

HITT 1305 MEDICAL TERMINOLOGY
Fall 2018/CRNs 17522, 17523

PROFESSOR

Dr. Carla Tyson-Howard, RHIA
 Phone: (713)718-7347

Office hours: Mon, Tue, Thr 2pm–4pm (room 382)
[Schedule online appointment](#) Tuesdays 4pm-5pm

Class Time

Online

IMPORTANT DATES

August 27th 5pm	First class meeting (GoToMeeting)
GoToMeeting day and time	Mondays 5pm-6pm Register at: https://attendee.gototraining.com/r/2328265742571313409
October 1st at 4:30pm	Last day to withdraw
October 15th at 5pm	Final Exam (Coleman Tower, 1919 Pressler, 2nd floor computer lab) Alternative Final Exam Date October 8th (scheduled with professor)

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

1. Delmar’s Comprehensive Medical Terminology, Latest Edition –Betty Davis Jones. (You will need the accompanying online Student Learning Lab with Cengage MindTap user name and password purchased with textbook)
2. Medical Dictionary of Student’s Choice

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

EQUAL EDUCATIONAL & EMPLOYMENT OPPORTUNITY

HCCS seeks to provide equal education opportunities without regard to race, color, religion, national origin, sex, age or handicap.

TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT

The Houston Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination and harassment on the basis of race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. HCC is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence by employees, students or third parties. Sexual and gender-based misconduct is unprofessional and will not be tolerated and is expressly prohibited. Individuals who engage in such conduct will be subject to disciplinary action.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Students who become pregnant during the program should consult with the Program Director as well as the Ability Services Counselor to be sure they understand their rights under Title IX. In situations that involve absence from class, this consultation may include a discussion about receiving Incomplete Grades instead of a full term withdrawal, the ability to voluntarily leave the program based on agreed terms for return, the opportunity to resume enrollment without being subject to a new admission process, and return with restrictions as long as accommodations provided through Ability Services effectively helps the student meet the Program’s Essential Functions. Students should contact the Counselor in Ability Services for assistance with requesting and receiving academic accommodations due to pregnancy or parental status.

Students who believe that they have been the victim of misconduct prohibited by these regulations may submit a complaint to initiate College action. More information regarding your rights under Title IX and complaint forms are available online at:

<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

Title IX Coordinator

James David Cross, Director of EEO/Compliance HCC Office of Institutional Equity

3100 Main, Room 702

P.O. Box 667517

Houston, TX 77266-7517

(713) 718.8271 OIE@hccs.edu

ADA STATEMENT

HCCS recognizes its responsibility to not discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor may also be reached by phone at (713) 718-7376.

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 24-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.

NOTICE

Students who repeat a course for a third or more times 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.

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.

EARLY ALERT SYLLABUS STATEMENT

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student’s academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors will then contact students to discuss the issues and possible solutions to their academic difficulties.

ATTENDANCE POLICY

Students taking Online courses complete weekly assignments at their own computers and communicate with their instructor by electronic mail and other provided web-based technologies. Students must logon at least once per week to be considered present for class. Students complete assignments, take tests, and complete all other coursework just as they would in an on-campus

class. Instructor will have weekly on-line chats with students. Course work will be submitted via the internet. Students must be in attendance on campus for appointed times and major exams.

Campus Carry

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

TEXAS HB1508

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

ONLINE STUDENT HANDBOOK

The HCC Online Student Handbook (may be found at www.hccs.edu/online) contains rules and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information such as contacts, links to policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

CLASS REQUIREMENTS

1. Read the weekly assignments outlined on the attached schedule and complete work at the end of the chapters (textbook and Cengage MindTap).
2. Complete Cengage MindTap module assignments corresponding to each chapter assigned.
3. Have necessary material to complete course work.
4. Participate in the Canvas on-line class activities as scheduled.

GRADING POLICY

Tests (including Mid-Term)	20%
Cengage MindTap Assignments	15%
Final examination	65%

The percentage of each activity will weight in the final grade regardless if the student participated in the activity or test.

Academic dishonesty will not be tolerated. Exams and assignments are individual assignments. Academic dishonesty will be handled in accordance with established HCCS college policy. Do not copy the work of others.

GRADING SCALE

90 - 100	A
80 - 89	B
75 - 79	C
74 and below	F (No Ds will be given)

EXAMS

Exams are multiple choice, true/false, matching, fill-in-the blanks, and essay. There will be weekly quizzes/tests (approximately 12-13) including the Mid-Term and Final Exams. Quizzes/tests need to be completed by the due date. The final exam will be taken at the Coleman College on the assigned date.

Exams will be taken in respondus lock-down browser. To avoid loss of work, save test questions after you answer them. Do not go in and out of lock down browser because it may shut down. Once you open an exam, complete it by answering every question. Review your test for completion prior to submitting. Exams cannot be retaken after a student has logged into the exam for any reason. To assure you are using a computer with up to date software, students may use the Coleman Tower open computer lab or any HCC open computer lab campus convenient for him or her.

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.

ASSIGNMENTS

Textbook Assignments (non-graded):

Students should complete the assignments at the end of each chapter as assigned each week. These are not graded by the professor however, completion of assignments is necessary to assure course comprehension.

Cengage MindTap Module Assignment (graded):

Student should complete the Cengage MindTap module chapter assignments and quizzes as assigned to each chapter. You will need a Cengage MindTap account.

CLASS SCHEDULE

Lesson 1: Week One- Introduction to Class

Chapters 1-4

Read textbook, complete textbook and Cengage MindTap assignments

Lesson 2: Week Two

Exam-(Chapters 1-2)

Exam-(Chapters 3-4)

Chapters 5-8

Read textbook, complete textbook and Cengage MindTap assignments

Lesson 3: Week Three

Exam-(Chapters 5-6)

Exam-(Chapters 7-8)

Chapters 9 -12

Read textbook, complete textbook and Cengage MindTap assignments

Lesson 4: Week Four

Exam- (Chapters 9-10)

Chapters 11 & 12

Read textbook, complete textbook and Cengage MindTap assignments

Lesson 5: Week Five

Mid Term Exam Chapters 1-10

Chapters 13 - 16

Read textbook, complete textbook and Cengage MindTap assignments

Lesson 6: Week Six

Exam (Ch. 11 & 12)

Exam (Ch. 13 & 14)

Exam (Ch. 15 & 16)

Read Chapters 17- 20

Read textbook, complete textbook and Cengage MindTap assignments

Lesson 7 & 8: Week Seven

Exam (Ch. 17 & 18)

Exam (Ch. 19 & 20)

Final Exam review

Read-Ch. 21 - 24

Read textbook, complete textbook and Cengage MindTap assignments

Final Exam: Week Eight

Exam (Ch. 21 & 22)

Final Exam (Chapters 11-24)

5pm on Coleman College campus