

ITT Technical Institute
HM1125
Medical Terminology for Healthcare
Professionals
Onsite and Online Course

SYLLABUS

Credit hours: 6

Contact/Instructional hours: 60 (60 Theory Hours)


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

None.

Course Description:

This course introduces elements of medical terminology, including the foundations of medical terms used to describe the human body and its conditions, the terminology for medical and surgical procedures, and common medical abbreviations and symbols.

This course also provides a basic introduction to human anatomy, organization of the body, and diagnostic procedures.



COURSE SUMMARY

COURSE DESCRIPTION

This course introduces elements of medical terminology, including the foundations of medical terms used to describe the human body and its conditions, the terminology for medical and surgical procedures, and common medical abbreviations and symbols. This course also provides a basic introduction to human anatomy, organization of the body, and diagnostic procedures.

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 LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. List practical applications for medical terminology.
2. Identify the basic medical terms associated with the human body.
3. Define and use basic prefixes and suffixes to build medical terms.
4. Apply common rules for proper medical term formation, pronunciation, and spelling.
5. Recognize, recall, and apply basic medical terms associated with the body in health and disease.
6. Build and interpret medical terms that are used for documentation in a patient health record.
7. Recognize, recall, and apply basic medical terms associated with the medical specialties of psychiatry, oncology, radiology, and nuclear medicine.
8. Using medical terminology, describe the function of different body systems and identify the major structures associated with each system.

COURSE OUTLINE

MODULE 1: INTRODUCTION TO BASIC WORD STRUCTURE

COURSE LEARNING OBJECTIVES COVERED

- List practical applications for medical terminology.

- Identify the basic medical terms associated with the human body.
- Define and use basic prefixes and suffixes to build medical terms.
- Apply common rules for proper medical term formation, pronunciation, and spelling.
- Recognize, recall, and apply basic medical terms associated with the body in health and disease.
- Build and interpret medical terms that are used for documentation in a patient health record.

TOPICS COVERED

- Word Analysis
- Rules for Recognizing and Building Medical Terms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Chabner, D-E., Chapter 1.	No	3.5 hrs
Lesson: Study the lesson for this module.	No	3 hrs
Exercise 1: Submit the exercise titled "Terminology Formation Basics 1."	Yes	3.5 hrs
Exercise 2: Submit the exercise titled "Terminology Formation Basics 2."	Yes	1 hr
Quiz: Prepare for Quiz 1.	No	2 hrs

Total Out-Of-Class Activities: 13 Hours

MODULE 2: ORGANIZATION OF THE BODY

COURSE LEARNING OBJECTIVES COVERED

- List practical applications for medical terminology.
- Identify the basic medical terms associated with the human body.
- Define and use basic prefixes and suffixes to build medical terms.
- Apply common rules for proper medical term formation, pronunciation, and spelling.
- Recognize, recall, and apply basic medical terms associated with the body in health and disease.
- Build and interpret medical terms that are used for documentation in a patient health record.
- Recognize, recall, and apply basic medical terms associated with the medical specialties of psychiatry, oncology, radiology, and nuclear medicine.
- Using medical terminology, describe the function of different body systems and identify the major structures associated with each system.

TOPICS COVERED

- Body Systems
- Body Cavities
- Planes of the Body
- Abbreviations
- Analyzing, Defining, Spelling, and Pronouncing Medical Terms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Chabner, D-E., Chapter 2, Appendix 1, and Appendix 3 (pp. 314–323).	No	8 hrs
Lesson: Study the lesson for this module.	No	4 hrs
Exercise 1: Submit the exercise titled “Body Systems Terminology and Medical Abbreviations.”	Yes	4 hrs
Exercise 2: Submit the exercise titled “Body Systems Terminology: Spelling and Pronunciation.”	Yes	3.5 hrs

Exercise 3: Submit the exercise titled "Parts of the Body."	Yes	1.5 hrs
Project: Read and begin the project.	No	1 hr
Quiz: Take Quiz 1.	Yes	N/A
Exam: Prepare for Exam 1.	No	2 hrs

Total Out-Of-Class Activities: 24 Hours

MODULE 3: SUFFIXES

COURSE LEARNING OBJECTIVES COVERED

- List practical applications for medical terminology.
- Identify the basic medical terms associated with the human body.
- Define and use basic prefixes and suffixes to build medical terms.
- Apply common rules for proper medical term formation, pronunciation, and spelling.
- Recognize, recall, and apply basic medical terms associated with the body in health and disease.
- Build and interpret medical terms that are used for documentation in a patient health record.
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TOPICS COVERED

- Diagnostic Suffixes
- Procedural Suffixes
- Diagnostic Tests and Procedures
- Analyzing, Defining, and Spelling Medical Terms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Chabner, D-E., Chapter 3 and Appendix 2.	No	5.5 hrs
Lesson: Study the lesson for this module.	No	4 hrs
Exercise 1: Submit the exercise titled “Medical Terminology: Suffixes and More.”	Yes	4.5 hrs
Exercise 2: Submit the exercise titled “Diagnostic Tests and Procedures.”	Yes	4.5 hrs
Project: Submit Project Part 1.	Yes	5 hrs
Exam: Take Exam 1.	Yes	N/A
Quiz: Prepare for Quiz 2.	No	2 hrs

Total Out-Of-Class Activities: 25.5 Hours

MODULE 4: PREFIXES

COURSE LEARNING OBJECTIVES COVERED

- Identify the basic medical terms associated with the human body.
- Define and use basic prefixes and suffixes to build medical terms.
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- Recognize, recall, and apply basic medical terms associated with the body in health and disease.
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- Using medical terminology, describe the function of different body systems and identify the major structures associated with each system.

TOPICS COVERED

- Medical Prefixes
- Prefixes Related to Time, Location, and Number
- Contrasting Prefixes
- Analyzing, Defining, Spelling, and Pronouncing Medical Terms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Chabner, D-E., Chapter 4.	No	3.5 hrs
Lesson: Study the lesson for this module.	No	4 hrs
Exercise 1: Submit the exercise titled “Medical Terminology: Prefixes and More.”	Yes	3.5 hrs
Exercise 2: Submit the exercise titled “Medical Terminology: Spelling and Pronunciation.”	Yes	3.5 hrs
Exercise 3: Submit the exercise titled “Word Parts.”	Yes	3.5 hrs
Quiz: Take Quiz 2.	Yes	N/A
Exam: Prepare for Exam 2.	No	2 hrs

Total Out-Of-Class Activities: 20 Hours

MODULE 5: MEDICAL SPECIALISTS

COURSE LEARNING OBJECTIVES COVERED

- Identify the basic medical terms associated with the human body.
- Define and use basic prefixes and suffixes to build medical terms.
- Apply common rules for proper medical term formation, pronunciation, and spelling.
- Recognize, recall, and apply basic medical terms associated with the body in health and disease.
- Build and interpret medical terms that are used for documentation in a patient health record.
- Recognize, recall, and apply basic medical terms associated with the medical specialties of psychiatry, oncology, radiology, and nuclear medicine.
- Using medical terminology, describe the function of different body systems and identify the major structures associated with each system.

TOPICS COVERED

- Medical Specialists and Specialties
- Abbreviations
- Acronyms
- Symbols
- Eponyms
- Analyzing, Defining, Spelling, and Pronouncing Medical Terms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Chabner, D-E., Chapter 5 (pp. 175–184 and 204–210) and Appendix 3 (pp. 324–330).	No	4 hrs
Lesson: Study the lesson for this module.	No	4 hrs
Exercise 1: Submit the exercise titled “Medical Terminology: Medical Specialists, Specialties, and More.”	Yes	4 hrs
Exercise 2: Submit the exercise titled “Abbreviations, Acronyms, Symbols, and Eponyms.”	Yes	3 hrs
Exercise 3: Submit the exercise titled “Medical Specialties and Specialists.”	Yes	3 hrs

Exam: Take Exam 2.	Yes	N/A
Final Exam: Prepare for the final exam.	No	5 hrs
Project: Begin work on Project Part 2.	No	1 hr

Total Out-Of-Class Activities: 24 Hours

MODULE 6: CASE REPORTS

COURSE LEARNING OBJECTIVES COVERED

- List practical applications for medical terminology.
- Identify the basic medical terms associated with the human body.
- Define and use basic prefixes and suffixes to build medical terms.
- Apply common rules for proper medical term formation, pronunciation, and spelling.
- Recognize, recall, and apply basic medical terms associated with the body in health and disease.
- Build and interpret medical terms that are used for documentation in a patient health record.
- Recognize, recall, and apply basic medical terms associated with the medical specialties of psychiatry, oncology, radiology, and nuclear medicine.
- Using medical terminology, describe the function of different body systems and identify the major structures associated with each system.

TOPICS COVERED

- Case Reports
- Analyzing, Defining, Spelling, and Pronouncing Medical Terms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Chabner, D-E., Chapter 5.	No	1.5 hrs
Lesson: Study the lesson for this module.	No	4 hrs
Exercise: Submit the exercise titled “Case Reports.”	Yes	3 hrs
Project: Submit Project Part 2.	Yes	5 hrs
Final Exam: Take the final exam.	Yes	N/A

Total Out-Of-Class Activities: 13.5 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

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

CATEGORY	WEIGHT
Exercise	10%
Quiz	20%
Exam	35%
Final Exam	15%
Project	20%
TOTAL	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%

LEARNING MATERIALS AND REFERENCES**REQUIRED RESOURCES****COMPLETE TEXTBOOK PACKAGE**

- Chabner, D-E. (2015). *Medical terminology: A short course (7th ed.)*. St. Louis, MO: Saunders.

OTHER ITEMS

- Dorland (2012). *Dorland's pocket medical dictionary (29th ed.)*. St. Louis, MO: Saunders.

RECOMMENDED RESOURCES

- Books and Professional Journals
 - Brooks, D. L. & Brooks, M. L. (2013). *Basic medical language (4th ed.)*. St. Louis, MO: Elsevier Mosby.
 - Leonard, P. C. (2014). *Building a medical vocabulary with Spanish translation (9th ed.)*. St. Louis, MO: Elsevier Mosby.
 - Shiland, B. J. (2013). *Mastering healthcare terminology (4th ed.)*. St. Louis, MO: Elsevier.
- Professional Associations
 - American Association of Medical Assistants
- ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)
 - Basic Search>
 - Freeman King, J. (2014). Is there a need to change medical terminology used with parents of children who are deaf? *Exceptional Parent*, 44(6), 49-50.
 - Gylys, B. A., & Masters, R. M. (2010). *Medical terminology simplified: A programmed learning approach by body system*. Philadelphia: F.A. Davis Co.
 - Hutton, A. (2002). Introduction to medical terminology for health care: A self-teaching package. [N.p.]: Churchill Livingstone.

- Venes, D. (2013). Taber's cyclopedic medical dictionary. Philadelphia, PA: F.A.

Davis. Other References

- [MedicineNet.com](http://www.medicinenet.com)
- Online Dictionary. Medical Dictionary Alphabetically
<http://dictionary.reference.com/medical>
- Medilexicon Medical Dictionaries, Drugs and Medical Searches
<http://www.medilexicon.com/>

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as group work, word flash cards, spelling quizzes, quizzes, exam, practice word pronunciation, and recording of medical terminology from audio files. Your progress will be regularly assessed through a variety of assessment tools including exercises, quizzes, exams, a project, and a final exam.

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.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)