

**Department** : Office Systems Technology  
**Course Title** : Medical Terminology 1  
**Section Name** : HITT 1205  
**Start Date** : 01/18/11  
**End Date** : 05/06/11  
**Modality** : Web  
**Credits** : 2

## Instructor Information

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

Office Hours:        MW 8:00 am to 12:00 pm  
                              TTH 11:00 am to 12:00 pm  
                              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

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### Prerequisites/Corequisites

None

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### Scans

1,2,3,4,5,6,8,9,11

### Course Objectives

- Demonstrate ability to work with diverse groups as a team or individually.(5)
2. Demonstrate knowledge of integumentary system. (6)
3. Demonstrate knowledge of reproductive systems. (6)

4. Demonstrate knowledge of mental disorders and pharmacology. (6)
  5. Demonstrate knowledge of nervous system. (6)
  6. Demonstrate knowledge of urinary system. (6)
  7. Demonstrate knowledge of digestive system. (6)
  8. Demonstrate knowledge of respiratory system. (6)
  9. Demonstrate knowledge of lymphatic and immune systems.(6)
  10. Demonstrate knowledge of cardiovascular system. (6)
  11. Demonstrate knowledge of muscular system. (6)
  12. Demonstrate knowledge of skeletal system. (6)
  13. Demonstrate mastery of terminology with a minimum of a least 70 percent accuracy. (9)
  14. Listen and speak well enough to explain procedures. (11)
  15. Acquire and evaluate information. (6)
  16. Communicate written thoughts. (2)
  17. Read patient records. (1)
  18. Demonstrate use of correct language skills, grammar, and punctuation. (2)
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### **Required Materials**

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Medical Terminology Simplified 4<sup>th</sup> Ed  
With Term Plus CD and 2 audio CD's  
Barbara Gylys  
ISBN 0-8036-2302

**INSERT ASSIGNMENT TABLE**

<b>Test, Vocabulary and Computer Assignments</b>	<b>Chapter Assigned</b>	<b>Description</b>
<b>Jan 25</b>	<b>1</b>	<b>Introduction</b>
<b>Feb 4</b>	<b>2</b>	<b>Body Structure</b>
<b>14</b>	<b>3</b>	<b>Integumentary System</b>
<b>24</b>	<b>4</b>	<b>Respiratory System</b>
<b>Mar 6</b>	<b>5</b>	<b>Cardiovascular/Lymphatic System</b>
<b>16</b>	<b>6</b>	<b>Digestive System</b>
<b>26</b>	<b>7</b>	<b>Urinary System</b>
<b>Apr 5</b>	<b>8</b>	<b>Reproductive Systems</b>
<b>15</b>	<b>9</b>	<b>Endocrine and Nervous Systems</b>
<b>25</b>	<b>10</b>	<b>Musculoskeletal System</b>
<b>May 7</b>	<b>11</b>	<b>Special Senses</b>
<b>May 9</b>	<b>Final</b>	<b>Final</b>

### Grading Policy

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

Introduction on Discussion Board 5  
Student info sheet 5  
Discussion Board 5

Vocabulary 55  
Computer 140  
Tests 540  
Final 256  
Total points= 1006

#### Distribution:

905-1006= A  
804-904 = B  
704-803 = C  
603-703 = D  
602 and below= F

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.

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## **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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Important School Policies**

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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](#).

## **Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**