

CENTRAL TEXAS COLLEGE

SYLLABUS FOR HITT 1305 MEDICAL TERMINOLOGY I

Semester Hours Credit: 3

INSTRUCTOR:

OFFICE HOURS:

I. COURSE DESCRIPTION

- A. Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
- B. This is a required course in the Medical Office Technology associate of applied science degree and certificates, the Medical Coding and Billing associate of applied science degree and certificate, and the Medical Documentation Specialist associate of applied science degree and certificate. You will be required to demonstrate proficiency in the skills learned in this course in the internship or clinical courses.
- C. This course in conjunction with other appropriate courses prepares students to enter the health-related career fields.
- D. Keyboarding and document formatting skills recommended.
- E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of Medical Terminology I, the student will:

- A. Identify, pronounce, and spell medical terms (C5, C6, C8, C19, F1, F2, F5, F7, F9, F10, F12, F15, F16).
- B. Use medical terms in context (C5, C6, C8, C9, F1, F2, F10, F11, F12).
- C. Utilize prefixes, suffixes, root words, and plurals to construct medical terms (C5, C6, C8, C9, F1, F2, F10, F11, F12).
- D. Analyze medical terms (C5, C6, C8, F1, F2, F5, F12, F16).
- E. Translate abbreviations (C5, C6, C8, F1, F2, F5, F12, F16).

- F. Interpret symbols (C5, C6, C8, F1, F2, F5, F12, F16).
- G. Use medical references as resource tools (C5, C6, C7, C8, C19, F1, F5, F7, F16).

III. INSTRUCTIONAL MATERIALS

- A. Instructional Materials identified for his course are viewable through www.ctcd.edu/books. Note that some courses do not require purchase of a book, although a print option may be available for purchase. Courses may provide a link to purchase an access code in the course which includes the e-book. Remember to check technical requirements.
- B. Supplementary Materials
Medical dictionary and medical word book (virtual acceptable)

IV. COURSE REQUIREMENTS

- A. **Participation:** There are participation activities due within the first two weeks of the class start. Students who do not participate in the assignment activities may be dropped.
- B. **Reading Assignments:** To be successful in this course, you must read and study the textbook. Chapter assignments will be made with each lesson, and the student is expected to complete all assigned assignments which may include online reviews and activities. Even though you may not be required to turn all work in for grading, you are still responsible for the material covered in the exercises.
- C. **Class Assignments:** Assignments must be completed by the due date to receive full credit.
- D. **Multimedia Activities:** Interactive companion website that includes additional chapter-specific exercises. There are specific website activities for each edition of the text.
- E. **Examinations:** There will be exams (quizzes) to accompany the lessons of the course. These exams will cover information in the reading assignments, chapter exercises, and lesson assignments.
- F. **Due dates** for completion of the lessons, including the quizzes and final, will be announced in the schedule provided in the online syllabus. As a general rule, late work is not accepted; however, in rare cases the instructor may allow it with a possible late penalty. A grade of zero will be entered for any work that is not submitted. No exceptions.
- G. **Grade Computation:** The student's course grade is determined by performance on a combination of applications, discussions, and exams.

Component	Points	Percent
Class Discussions	160	8
Connect Activities	840	42

Lesson Quizzes	800	40
Final Exam	200	10
Total	2000	100

The possible grades for this course are A, B, C, D, or F. In order to receive transferable credit however, a grade of C or above must be earned. As a rule, Ds will not transfer to other colleges. Grading criteria will be based on the grading system of Central Texas (outlined below):

Percent	Letter Grade	Description
90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Passing, unsatisfactorily
0-00	F	Failure
---	W	Withdrawal

For this course to be used to satisfy the requirements for an Office Technology certificate, a student must make at least a grade of C. A student may repeat the course until they achieve a grade of C or better.

To make a satisfactory grade in this course, students should make every attempt to log into online classes regularly, attend face-to-face classes regularly, arrive promptly for class, read lecture notes and/or the textbook in preparation for class, give complete attention to class activities, complete and submit all assigned work on time and prepare for exams.

V. POLICIES, PROCEDURES, AND STUDENT SERVICES

As a CTC student, you should become familiar with the multitude of services that are available to you. These include advising and support as described at the CTC website at <http://www.ctcd.edu/students/current-ctc-students/academic-advising/>. Recognizing that CTC serves students around the world, CTC ensures that these services apply to all students regardless of location. Refer to the catalog and handbook for your location for additional information. Check with your local CTC office if you have questions.

A. Americans with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at <http://www.ctcd.edu/disability-support> for further information. Reasonable accommodations will be given in accordance with the federal and state laws through DSS office.

You are responsible for upholding the Academic Policies and Guidelines presented in the CTC catalog, Student Handbook, and at the CTC website a <http://www.ctcd.edu/academics/catalog/catalog-texas/academics-policies/>. Note these important policies.

B. Absence/Participation Policy: The census date is the day that CTC legally certifies with the State of Texas the number of enrollments in each course. This chart depicts the census date based on course length:

Length of Class in Weeks	Census Date	Last date to Withdraw from a Class
3	2nd Class Day	2nd Week
5	4th Class Day	3 ½ th Week
8	6th Class Day	6th Week
10	7th Class Day	7th Week
12	9th Class Day	9th Week
16	12th Class Day	12th Week

Instructors are required to document attendance through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, lack of evidence of active student participation before census may result in the student being dropped from the course and having to pay tuition and fees. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required.

Faculty are not allowed to initiate a withdrawal after census. After the census date, withdrawals must be initiated by the student.

NOTE: For co-requisite classes, a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.

C. Scholastic Honesty: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

1. **Plagiarism** - The taking of passages from the writing of others without giving proper credit to the sources.
2. **Collusion** - Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. **Cheating** - Giving or receiving information on examinations.

Students guilty of scholastic dishonesty may be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

D. EagleMail: All official electronic communication from CTC and from your instructors will be sent to your student email account. It is essential that you set up your account and check

it at least three times a week. For instructions on using this account, go to <https://www.ctcd.edu/students/current-ctc-students/student-email/> .

- E. **Tutors:** Tutoring services are available through the Academic Studio and other resources.
 - 1. **Academic Studio** at <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/>
 - 2. **Advanced Math Lab** at <https://www.ctcd.edu/academics/instructional-departments/mathematics/advanced-math-lab/>
 - 3. **Online Writing Lab and Math Tutors** in Blackboard.
 - 4. **Eligible service members and dependents** at <https://military.tutor.com/home>
 - 5. **CTC Library Services for Students** at <http://www.ctcd.edu/academics/library/> .
- F. **Technical Support:**
 - 1. Contact the **CTC IT Department** for help with WebAdvisor, Etrieve, and EagleMail. See this URL for Points of Contact: <http://www.ctcd.edu/students/student-it-services/>
 - 2. Contact **DEET technical support** as described at http://online.ctcd.edu/on_demand_blackboard.cfm for help with Blackboard and BioSig-ID.
- G. **Other:** Please direct questions to your local site representative or student advisors at **Eagles on Call** if you are not at a CTC location. Go to this webpage for contact information: <http://www.ctcd.edu/students/current-ctc-students/academic-advising/distance-education-students/> .

Refer to the CTC website at <https://www.ctcd.edu/> and the Distance Education and Educational Technology (DEET) website at <http://online.ctcd.edu> for further updated information. Check the Quick Links at the DEET website for Blackboard Help and Student Resources.

Your instructor may have additional requirements or restrictions as presented below.

VI. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

- A. **Cellular and Mobile Devices:** Cellular phones and other mobile devices will be turned off or to vibrate while the student is in the classroom or laboratory. All calls should be taken outside the classroom.
- B. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.
- C. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
- D. **Scholastic Honesty:** Students found guilty of scholastic dishonesty are subject to disciplinary action, which may include a failing grade for any assignment in question, a failing grade in the course, or cancelation of the course credit.

VII. COURSE OUTLINE

While the material outlined below will be covered in this course, students should refer to the instructor's individual course outline for a detailed sketch of when the material will be covered.

VIII. COURSE OUTLINE

1. **Lesson 1**
 - a. **Outline:**
 - Chapter 1: The Anatomy of Medical Terms
 - Chapter 2: Word Analysis and Communication
 - Chapter 3: The Body as a Whole
 - b. **Learning Activities:**
 - Lesson 1: Discussion Board 1
 - Chapter 1 Smartbook, Audio Word List, and Review
 - Chapter 2 Smartbook, Audio Word List, and Review
 - Chapter 3 Smartbook, Audio Word List, and Review
 - Lesson 1 Quiz
2. **Lesson 2**
 - a. **Outline:**
 - Chapter 4: Integumentary System
 - b. **Learning Activities:**
 - Discussion Board
 - Chapter 4 Smartbook, Audio Word List, and Review
 - Lesson 2 Quiz
3. **Lesson 3**
 - a. **Outline:**
 - Chapter 5: Digestive System
 - b. **Learning Activities:**
 - Discussion Board
 - Chapter 5 Smartbook, Audio Word List, and Review
 - Lesson 3 Quiz
4. **Lesson 4**
 - a. **Outline:**
 - Chapter 6: Urinary System
 - b. **Learning Activities:**
 - Discussion Board
 - Chapter 6 Smartbook, Audio Word List, and Review
 - Lesson 4 Quiz
5. **Lesson 5**
 - a. **Outline:**
 - Chapter 7: Male Reproductive System
 - b. **Learning Activities:**
 - Discussion Board
 - Chapter 7 Smartbook, Audio Word List, and Review
 - Lesson 5 Quiz
6. **Lesson 6**
 - a. **Outline:**
 - Chapter 8: Female Reproductive System
 - b. **Learning Activities:**
 - Discussion Board

- Chapter 8 Smartbook, Audio Word List, and Review
- Lesson 6 Quiz
- 7. **Lesson 7**
 - a. **Outline:**
 - Chapter 9: Nervous System
 - b. **Learning Activities:**
 - Discussion Board 1
 - Chapter 9 Smartbook, Audio Word List, and Review
 - Lesson 7 Quiz
- 8. **Lesson 8**
 - a. **Outline:**
 - Chapter 10: Cardiovascular System
 - Chapter 11: Blood
 - b. **Learning Activities:**
 - Discussion Board
 - Chapter 10 Smartbook, Audio Word List, and Review
 - Chapter 11 Smartbook, Audio Word List, and Review
 - Lesson 8 Quiz