

**HOUSTON COMMUNITY COLLEGE SYSTEM
HEALTH INFORMATION TECHNOLOGY PROGRAM
MEDICAL TERMINOLOGY
HITT 1305/Distance Education/RT/6142
Spring 2014/CRN: 75507**

Syllabus is subject to change at the discretion of the instructor.

Instructor

Carolyn Stariha, RHIA

Office: 2nd Floor, Room 227-Coleman College

Telephone number: 713-718-7349

Office Hours: Student Conference by appointment.

Class Time

Distance Education (January 6, 2014-May 4, 2014-Regular Term)

Class will meet at the Coleman College on Tuesdays at 4:30pm to take the Midterm and Final Exam. All students need to make arrangements to take these exams on the stated time. There is an online orientation on January 9, 2014 at 6:30pm-7:30pm (CST) on a gotomeeting. Information will be provided in Eagle online. This is a mandatory meeting.

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.

Textbook

Delmar's Comprehensive Medical Terminology, 4th Edition –Betty Davis Jones (E-Pak). **Be sure you purchase the Audio to go with this book.

Medical Dictionary of Student's Choice

**Be sure you have the audio and the book's CD-Rom. The CD-Rom is located in the back of your book.

COURSE METHODOLOGY

Book Assignments

CD ROM Assignments

Weekly Testing

Word Pronunciation

COURSE GOALS

On completion of the course, the student will be able to identify, spell, and define medical terms related to diagnosis, pathology, and treatment of the major body systems.

SCAN COMPETENCIES

C5- Acquires and Evaluates Information

C6- Organizes/Maintains Information

F1 –Reading

F2-Writing

F3- Listening

F6 Speaking

F13- Responsibility

F16- Self Management

F17 –Integrity/Honesty

“Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or handicap. This policy extends to employment, admission, and all programs and activities supported by the college.”

ADA STATEMENT

“Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at (713) 718-5165 at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Service Office. For questions, contact Donna Rice at (713-718-5165) or the Disability Counselor at the Coleman College (Hope Pamplin-713-718-7082). Also, visit the ADA web site at:
<http://www.hccs.edu/students/disability/index.htm>.

NOTICE: Students who repeat a course for a third or more time may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

HCC COURSE WITHDRAWAL POLICY

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting students to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a counselor or your professor prior to withdrawing (dropping) the class and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 48-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade. *It is the responsibility of the student to officially withdraw from class.*

EXPANDED ONLINE TUTORING

Onsite tutor is available upon application at the Academic Success Center of Coleman Campus.

Online tutoring is offered to students in MATH, BIOL, CHEM, PHYS, ENGL, PSYC, and for papers in all subjects. Students may self-register with any e-mail address, choosing their own user names and passwords. As always, students may submit work 24 / 7/ 365 and will get responses within 24 hours -- and usually much faster than that.

For more information or for an electronic version of the registration and information flyer, contact deborah.hardwick@hccs.edu.

Academic Dishonesty will not be tolerated. Exams and assignments are individual assignments. Plagiarized and copied papers will be handled in accordance with established HCCS college policy.

ATTENDANCE POLICY

Students taking Internet courses complete weekly assignments at their own computers and communicate with their instructor by electronic mail and other provided web-based technologies. Students complete assignments, take tests, and complete all other coursework just as they would in an on-campus class. Course work will be submitted via the internet. Be sure you complete the orientation and log into Eagle online on a daily basis. Time management is the key to success in a distance education course.

Students taking distance education classes need to send an email weekly to their instructor stating how they are progressing in the class and if they are having any problems. Students who are absent more than three class sessions or not active within blackboard may be administratively dropped from the course without notification. Exceptions to this policy will be up to the discretion of the instructor. Attendance is checked by the instructor weekly. The instructor is required to report all absences for all students receiving financial aid (grants, VA, Social Security, etc.) **It is the responsibility of the student to officially withdraw from a class.**

CLASS REQUIREMENTS

1. Read the assignments outlined on the attached schedule and complete work at the end of the chapters.
2. Complete homework assignments.
3. Turn in assignments at the beginning of class or on assigned dates.
4. Have necessary material to complete course work.
5. Participate in the on-line blackboard class.

GRADING POLICY

Book Assignments-----	4%
CD Rom Assignments-----	3%
Test-----	60%
Mid-term and Final exams-----	33%

GRADING SCALE

A 90-100

B 80-89

C 75-79

74-Below F

The letter grade of “D” cannot be earned in the Health Information Technology Program. The Health Information Technology Program does not give an “I” or incomplete.

EXAMS

Exams are multiple choice, true/false, matching, fill-in-the blanks, and essay. There will be approximately 12-13 exams. This will include the Mid-term exam and the Final Exam. Exams need to be taken on the date assigned via Eagle Online except for the midterm exam and final exam. The midterm and final exam will be taken at the Coleman College on the assigned dates at 4:30pm in Room 538. **There will be no Make-up Exams for the Midterm and Final exams.**

Exams will be taken in respondus lock-down browser. Be sure you save every test question after you answer it and do not go in and out of lock down browser because it will shut down. Once you get in the exam, you must take it by answering every question one at a time without going back and forth. Exams cannot be retaken after a student has logged into the exam for any reason. If you have computer problems then I would suggest the exams be taken at a HCC college campus.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Cover Sheet:

All assignments must have a coversheet. Assignments turned in without a coversheet will result in points being deducted. The cover sheet must be centered on the sheet of paper and must include the following:

Student's Name

Student's ID #

Class Name and Class CRN #

Semester and Year

Assignment Title

Date Due/Instructor's Name

Book Assignment:

Students should complete the assignments at the end of each chapter of their textbook as assigned each week. The chapter work will be submitted during the midterm and final. The book work for Ch. 1-10 will be submitted at midterm and Ch. 11-24 will be submitted during the final exam. Students may write in the book, submit a copy of the bookwork or type the assignments. ***The entire work in the chapter must be completed in order to get credit. There will be no partial credit given. Once again, all of the chapter must be completed for credit.***

CD-Rom Assignment:

Student should complete the CD-Rom Chapter assignment as assigned each week. CD-Rom is located at the back of your book. Print and save a copy of exams after they are taken. You will turn these copies into the instructor. The CD-Rom work for Ch. 1-10 will be submitted at midterm and Ch. 11-24 will be submitted during the final exam. This assignment will help you prepare for the exams and to learn the material.

Communication: Students can contact with Ms. Stariha via telephone (713) 718-7349 or Eagle online e-mail. Please do not send me messages in the HCC email.

Flash Cards- Students will need to make flash cards over each chapter. The cards will assist with studying.

Exams: Each student will be able to make-up only one exam. The make-up exam will be given after the final exam. Students need to check Eagle online daily.

**Medical Terminology
HITT 1305**

Class Schedule/Distance Education/CRN: 75507

Week One-Introduction to Class

(January 6, 2014-January 12, 2014)

Gotomeeting to discuss the syllabus (January 9, 2014 (Thursday)
at 6:30pm-7:30pm).

Read Chapters 1 and 2

Book Assignment Ch. 1 & 2

CD Rom Assignment Ch. 1 & 2

Lesson 1: Week Two

(January 13, 2014-January 19, 2014)

Read Chapters 1 and 2

Book Assignment Ch. 1 & 2

CD Rom Assignment Ch. 1 & 2

Lesson 2: Week Three

January 20, 2014-MLK Holiday

(January 21, 2014-January 27, 2014)

Exam-(Chapters 1-2)

Read Chapters 3 and 4

Book Assignment Ch.3 & 4

CD Rom Assignment Ch.3 & 4

Lesson 3: Week Four

(January 27, 2014-February 2, 2014)

Exam-(Chapters 3-4)

Read Chapters 5 and 6

Book Assignment Ch.5 & 6

CD Rom Assignment Ch.5 & 6

Lesson 4: Week Five
(February 3, 2014-February 9, 2014)
Exam-(Chapters 5-6)

Read Chapters 7 and 8
Book Assignment Ch. 7& 8
CD Rom Assignment Ch. 7 & 8

Lesson 5: Week Six
(February 10, 2014-February 16, 2014)
Exam-(Chapters 7-8)

Read Chapters 9 and 10
Book Assignment Ch. 9 & 10
CD Rom Assignment Ch. 9 & 10

Lesson 6: Week Seven
February 17, 2014-President's Day Holiday
(February 18, 2014-February 24, 2014)

Exam- (Chapters 9-10)
Mid-term review (via Eagle Online)

Read Chapters 11 & 12
Book Assignment Ch. 11 & 12
CD Rom Assignment Ch. 11 & 12

Lesson 7: Week Eight
(February 24, 2014-March 2, 2014)
Exam (Ch. 11 & 12)

Read Chapters 13 & 14
Book Assignment Ch. 13 & 14
CD Rom Assignment Ch. 13 & 14

Lesson 8: Week Nine

(March 3, 2014-March 9, 2014)

**Mid Term Exam Chapters 1-10 (March 4, 2014 at
4:30pm at the Coleman College in Room 538, 5th floor)
Makeup Exam Ch. 1, 2, & 3**

March 10, 2014-March 16, 2014-Spring Break

Lesson 9: Week Ten

(March 17, 2014-March 23, 2014)

Exam (Ch. 13 & 14)

Read Chapters 15 & 16

Book Assignment Ch.15 & 16

CD Rom Assignment Ch. 15 & 16

Lesson 10: Week Eleven

(March 24, 2014-March 30, 2014)

Exam (Ch. 15 & 16)

Read Chapters 17 & 18

Book Assignment 17 & 18

CD-Rom Assignment Ch. 17 & 18

March 31, 2014-Last day for Administrative/Student Withdrawals

Lesson 11: Week Twelve

(March 31, 2014-April 6, 2014)

Exam (Ch. 17 & 18)

Read-Ch. 19 & 20

Book Assignment- Ch. 19 & 20

CD-Rom Assignment Ch. 19 & 20

Lesson 12: Week Thirteen
(April 7, 2014-April 13, 2014)
Exam (Ch. 19 & 20)

Read-Ch. 21 & 22
Book Assignment-Ch. 21 & 22
CD-Rom Assignment-Ch. 21 & 22

Lesson 13: Week Fourteen
April 18, 2014-Spring Holiday (Good Friday)
(April 14, 2014-April 21, 2014)
Exam (Ch. 21 & 22)

Read-Ch. 23 & 24
Book Assignment-Ch. 23 & 24
CD-Rom Assignment-Ch. 23 & 24

Lesson 14: Week Fifteen
(April 21, 2014-April 27, 2014)
Exam (Ch. 23 & 24)

Final Exam Review

Lesson 15: Week Sixteen

Final Exam-(Chapters 11-24) April 29, 2014 at
4:30pm at the Coleman College in Room 538.
Make-up Exam- Ch. 22, 23, & 24

Note: Students need to make flash cards for every chapter. The cards will assist in your studying.

Students will be able to have two (2) make-up exams to replace a missed exam or a low grade.