

**HOUSTON COMMUNITY COLLEGE SYSTEM
HEALTH INFORMATION TECHNOLOGY PROGRAM
HITT 1305 MEDICAL TERMINOLOGY
Spring 2018/CRNs 54694, 54695**

PROFESSOR

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

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

Class Time

Online

IMPORTANT DATES

January 18 th 5pm	First class meeting (GoToMeeting)
GoToMeeting day and time	Thursdays 5pm-6pm Register at: https://attendee.gototraining.com/r/6913612955178159362
February 20 th at 4:30pm	Last day to withdraw
March 8 th at 5pm	Final Exam (on Coleman campus, 1900 Pressler, room TBA)

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, 5th 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 OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

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. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

ADA STATEMENT

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies have been established to 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. A *new*, updated letter of accommodation should be submitted to instructors within the first three days of each semester. Students who submit a letter of accommodation any time after the first three days of a semester should expect to begin receiving accommodations following a 24-hour time frame for instructors to implement new changes. Obtaining reasonable accommodations is an interactive process that begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services. The ADA Counselor for the Coleman College is located in room 101 of the Learning Success Center (LSC).

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 respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, contact Ms. Brandy Lerman at 713-718-7376. You may also visit the ADA web site at

<http://www.hccs.edu/district/students/disability-services/ada-counselors/>

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, Tx 77266 or Institutional.Equity@hccs.edu, (713)718-8271.

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

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.

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.

CLASS REQUIREMENTS

1. Read the assignments outlined on the attached schedule and complete work at the end of the chapters.
2. Complete Cengage MindTap module 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

Tests (including Mid-Term)	15%
Cengage MindTap Assignments	5%
Textbook Assignments	5%
Final examination	75%

3 extra credit for completing all Workbook activities. Workbook is purchased separately from textbook. All other assignments must be completed prior to receiving extra credit.

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. Plagiarized and copied papers 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 approximately 12-13 exams. This will include the Mid-term exam and the Final Exam. Exams need to be completed by the due date. The final exam will be taken at the Coleman College on the assigned dates at 5pm in Room (TBD).

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.

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/>."

ASSIGNMENTS

Textbook Assignments:

Students should complete the assignments at the end of each chapter as assigned each week. The textbook assignments for Ch. 1-24 will be submitted during the on-site during the final exam. The entire work in the chapter must be completed in order to get credit. There will be no partial credit given.

Cengage MindTap Module Assignment:

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

Workbook (Extra Credit):

Three extra credit for completing all Workbook activities. Workbook is purchased separately from textbook. All other assignments must be completed prior to receiving extra credit. Bring your completed workbook to the final to receive extra credit points. Write your name on the inside cover of your workbook. All work on every page must be completed to receive full credit.

HITT 1305 Medical Terminology 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 at the Coleman College in Room TBD.

Bring your completed textbook for grading. Write your name on the inside cover.

Extra Credit: Bring your completed workbook to receive extra credit points. Write your name on the inside cover of your workbook. All work on every page must be completed to receive full credit.