

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**HEALTH INFORMATION TECHNOLOGY PROGRAM**  
**MEDICAL TERMINOLOGY**  
**HITT 1305/Distance Education/8 Weeks**  
**Summer 2016/CRN 16911**

**PROFESSOR**

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

office hours: Mon-Thr 2pm–4pm (room 534)

**IMPORTANT DATES**

Start Date	June 6, 2016
End Date	July 31, 2016
On Campus Mid-Term	July 6, 2016 at 5pm room 538
GoToMeeting Day and Time	Wednesdays 5-6pm
Last day to drop with WP	July 11, 2016 4pm
On Campus Final Exam	July 27 <sup>th</sup> at 5pm room 538

**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, 4<sup>th</sup> Edition –Betty Davis Jones (E-Pak). \*\*Purchase the Audio to go with this book.

Medical Dictionary of Student’s Choice

\*\*Be sure you have the audio and the CD-Rom in the book. The CD-Rom is located in the back of your book. If the book is bought used then be sure the CD-Rom is available.

There is also a workbook that comes with the text book. You will receive extra credit points if you turn in the completed workbook on Finals day. All pages and questions must be answered to receive full credit.

**COURSE METHODOLOGY**

- Book Assignments
- Work 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 the beginning of the semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Service Office. For questions, contact the Disability Counselor at the Coleman College at (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.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

## **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](mailto: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 who are absent more than three class sessions or not active 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 as scheduled.
4. Have necessary material to complete course work.
5. Participate in the Eagle on-line classes as scheduled.

### **GRADING POLICY**

Book Assignments 4%

CD Rom Assignments 3%

Tests 60%

Mid-Term & Final exam 33%

### **GRADING SCALE**

A 90-100

B 80-89

C 75-79

74-Below F

No Ds are given in the class

### **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 mid-term and final exam. The mid-term and final exams will be taken at the Coleman College.

**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 CD-Rom 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

#### **Textbook Assignments:**

Students should complete the assignments at the end of each chapter as assigned each week. The textbook assignments for Ch. 1-10 will be submitted during the on-site mid-term and the textbook assignments for Ch. 11-24 will be submitted during the on-site final exam. *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 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 during the on-site mid-term and the CD-Rom work for Ch. 11-24 will be submitted during the on-site final exam. This assignment will help you prepare for the exams and to learn the material.

#### **Exams:**

Each student will be able to make-up two exams (One the day of the Mid-Term and one the day of the final exam). Makeup exam 1 will cover Chapters 1, 2, & 3 and Makeup exam 2 will cover Chapters 22, 23, & 24.

**To be successful in a distance education class, students need to check Eagle online daily.**

**Lesson 1: Week One-** Introduction to Class

Read Chapters 1 and 2  
Textbook Assignment Ch. 1 & 2  
CD Rom Assignment Ch. 1 & 2  
Read Chapters 3 and 4  
Textbook Assignment Ch.3 & 4  
CD Rom Assignment Ch.3 & 4

**Lesson 2: Week Two**

Exam-(Chapters 1-2)  
Exam-(Chapters 3-4)  
Read Chapters 5 and 6  
Textbook Assignment Ch.5 & 6  
CD Rom Assignment Ch.5 & 6

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

**Lesson 3: Week Three**

Exam-(Chapters 5-6)  
Exam-(Chapters 7-8)  
Read Chapters 9 and 10  
Textbook Assignment Ch. 9 & 10  
CD Rom Assignment Ch. 9 & 10  
Read Chapters 11 & 12  
Textbook Assignment Ch. 11 & 12  
CD Rom Assignment Ch. 11 & 12

**Lesson 4: Week Four**

Exam- (Chapters 9-10)  
**Mid-term review**  
Read Chapters 11 & 12  
Textbook Assignment Ch. 11 & 12  
CD Rom Assignment Ch. 11 & 12

**Lesson 5: Week Five**

**Mid Term Exam Chapters 1-10**

**5:30pm at the Coleman College in Room**

**Makeup Exam Ch. 1, 2, & 3**

Bring your completed textbooks for Chapters 1-10, make sure your name is inside the cover. Bring your printed CD ROM EXAMS for Chapters 1-10 with a cover page. Only one cover page needed. Textbook Chapters 1-10 must be completed and all CD ROM exams for Chapters 1-10 must be included to receive full credit.

Read Chapters 13 & 14  
Textbook Assignment Ch. 13 & 14  
CD Rom Assignment Ch. 13 & 14  
Read Chapters 15 & 16  
Textbook Assignment Ch.15 & 16  
CD Rom Assignment Ch. 15 & 16

**Lesson 6: Week Six**

Exam (Ch. 11 & 12)  
Exam (Ch. 13 & 14)  
Exam (Ch. 15 & 16)  
Read Chapters 17 & 18  
Textbook Assignment 17 & 18  
CD-Rom Assignment Ch. 17 & 18  
Read-Ch. 19 & 20  
Textbook Assignment- Ch. 19 & 20  
CD-Rom Assignment Ch. 19 & 20

**Lesson 7 & 8: Week Seven**

Exam (Ch. 17 & 18)  
Exam (Ch. 19 & 20)  
**Final Exam review**  
Read-Ch. 21 & 22  
Textbook Assignment-Ch. 21 & 22  
CD-Rom Assignment-Ch. 21 & 22  
Read-Ch. 23 & 24  
Textbook Assignment-Ch. 23 & 24  
CD-Rom Assignment-Ch. 23 & 24

**Final Exam: Week Eight**

Exam (Ch. 21 & 22)  
**Final Exam-(Chapters 11-24) 5pm at the Coleman College**

Make-up Exam- Ch. 22, 23, & 24-After the final exam.

Bring your completed textbook for Chapters 11-24, make sure your name is inside the cover. Bring your printed CD ROM EXAMS for Chapters 11-24 with a cover page. Only one cover page needed. Textbook Chapters 11-24 must be completed and all CD ROM exams for Chapters 11-24 must be included to receive full credit.

Extra Credit: Bring your completed workbook on Finals day to receive extra credit points. Make sure you write your name on the inside cover of your text book and your workbook. All work on every page must be completed to receive full credit.