

**BRAZOSPORT COLLEGE**

**LAKE JACKSON, TEXAS**

**SYLLABUS**

**HITT 1305: MEDICAL TERMINOLOGY**

**COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT**

**CATALOG DESCRIPTION**

**HITT 1305 Medical Terminology CIP5107070016**

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. (3 SCH, 3 lecture, 0 lab)

*Required skill level code: Not applicable.*

PREPARED BY:

\_\_\_\_\_  
INSTRUCTOR

DATE:

\_\_\_\_\_

RECOMMENDED BY:

\_\_\_\_\_  
DIVISION CHAIRMAN

DATE:

\_\_\_\_\_

RECOMMENDED BY:

\_\_\_\_\_  
DEAN

DATE:

\_\_\_\_\_

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.*

**SYLLABUS**  
**HITT 1305: MEDICAL TERMINOLOGY**

**COURSE EVALUATION**

**STUDENT EVALUATION**

1. Weekly tests will account for no more than 50% of the total grade.
2. Discussions/replies will account for no more than 10% of the total grade.
3. Daily work will account for no more than 10% of the total grade.
4. Mid-Term will account for no more than 10% of the total grade.
5. Final Exam will account for no more than 20% of the total grade.

**INSTRUCTOR EVALUATION**

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

**DEPARTMENT EVALUATION OF COURSE**

1. Faculty and the Division Chair will review student grades and withdrawal trends.
2. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

**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.

#### 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.*

#### INSTRUCTOR CONTACT INFORMATION

Instructor: Ivory Stokes-Robinson	Office: D222
Office Phone: (979) 230-3361	E-mail: ivory.stokes-robinson@brazosport.edu
Alt. Phone: (979) 230-3229	

#### 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.

#### PREREQUISITES

None.

#### TEXTBOOK OR COURSE MATERIAL INFORMATION

Author: Chabner, Language of Medicine-w/cd or without; 11<sup>th</sup> edition; Elsevier/Saunders - Required

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

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

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

#### LAB REQUIREMENTS

None.

## COURSE SCHEDULE

WEEK	TOPIC	Exam Grade
1	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Read Chp 1-2</li> <li>• Ch 1: Basic Word Structure</li> <li>• Ch 2: Terms Pertaining to the Body as a Whole</li> </ul>	
2	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 1-2</b></li> <li>• Read Chapter 3-4</li> <li>• Ch 3: Suffixes</li> <li>• Ch 4: Prefixes</li> </ul>	
3	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 3-4</b></li> <li>• Read Ch. 5-6:</li> <li>• Ch 5: Digestive System</li> <li>• Ch 6: Additional Suffixes and Digestive System Terminology</li> </ul>	
4	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 5-6</b></li> <li>• Read Ch. 7:</li> <li>• Ch 7: Urinary System</li> </ul>	
5	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 7</b></li> <li>• Lecture Ch. 8-9:</li> <li>• Ch 8: Female Reproductive System</li> <li>• Ch 9: Male Reproductive System</li> </ul>	
6	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 8-9</b></li> <li>• Read Ch. 10:</li> <li>• Ch 10: Nervous System</li> </ul>	
7	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 10</b></li> <li>• Read Ch. 11</li> <li>• Ch 11: Cardiovascular System</li> </ul>	
8	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 11</b></li> <li>• Lecture Ch. 12:</li> <li>• Ch 12: Respiratory System</li> </ul>	
9	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 12</b></li> <li>• Lecture Ch. 13-14</li> <li>• Ch 13: Blood System</li> <li>• Ch 14: Lymphatic and Immune Systems</li> </ul>	
10	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 13-14</b></li> <li>• Read Ch. 15</li> <li>• Ch 15: Musculoskeletal System</li> </ul>	
11	<ul style="list-style-type: none"> <li>• <b>Exam Ch. 15 &amp; 16</b></li> <li>• Lecture Ch. 16</li> </ul>	



	<ul style="list-style-type: none"> <li>Ch 16: Skin (Integumentary System)</li> </ul>	
12	<ul style="list-style-type: none"> <li><b>Exam Ch. 17-18</b></li> <li>Read Ch. 17-18</li> <li>Ch 17: Sense Organs: The Eye and The Ear</li> <li>Ch 18: Endocrine System</li> </ul>	
13	<ul style="list-style-type: none"> <li><b>Exam Ch. 19-20</b></li> <li>Read Ch. 21-22</li> <li>Ch. 21: Pharmacology</li> <li>Ch. 22: Psychiatry</li> </ul>	
14	<ul style="list-style-type: none"> <li><b>Exam Ch. 21-22</b></li> <li>Prepare for Final Exam</li> </ul>	
15	Comprehensive Final Exam	

### ATTENDANCE AND WITHDRAWAL POLICIES

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.

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. The instructor may withdraw students for non-participation or excessive absences. Students will be dropped if they miss more than 20% of the classes before the drop date. Tardiness and leaving early will count as part of an absence" – Non participation for online classes is not logging in for more than 2 weeks. Face to face classes is missing more than 2 weeks.

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

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

Weekly Tests: 50%  
Discussions: 10%  
Daily Work 10%  
Mid-Term 10%  
Final Exam: 20%  


---

100%

## 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. Ten percent of the student's grade will be based on an average of the discussions and responses.
3. Ten percent of the grade will be based on discussion questions/response
4. Ten percent of the grade will be based on a Mit-Term
5. Twenty percent of the student's grade will be based on the final exam.

## MAKE-UP POLICY

Any student missing a weekly test will receive a zero for that quiz. Make-up work will be at the discretion of the instructor for an excused absence as determined by the instructor.

## 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
- 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>.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in a zero in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

## STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, Special Populations Counselor, 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](http://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 the Learning Assistance Center (LAC) (see [www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx](http://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		
Competency		HITT 1305 Medical Terminology I Application
Reference		
1.	<b>Resource</b> Time Management, Facilities/Materials, Human Resources	Deadlines are assigned to exercises, with penalties awarded when the deadlines are not met.
2.	<b>Interpersonal</b> Leadership, Part. as Team Member, Works with Diversity	Communicate ideas to justify position in discussing terminology. Contributes to group effort through discussions.
3.	<b>Information</b> Acquiring, Organizing, Interpreting	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.
4.	<b>Systems Understanding</b> Organizational Systems,	

	Technological Systems, Social Systems	
5.	<b>Technology</b> Selecting, Applying, Maintaining	Utilizes optional software to reinforce learning.
6.	<b>Basic Skills</b> Reading, Writing, Mathematics, Speaking, Listening	Develop effective communication skills to produce clear messages in speaking and in presenting topics.
7.	<b>Thinking Skills</b> Decision Making, Problem Solving, Learning Techniques	Recognizes problem and devises and implements plan of action in solving case studies.
8.	<b>Personal Qualities</b> Responsibility, Sociability, Integrity/Honesty	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.