 14)

1. Learning Outcomes: Upon completion of Lesson 1, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify and define the nine endocrine glands and hormones secreted by these glands.
   b. Define the kinds of diabetes and the differences among the three.
   c. Identify pathological conditions relating to the endocrine system.
   d. Create medical terms pertaining to the endocrine system.
   e. Identify abbreviations relating to the endocrine system.
   f. Correctly identify and label structures of the eye and ear.
   g. Describe the processes of vision and hearing, including all pertinent anatomical structures.
   h. Identify and define pathological conditions of the eye and ear.
   i. Identify diagnostic techniques used with disorders of the eye and ear.
   j. Create medical terms relating to the eye and ear.
   k. Identify common abbreviations used with the eye and ear.

2. Learning Activities:
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. Lesson 1 Outline:
   a. Chapter 13 – The Endocrine System - anatomy and physiology of the endocrine system, pathological conditions, diagnostic techniques and procedures relating to the glands and secretions of the endocrine system
   b. Chapter 14 – The Special Senses – anatomy and physiology of the eye and ear, pathological conditions, diagnostic techniques and procedures relating to the special senses

B. Lesson 2: The Urinary System (Chapter 15)

1. Learning Outcomes: Upon completion of Lesson 2, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Identify and label structures of the kidney.
   b. List four major functions of the urinary system.
   c. Recognize common signs and symptoms of urinary system issues.
   d. Define urinary system pathological conditions.
   e. Recognize and use urinary system abbreviations.
   f. Create, spell, and pronounce urinary system medical terms.
2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 2 Outline:**
   **Chapter 15** - The Urinary System – anatomy and physiology, characteristics of urine, common signs and symptoms, pathological conditions, treatment of renal failure, diagnostic techniques and procedures relating to the urinary system

C. **Lesson 3: Reproductive Systems (Chapters 16 and 17)**

1. **Learning Outcomes:** Upon completion of Lesson 3, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify major structures of the male and female reproductive systems.
   b. List and describe male and female changes associated with puberty.
   c. Explain pathological conditions relating to the male and female reproductive systems.
   d. Identify specialized diagnostic techniques used in diagnosis and treatment of conditions of the male and female reproductive systems.
   e. Create medical terms relating to the male and female reproductive systems.
   f. Identify abbreviations common to the male and female reproductive systems.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 3 Outline:**
   a. **Chapter 16** - The Male Reproductive System - anatomy and physiology of the male reproductive system, pathological conditions including sexually transmitted diseases, and diagnostic techniques relating to the male reproductive system
   b. **Chapter 17** - The Female Reproductive System - anatomy and physiology, pathological conditions, diagnostic techniques and procedures relating to the female reproductive system
D. **Lesson 4: Obstetrics and Child Health (Chapters 18 and 19)**

1. **Learning Outcomes:** Upon completion of Lesson 4, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Define physiological changes in the female during pregnancy.
   b. State the difference between presumptive and probable signs of pregnancy.
   c. Identify diagnostic techniques used to treat obstetrical patients.
   d. List and define complications of pregnancy.
   e. Describe signs and symptoms of labor and differentiate between false and true labor.
   f. Create medical terms relating to obstetrics.
   g. Identify abbreviations common to obstetrics.
   h. Describe principles of growth and development.
   i. Specify pathological conditions and communicable diseases common to children.
   j. Create, spell, and use medical terms pertaining to pediatrics.
   k. State the recommended immunization schedule for infants and children.
   l. Distinguish between active and passive immunity.
   m. Recognize and use pediatric abbreviations.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 4 Outline:**
   a. **Chapter 18** - Obstetrics – physiological changes of pregnancy, signs and symptoms of pregnancy and labor, diagnostic techniques and procedures relating to pregnancy
   b. **Chapter 19** – Child Health - growth and development, immunizations, communicable diseases, pathological conditions, diagnostic techniques, and procedures relating to the field of pediatrics

E. **Lesson 5: Radiology and Diagnostic Imaging (Chapter 20)**

1. **Learning Outcomes:** Upon completion of Lesson 5, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Identify diagnostic techniques and procedures relating to radiology and diagnostic imaging.
   b. Identify radiological positions and/or movements.
   c. Create and use medical terms relating to radiology.
   d. Recognize and use abbreviations common to radiology.
2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 5 Outline:**
   **Chapter 20** – Radiology and Diagnostic Imaging - the uses of x-rays, high-strength magnetic fields, high-frequency sound waves, and various radioactive compounds to diagnose and treat diseases

F. **Lesson 6: Oncology and Pharmacology (Chapters 21 and 22)**

1. **Learning Outcomes:** Upon completion of Lesson 6, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Identify pathological conditions and treatments in oncology.
   b. Identify diagnostic techniques and surgical procedures used in diagnosis and treatment of cancer.
   c. List and define tumor responses to radiation therapy.
   d. Correctly spell and define common terms associated with cancer.
   e. Identify laws and governing agencies that enforce the manufacture, distribution, and use of foods, drugs, and cosmetics.
   f. Identify drug schedules for categorizing controlled substances.
   g. List drug references and sources of drugs.
   h. Explain drug identification, labeling, and classification.
   i. Identify common drug actions/interactions in the body.
   j. List different forms of drug administration.
   k. Identify common abbreviations used in pharmacology.
   l. Correctly spell and pronounce medical terms used in pharmacology.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 6 Outline:**
   a. **Chapter 21** – Oncology – the study of terms associated with cancer, the characteristics of tumors, predisposing factors for developing cancer, diagnostic techniques and procedures associated with the treatment of cancer
   b. **Chapter 22** – Pharmacology – includes the study of drugs, their sources, appearance, chemistry, actions, and uses, as well as the study of poisons, their detection, their effects, and antidotes
Lesson 7: Mental Health (Chapter 23)

1. **Learning Outcomes:** Upon completion of Lesson 7, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. List and define defense mechanisms and phobias.
   b. Identify and explain mental disorders.
   c. Identify common treatments, therapies, and tests used in mental health.
   d. Recognize and use mental health abbreviations.
   e. Correctly spell and pronounce medical terms common to mental health.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 7 Outline:**
   **Chapter 23** – Mental Health – defense mechanisms, phobias, mental disorders, and therapeutic treatments

Lesson 8: Gerontology (Chapter 24)

1. **Learning Outcomes:** Upon completion of Lesson 8, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Identify pathological conditions relating to gerontology.
   b. Describe diagnostic techniques and procedures used in diagnosis and treatment of disorders of the elderly.
   c. Recognize and use abbreviations relating to gerontology.
   d. Correctly spell and pronounce medical terms common to gerontology.

2. **Learning Activities:**
   a. Written and Audio Terminology Review (C5, C6, C8, F16)
   b. Chapter Review Exercises (F1, F2, F7, F11, F16)
   c. Medical terminology pronunciation and transcription (F5, C8, C19, F16)

3. **Lesson 8 Outline:**
   **Chapter 24** – Gerontology – changes and conditions that occur in the elderly adult