

ITT Technical Institute

HM1120

Medical Terminology for Health Care

Professionals

Onsite Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 45 (45 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

None.

Course Description:

This course introduces elements of medical terminology, such as: the foundations of medical terms used to describe the human body and its conditions; terminology for medical and surgical procedures; and recognition of common abbreviations. This course also provides a basic overview of anatomy.

Where Does This Course Belong?

The following diagram demonstrates how this course fits in the standard program:

This course is a 1st quarter course in the associate degree Medical Assisting and Administration program.

NOTE: *Refer to the catalog for the state-specific course and program information, if applicable.*

This course is required for the Medical Assisting and Administration program. This program covers the following core areas:

- Administrative Medical Assisting
- Clinical Medical Assisting
- Clinical Classification Systems
- Medication Administration
- Medical Law and Ethics
- Phlebotomy
- Electronic health records

Course Summary

Major Instructional Areas

1. Fundamental word structure for medical terms
2. Building medical terms
3. Defining medical terms
4. Analyzing medical terms
5. Spelling medical terms
6. Medical and surgical terms related to each body system
7. Abbreviations for medical terms
8. Pronouncing medical terms

Course Objectives

1. Build and interpret the medical terms that are used to document in a patient's health record.
2. Identify the basic medical terms associated with the human body.
3. Recognize, recall and apply the basic medical terms associated with the body in health and disease.
4. Recognize, recall and apply the basic medical terms associated with the skeletal and muscular systems.
5. Recognize, recall and apply the basic medical terms associated with the cardiovascular system.
6. Recognize, recall and apply the basic medical terms associated with the gastrointestinal and urinary systems.
7. Recognize, recall and apply the basic medical terms associated with the respiratory system.
8. Recognize, recall and apply the basic medical terms associated with the blood and lymphatic system.
9. Recognize, recall and apply the basic medical terms associated with the integumentary system.
10. Recognize, recall and apply the basic medical terms associated with the nervous and endocrine systems.
11. Recognize, recall and apply the basic medical terms associated with the male and female genitourinary systems and the female reproductive system.
12. Recognize, recall and apply the basic medical terms associated with the eyes, ears, nose and throat.
13. Recognize, recall and apply the basic medical terms associated with the medical specialties of psychiatry, oncology, radiology and nuclear medicine.

Learning Materials and References

Required Resources

Complete Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Turley, S. (2014). Medical Language Immerse Yourself (3 rd ed.). Upper Saddle Rivers, NJ: Pearson Education, Inc.	■		
Dorland/"Dorland's Pocket Medical Dictionary", 29 th edition 2012. St. Louis: Saunders.	■		

Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none"> ▪ Do take a proactive learning approach ▪ Do share your thoughts on critical issues and potential problem solutions ▪ Do plan your course work in advance ▪ Do explore a variety of learning resources in addition to the textbook ▪ Do offer relevant examples from your experience ▪ Do make an effort to understand different points of view ▪ Do connect concepts explored in this course to real-life professional situations and your own experiences 	<ul style="list-style-type: none"> ▪ Don't assume there is only one correct answer to a question ▪ Don't be afraid to share your perspective on the issues analyzed in the course ▪ Don't be negative about the points of view that are different from yours ▪ Don't underestimate the impact of collaboration on your learning ▪ Don't limit your course experience to reading the textbook ▪ Don't postpone your work on the course deliverables – work on small assignment components every day

Instructional Methods

The curriculum is designed to encourage a variety of teaching strategies that support the course objectives while fostering higher cognitive skills. This course will employ multiple methods to deliver content and inspire and engage you, including lectures, collaborative learning options, and hands-on activities. This course is composed of a theory component. Your progress will be regularly assessed through assignments, exams, a final exam and a final project.

Out-of-Class Work

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

Course Outline

Unit	Activities
1. Introduction to Medical Language and the Body in Health and Disease	Content Covered: Read from Turley: <ul style="list-style-type: none"> • Chapter 1, Introduction to Medical Language • Chapter 2, The Body in Health and Disease • Assignments: 1.1-1.2
2. The Skeletal and Muscular Systems	Read from Turley: <ul style="list-style-type: none"> • Chapter 8 Skeletal System • Chapter 9, Muscular System • Assignments: 2.1-2.2 • Quiz 2.1
3. Gastrointestinal and Urinary Systems	Read from Turley: <ul style="list-style-type: none"> • Chapter 3, Gastrointestinal System • Chapter 11, Urinary System • Assignments: 3.1-3.2 • Quiz 3.1 • Project 3.1
4. Respiratory System and Radiology and Nuclear Medicine	Read from Turley: <ul style="list-style-type: none"> • Chapter 4, Respiratory System • Chapter 19, Radiology and Nuclear Medicine • Assignments: 4.1-4.2 • Quiz 4.1
5. Cardiovascular and Blood and Lymphatic Systems	Read from Turley: <ul style="list-style-type: none"> • Chapter 5, Cardiovascular System • Chapter 6, Blood and Lymphatic System • Assignments: 5.1-5.2 • Quiz 5.1
6. Nervous and Endocrine Systems	Read from Turley: <ul style="list-style-type: none"> • Chapter 10, Nervous System • Chapter 14, Endocrine System • Assignments: 6.1-6.3 • Quiz 6.1
7. Integumentary System and Oncology	Read from Turley: <ul style="list-style-type: none"> • Chapter 7, Integumentary System • Chapter 18, Oncology • Assignments: 7.1-7.2 • Quiz 7.1
8. Eye, Ears, Nose and Throat	Read from Turley: <ul style="list-style-type: none"> • Chapter 15, Eye • Chapter 16, Ears, Nose and Throat • Assignments: 8.1-8.2 • Quiz 8.1
9. Female Genital and Reproductive System	Read from Turley: <ul style="list-style-type: none"> • Chapter 13, Female Genital and Reproductive System • Assignments: 9.1-9.2 • Quiz 9.1
10. Male Genitourinary System	Read from Turley: <ul style="list-style-type: none"> • Chapter 12, Male Genitourinary System • Assignments: 10.1-10.2 • Quiz 10.1

Unit	Activities
	<ul style="list-style-type: none"> Project 10.1
11. Course Review and Final Exam	Course Review <ul style="list-style-type: none"> Exam: Final Exam

Out-of-Class Work Estimated Time

Unit	Assignment	Out-of-Class in Minutes
1	Read Turley, Chapters 1-2	120
	Graded Assignment 1.1	60
	Graded Assignment 1.2	60
	Preparation for Quiz 2.1	60
2	Read Turley, Chapters 8-9	120
	Graded Assignment 2.1	60
	Graded Assignment 2.2	60
	Preparation for Quiz 3.1	60
	Work on Project 3.1	60
3	Read Turley, Chapters 3 and 11	120
	Graded Assignment 3.1	90
	Graded Assignment 3.2	60
	Preparation for Quiz 4.1	60
	Graded Project 3.1	60
4	Read Turley, Chapters 4, 19	120
	Graded Assignment 4.1	60
	Graded Assignment 4.2	60
	Preparation for Quiz 5.1	60
	Work on Project 10.1	60
5	Read Turley, Chapters 5-6	120
	Graded Assignment 5.1	60
	Graded Assignment 5.2	60
	Prep for Quiz 6.1	60
	Work on Project 10.1	60
6	Read Turley, Chapters 10, 14	120
	Graded Assignment 6.1	60
	Graded Assignment 6.2	60
	Graded Assignment 6.3	60
	Prep for Quiz 7.1	60

Unit	Assignment	Out-of-Class in Minutes
	Work on Project 10.1	60
7	Read Turley, Chapters 7, 18	120
	Graded Assignment 7.1	60
	Graded Assignment 7.2	60
	Prep for Quiz 8.1	60
	Work on Project 10.1	60
8	Read Turley, Chapters 15-16	120
	Graded Assignment 8.1	60
	Graded Assignment 8.2	60
	Prep for Quiz 9.1	60
	Work on Project 10.1	60
9	Read Turley, Chapter 13	60
	Graded Assignment 9.1	60
	Graded Assignment 9.2	60
	Prep for Quiz 10.1	60
	Work on Project 10.1	60
10	Read Turley, Chapter 12	60
	Graded Assignment 10.1	60
	Graded Assignment 10.2	60
	Work on Project 11.1	90
	Prep for final exam	240
11	Graded Project 11.1	60

Evaluation and Grading

Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	In-Class	Out-of-Class	Weight
Assignment	0%	30%	30%
Quizzes	25%	0%	25%
Final exam	25%	0%	25%
Final Project	0%	20%	20%
TOTAL	50%	50%	100%

Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

Academic Integrity

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

MAA Associate Degree CAAHEP Competencies

Cognitive Domain	Psychomotor Domain	Affective Domain
		I.A.2. Use language/verbal skills that enable patients' understanding.

MAA Associate Degree AMT Competencies

Work Area	Category	Subcategory	Competency
I. General Medical Assisting knowledge	B. Medical Terminology	1. Word Parts	a. Identify word parts: root, prefixes, and suffixes
I. General Medical Assisting knowledge	B. Medical Terminology	2. Definitions	a. Define medical terms
I. General Medical Assisting knowledge	B. Medical Terminology	3. Common abbreviations and symbols	a. Identify and understand utilization of medical abbreviations and symbols
I. General Medical Assisting knowledge	B. Medical Terminology	4. Spelling	a. Spell medical terms accurately

MAA Associate Degree AAMA Competencies

Knowledge Area	Competency
I.A. Medical Terminology	1. Word building and definitions

(End of Syllabus)