Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title: Medical Terminology I
Course Prefix and Number: HITT 1305
Department: Health Information Technology
Division: Allied Health
Course Type: (check one)

☐ Academic General Education Course (from ACGM – but not in WCJC Core)
☐ Academic WCJC Core Course
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y ☒ or N ☐)

Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #: 3:3:0

Equated Pay hours for course - 3

Course Catalog Description: Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Prerequisites/Co-requisites: None.

Prepared by: Debbie Lutringer
Date: 09/17/2013

Reviewed by Department Head: Debbie Lutringer
Date: 09/17/2013

Accuracy Verified by Division Chair: Carol Derkowski
Date: 04/04/2014

Approved by Dean or Vice President of Instruction: Amy LaPan
Date: 4-4-2014
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

A. Introduction
B. Word Analysis
   1. Roots
   2. Prefixes
   3. Suffixes
C. The Body in Health and Disease
D. Digestive System
E. Respiratory System
F. Cardiovascular System
G. Hematology and Immunology
H. Dermatology – Integumentary System
I. Orthopedics – Skeletal and Muscular System
J. Nervous System
K. Urinary System
L. Male Genitourinary and Reproductive System
M. Female Genital and Reproductive System
N. Endocrine System
O. Ophthalmology
P. Otolaryngology
Q. Psychiatry
R. Oncology
S. Radiology and Nuclear Medicine

II. Course Learning Outcomes

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Methods of Assessment</th>
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<tbody>
<tr>
<td>Identify, pronounce, and spell medical terms; use terms in context.</td>
<td>Written exam, exercises, oral exercises</td>
</tr>
<tr>
<td>Utilize prefixes, suffixes, root words, and plurals to construct medical terms, analyze medical terms.</td>
<td>Written exam</td>
</tr>
<tr>
<td>Translate abbreviations and interpret symbols.</td>
<td>Written exam</td>
</tr>
</tbody>
</table>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.


IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Lecture/Lab classroom. Instructor must have training in and access to all appropriate technology for www.courses.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Grading scale:
- 93 – 100%  A
- 85 – 92%    B
- 78 – 84%    C
Final evaluation in the course will be based on grades achieved during the semester and the final exam.

- Quizzes/Assignments: 20%
- Chapter Exams: 30%
- Midterm Exam: 20%
- Final Exam – Comprehensive: 30%

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Checklist, including the following:
   - Basic Intellectual Competencies
   - Perspectives
   - Exemplary Educational Objectives

☒ - WECM Courses
   If needed, revise the Program SCANS Matrix & Competencies Checklist.