

BRAZOSPORT COLLEGE

LAKE JACKSON, TEXAS

SYLLABUS

**HITT 1305: MEDICAL TERMINOLOGY I
ONLINE VERSION**

COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT

CATALOG DESCRIPTION

HITT 1305 Medical Terminology I. CIP 5107070016

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.

This is a totally online course using the Desire2Learn Environment.

Formerly POFM 1313. (3 SCH, 3 lecture, 0 lab)

Prerequisites: None

Required skill level code: Not applicable

PREPARED BY: _____ DATE: _____
INSTRUCTOR

RECOMMENDED BY: _____ DATE: _____
DIVISION CHAIRMAN

RECOMMENDED BY: _____ DATE: _____
DEAN

APPROVED: _____ DATE: _____

The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.

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COURSE EVALUATION

STUDENT EVALUATION

- A. Weekly tests will account for no more than 60% of the total grade.
- B. Daily Work will account for no more than 20% of the total grade.
- C. Final Exam will account for no more than 20% of the total grade.

INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review student grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

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COURSE CONTENT

GENERAL GOALS/OBJECTIVES

To develop user proficiency in the use of the terminology associated with the medical field through an acquired understanding of combining forms, prefixes, and suffixes.

To develop a working familiarity with medical conditions, procedures, diagnoses, treatments, and pharmacology in all fields of the medical industry.

SPECIFIC GOALS/OBJECTIVES

Students should be able to demonstrate their understanding and use of medical terms by:

1. Dividing medical words into their component parts.
2. Finding the meaning of basic combining forms, prefixes, and suffixes of the medical language.
3. Using the combining forms, prefixes, and suffixes to build medical words.
4. Naming the organs of the following systems and describing their location and function: digestive, urinary, male/female reproductive, nervous, cardiovascular, respiratory, blood, lymphatic, immune, musculoskeletal, and endocrine systems; the skin; and the sense organs.
5. Relating the medical terms to the structure and function of the human body.
6. Demonstrating their awareness of spelling and pronunciation problems.
7. Listing and explaining various laboratory tests.
8. Listing and explaining various clinical procedures.
9. Defining various pathological conditions affecting different body systems.
10. Listing and explaining various abbreviations that pertain to the different body systems.
11. Describing medical terms related to the pathological appearance and growth and spread of tumors.
12. Defining terms related to the causes, diagnosis, and treatment of cancer.
13. Recognizing the combining forms, procedures, tests, and abbreviations that pertain to cancer medicine.
14. Identifying the physical properties of x-rays.
15. Describing the diagnostic and therapeutic techniques used by radiologists and radiotherapists.

16. Defining terms used in the specialties of radiology, nuclear medicine, and radiation therapy.
17. Identifying the various subspecialty areas of pharmacology.
18. Identifying the various routes of drug administration.
19. Defining medical terms using combining forms, prefixes, and suffixes that relate to pharmacology.
20. Defining terms that describe major psychiatric disorders.
21. Identifying terms that describe psychiatric symptoms.
22. Defining different types of therapy for psychiatric disorders.
23. Defining combining forms, suffixes, prefixes, and abbreviations related to psychiatry.

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LEARNING OUTCOMES

1. Define terms and abbreviations which apply to the structural organization of the body.
Student will achieve 70% on exam.
2. Recognize and analyze terms and their components from a list including prefixes, suffixes, roots, and combining forms.
Student will achieve 70% on exam.
3. Identify correct pronunciation, spelling, and definitions of medical terms.
Student will achieve 70% on exam.
4. Correctly interpret the contents of a written patient scenario.
Student will achieve 70% on exam.
5. Demonstrate the use of medical references as resource tools.
Student will achieve 70% on exam.

**BRAZOSPORT COLLEGE
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HITT 1305 MEDICAL TERMINOLOGY I
ONLINE VERSION**

Instructor: Stokes-Robinson, Ivory

Office Phone:

Alt. Phone: (979) 230-3229 Division Secretary

Office: off campus

E-mail: ivorycrobinson@yahoo.com

COURSE DESCRIPTION

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. This course is totally online using Desire2Learn software. CIP 5107070016 (3 SCH, 3 lecture, 0 lab)

PREREQUISITES

None.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Author: Chabner, Language of Medicine-w/cd; 9th edition; Elsevier/Saunders

Dorland's Pocket Medical Dictionary-Indexed w/cd; Elsevier/Saunders

Author: Taber, Taber's Cyclopedic Medical Dictionary-Indexed; Davis, FA

LAB REQUIREMENTS

None.

ATTENDANCE AND WITHDRAWAL POLICIES

The class meets for three lecture hours per week.

Each student will spend at least three hours per week preparing for class. Students will be expected to participate in individual, group, and class activities as directed by the instructor. Class attendance is critical.

Students will be dropped if they miss more than 20% of the classes before the drop date. Tardies and leaving early will count as part of an absence.

Fall and Spring 15-week Semesters	
Class Meetings	Maximum absences before being dropped
One per week	2
Two per week	4

Students are also expected to take care of the equipment in the classroom. **PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.**

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the

student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

COURSE REQUIREMENTS AND GRADING POLICIES

To master the course objectives and to fulfill the requirements of the course you will be asked to complete 13 chapter exams and participate in the class through your contributions to the class discussion board in the form of five discussion questions and replies.

Guidelines for Preparing and Submitting Tests and Discussion Questions:

- All Exams are to be submitted to your D2L account.
- Discussion questions are graded for content and style. They should be your original work and demonstrate evidence you are familiar with the readings from the assigned textbook or internet research.
- Craft well-written sentences and paragraphs organizing your thoughts carefully. As a general rule the more time you spend on your essays the better the quality.
- Avoid using chunks of direct wording from your text.
- Spelling and grammar check are helpful tools but cannot completely substitute for careful proof-reading. Although this is not an English composition course, careful attention to well-crafted sentences and paragraphs will greatly enhance the quality and the grade value of your work.
- Each discussion answer should be at least 200 words.
- Late assignments are penalized ten point per day. Check the course calendar often. You may submit assignments early.

Guidelines for Class Participation on the Discussion Board:

- During the course of the semester you will be asked to contribute your comments and opinions on topics introduced on the Discussions page.
- Feel free to express your opinions and to disagree with one another as long as your comments are civil and respectful.
- Posts to the discussion board should be in complete sentences with careful attention to spelling and grammar standards.
- Posts may be in the form of your original response and replies to the comments made by others.
- Topics on the Discussion board will have start and end dates. After a topic is closed no further postings may be added to that topic. Monitor the discussion board on a regular basis.

Course Grade Formula:

The course grade will be awarded based on the completion of exams and class participation.

Each essay exam will have a possible value of 100 points.

The class participation grade will be based on your participation in contributing to the discussion items. The participation grade will be a numeric grade with a possible value of 100 points. The discussion grade will be a cumulative grade posted at the end of the course.

Grades and current course grade status will be available for you to view in the D2L Grade Book.

The final course grade is awarded based on the work submitted by May 6, 2012. No incompletes are assigned.

The student's final grade is determined by the following percentage breakdown:

		Weekly Tests	60%		
		Daily Work	20%		
		Final Exam	20%		
			<hr/>		
			100%		
Course Average:	100-90%	89-80%	79-70%	69-60%	Less than 60%
Course Grade:	A	B	C	D	F

TESTING

1. Sixty percent of the student's grade will be based on an average of weekly tests. These tests will be over the material covered in the previous class meeting
2. Twenty percent of the student's grade will be based on an average of the daily work grades.
3. Twenty percent of the student's grade will be based on an average of the unit exams given during the course.

MAKE-UP POLICY

Daily work, not turned in because of an absence, must be turned in by the next class meeting in order to receive credit.

Any student missing a weekly test will receive a zero for that quiz. The grade received on the Final Exam may substitute for one missed quiz grade.

STUDENT RESPONSIBILITIES

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course:

Time Management
Understanding the Syllabus Requirements
Communicating with the Instructor
Class Participation
Completing Course Work

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, etc.

Not applicable.

SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see **Addendum A**.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. (Click on the link found on the right side of the homepage.)

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in Learning Services (see www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call (979) 230-3253).

To contact the Computer Technology & Office Administration Division, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.

Addendum A

SCANS COMPETENCIES		
HITT 1305 Medical Terminology I (ONLINE VERSION)		
Competency Reference		Application
1.	Resource	Deadlines are assigned to exercises, with penalties awarded when the deadlines are not met.
	Time Management,	
	Facilities/Materials, Human Resources	
2.	Interpersonal	Communicate ideas to justify position in discussing terminology. Contributes to group effort through discussions.
	Leadership,	
	Part. as Team Member, Works with Diversity	
3.	Information	Acquires knowledge to interpret and combine medical terms, prefixes, and suffixes. Able to combine medical terms, suffixes, and prefixes to use the correct medical words. Able to combine medical terms, suffixes, and prefixes to understand medical words.
	Acquiring,	
	Organizing,	
	Interpreting	
4.	Systems, Understanding	
	Organizational Systems,	
	Technological Systems, Social Systems	
5.	Technology	Utilizes optional software to reinforce learning.
	Selecting,	
	Applying, Maintaining	
6.	Basic Skills	Develop effective communication skills to produce clear messages in speaking and in presenting topics.
	Reading, Writing,	
	Mathematics, Speaking, Listening	
7.	Thinking Skills	Recognizes problem and devises and implements plan of action in solving case studies.
	Decision Making,	
	Problem Solving, Learning Techniques	
8.	Personal Qualities	Sets personal and professional goals. Following instructions and making up assignments are students responsibility. Demonstrates understanding, friendliness, and politeness in group settings. Believes in own self-worth and maintains a positive view of self. Displays ethical and business-like conduct at all times.
	Responsibility,	
	Sociability, Integrity/Honesty	

GENERAL SCHEDULE
for
Medical Terminology ONLINE

Ivory Robinson

WEEK	TOPIC	EXAM GRADE
1	Introduction/ Lecture Ch. 1-2: Ch 1: Basic Word Structure Ch 2: Terms Pertaining to the Body as a Whole	
2	Exam Ch. 1-2/ Lecture Ch. 3-4: Ch 3: Suffixes Ch 4: Prefixes	
3	Exam Ch. 3-4/ Lecture Ch. 5-6: Ch 5: Digestive System Ch 6: Additional Suffixes and Digestive System Terminology	
4	Exam Ch. 5-6/ Lecture Ch. 7: Ch 7: Urinary System	
5	Exam Ch. 7/ Lecture Ch. 17-18: Ch 17: Sense Organs: The Eye and The Ear Ch 18: Endocrine System	
6	Exam Ch. 17-18/ Lecture Ch. 8-9: Ch 8: Female Reproductive System Ch 9: Male Reproductive System	
7	Exam Ch. 8-9/ Lecture Ch. 10: Ch 10: Nervous System	
8	Exam Ch. 10/ Lecture Ch. 11 Ch 11: Cardiovascular System	
9	Exam Ch. 11/ Lecture Ch. 12: Ch 12: Respiratory System	
10	Exam Ch. 12/ Lecture Ch. 13-14 Ch 13: Blood System Ch 14: Lymphatic and Immune Systems	
11	Exam Ch. 13-14/ Lecture Ch. 15 Ch 15: Musculoskeletal System	
12	Exam Ch. 15/ Lecture Ch. 16 Ch 16: Skin (Integumentary System)	
13	Exam Ch. 16/ Lecture Ch. 19-22 (no quiz) Ch. 19: Cancer Medicine (Oncology) Ch. 20: Radiology and Nuclear Medicine Ch. 21: Pharmacology Ch. 22: Psychiatry	
14	Prepare for Final Exam	
15	Comprehensive Final Exam	