

Department : Office Systems Technology
Course Title : Medical Terminology 1
Section Name : HITT 1205
Start Date : 8-27-12
End Date : 12-10-12
Modality : Face to Face
Credits : 2

This syllabus may be subject to change during the semester. Please check it frequently for any changes that may occur.

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426

Office Hours: Monday and Wednesday 8 am to 9 am
10 am to 12 pm

Tuesday and Thursday 9:30 am to 11:30 am

Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition/analysis, definitions, spelling, pronunciation and combination of medical terms from prefixes, suffixes, roots, and combining forms; identify correct pronunciation, spelling and definitions of medical terms; and interpret correctly the contents of a written patient scenario

Prerequisites/Corequisites

None

ICO- 1, 2, 3, 4)

Course Objectives

Demonstrate ability to work with diverse groups as a team or individually

2. Demonstrate knowledge of integumentary system.
 3. Demonstrate knowledge of reproductive systems.
 4. Demonstrate knowledge of mental disorders and pharmacology.
 5. Demonstrate knowledge of nervous system.
 6. Demonstrate knowledge of urinary system.
 7. Demonstrate knowledge of digestive system.
 8. Demonstrate knowledge of respiratory system.
 9. Demonstrate knowledge of lymphatic and immune systems
 10. Demonstrate knowledge of cardiovascular system.
 11. Demonstrate knowledge of muscular system.
 12. Demonstrate knowledge of skeletal system.
 13. Demonstrate mastery of terminology with a minimum of a least 70 percent accuracy.
 14. Listen and speak well enough to explain procedures.
 15. Acquire and evaluate information.
 16. Communicate written thoughts.
 17. Read patient records.
 18. Demonstrate use of correct language skills, grammar, and punctuation.
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Required Materials

Medical Terminology Simplified 4th Ed
With Term Plus CD and 2 audio CD's
Barbara Gylys

ISBN 0-8036-2302

1 ream computer paper

Assignment Schedule

Due Date	Assignment	Description
Sept 5	Quiz 1 Computer Assignments Vocabulary Recitation	Quiz word list 1 Chapter 1- Introduction Vocabulary List 1
Sept 10 Sept 12	Test 1 Quiz 2 Computer Assignments Vocabulary Recitation	Chapter 1 and 2 Introduction and Body Structure Quiz Word List 2 Chapter 2- Body Structure Vocabulary List 2
Sept 19	Quiz 3 Computer Assignments Vocabulary Recitation	Quiz Word List 3 Chapter 3- Integumentary Vocabulary List 3
Sept 26 Sept 26	Quiz 4 Computer Assignments Vocabulary Recitation Test 2	Quiz Word List 4 Chapter 4- Respiratory Vocabulary List 4 Chapters 3 and 4 Integumentary and Respiratory
Oct 3	Quiz 5 Computer Assignments Vocabulary Recitation	Quiz Word List 5 Chapter 5 Cardiovascular AND Lymphatic Systems Vocabulary List 5

Oct 10	Quiz 6 Computer Assignments Vocabulary Recitation	Quiz Word List 6 Chapter 6 – Digestive System Vocabulary List 6
Oct 15 Oct 17	Test 3 Quiz 7 Computer Assignments Vocabulary Recitation	Chapters 5 and 6 Cardiovascular, Lymphatic and Digestive Systems Quiz Word List 7 Chapter 7 -Urinary System Vocabulary List 7
Oct 24	Quiz 8 Computer Assignments Vocabulary Recitation	Quiz Word List 8 Chapter 8- Reproductive Systems Vocabulary List 8
Oct 31	Quiz 9 Computer Assignments Vocabulary Recitation	Quiz Word List 9 Chapter 9 Endocrine AND Nervous Systems Vocabulary List 9
Oct 31 Nov 7	Test 4 Quiz 10 Computer Assignments Vocabulary Recitation	Chapter 7 and 8 Urinary and Reproductive Systems Quiz Word List 10 Chapter 10- Musculoskeletal System Vocabulary List 10
Nov 14	Quiz 11 Computer Assignments Vocabulary Recitation	Quiz Word List 11 Chapter 11- Special Senses Vocabulary List 11
Dec 5	Test 5	Chapters 9,10 and 11 Endocrine, Nervous and

		Musculoskeletal Systems Special Senses
Dec 10	Final	Comprehensive Final

Grading Policy

Grading- This class is graded on points system. Here is a breakdown of the points available.

Quizzes	120
Vocabulary	55
Computer	280
Vocabulary Final	30
Tests	476
Final	256
Total points=	1217

Distribution:

1095-1217= A
973-1094 = B
852-972 = C
730-851 = D
729 and below= F

Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

You have 5 days from the date that the grades are posted to dispute

that grade. After that, I will not change your grade. It is up to you to check your grades weekly to make sure that assignment grades were posted correctly.

Scholastic Dishonesty (directly from the [Student Handbook](#))

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

1. Copying from another student's test paper
2. Using test materials not authorized by the person administering the test
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator
4. Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test
5. The unauthorized transporting or removal, in whole or in part, the contents of the unadministered test
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test
7. Bribing another person to obtain an unadministered test or information about an unadministered test

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY:

Class attendance and preparation are essential in order to gain a full understanding of this course.

Student attendance at EVERY class is expected. More than **five (5) absences** will jeopardize your grade. Your final grade average will drop one point for every absence over five.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,

- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
 3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.**