

**HOUSTON COMMUNITY COLLEGE SYSTEM  
HEALTH INFORMATION TECHNOLOGY PROGRAM  
MEDICAL TERMINOLOGY  
HITT 1305/Hybrid/CRN: 72868  
Spring 2011**

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

**Instructor**

Carolyn Stariha, RHIA  
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Office Hours: Monday - Thursday  
2:00p.m.- 4:00p.m. or Student Conference by appointment.

**Class Time**

Wednesday (7:00pm-10:00pm) Coleman College

**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, 3<sup>rd</sup> Edition –Betty Davis Jones (E-Pak)  
Medical Dictionary of Student's Choice

**COURSE METHODOLOGY**

Book Assignments  
CD ROM Assignments  
Weekly Testing  
Word Pronunciation  
Video Series  
Student Presentations

## 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 education 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 Dr. Raj Gupta (Disability Services Office) at (713) 718-7631 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 (Dr. Raj Gupat at (713-718-7631) at the Coleman College. 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 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.

## **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. 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.

Students who are absent more than three class sessions 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 materials in class.
5. Participate in class and group exercises.

VIDEO: There is a video series that will be placed on reserve in the library for student's to view. The video series goes with the Betty Davis Jones' book (Delmar's Comprehensive Medical Terminology)

## GRADING POLICY

Book Assignments-----	3%
CD-Rom Assignments-----	2%
Individual Presentation-----	4%
Journal Presentations-----	3%
Quizzes-----	24%
Test-----	36%
Mid-term and Final exams-----	28%

## 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**

## EXAMS

Exams are multiple choice, true/false, matching, fill-in-the blanks, and essay. There will be approximately 14-16 exams. This will include the Mid-term exam and the Final Exam. Exams need to be taken on the date assigned via Blackboard. The Mid-term and Final Exam will be taken at the Coleman College. **There will be no Make-up Exams given.**

## PRESENTATIONS

Each student will be assigned a body system (skeletal, urinary, etc). The student is to do research on their assigned topic and turn in a 2 page typed paper discussing their research. Do not turn in a presentation from the internet. This should be a paper typed in your own words. Also, a powerpoint presentation is not a typed report. All presentations must have a visual aid. Visual Aids may include posters, handouts, powerpoints, etc. The student will be required to present findings in class. Student will be graded on summary content, content of classroom presentation, articulation, eye contact, familiarity with subject matter, clarity of subject matter to audience, and visual aid. The student will need to assess the students understanding of the subject matter by administering an exam. The exam needs to have at least 10 questions which can be multiple choice, true/false, short essay, or fill in the blanks. **Do not stand in front of the class and just read your report. Be prepared and present your information to your classmates in your own words. Due: March 23, 2011**

**These presentations will be done in class at the Coleman College.**

**Quizzes: Student will take a quiz over the assigned chapters. These quizzes are not the exams. They will be posted via Blackboard and can be taken from Thursday thru Tuesday of each week. These quizzes may not be made up so take them as assigned.**

**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 #**

**Assignment Title**

**Date Due/Instructor's Name**

**Journal Assignment:**

**Students are to prepare at least a two (2) page, double-spaced, typed journal review pertaining to a disease process or disease prevention. One of the following Health Information Journals must be utilized "The American Health Information Management Association Journal, Advance Journal or For the Record." A copy of the article must be attached to the summary. Be sure to list and define all the medical terms on a separate paper. Also, be sure to include a Cover sheet and a Works Cited Page.**

**Due: April 6, 2011-Submit assignment via Blackboard**

**Book Assignment:**

**Students should complete the assignments at the end of each chapter as assigned each week. Book work will be checked during the Mid-term (Ch. 1-10) and during the Final (Ch. 11-24).**

**CD-Rom Assignment:**

**Student should complete the CD-Rom Chapter assignment as assigned each week. CD-Rom Assignments will be checked during the Mid-term (Ch. 1-10) and during the Final (Ch. 11-24).**

**Communication: Students can contact with Ms. Stariha via telephone (713) 718-7349 or Blackboard e-mail.**

**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. There are no make-ups given for the quizzes. Students need to check blackboard daily.**

**Medical Terminology  
HITT 1305  
Class Schedule/Hybrid (Wednesday)-Coleman College**

- \*\*Jan 19 Introduction to class
- Jan 26 Read Chapters 1 and 2  
Book Assignment Ch. 1 & 2  
CD Rom Assignment Ch. 1 & 2  
Quiz (Chapters 1-2) January 27- February 1, 2011 via Blackboard.
- Feb 2 Exam- Chapters 1-2  
Read Chapters 3 and 4  
Book Assignment Ch.3 & 4  
CD Rom Assignment Ch.3 & 4  
Quiz (Chapters 3-4) February 3- February 8, 2011- via Blackboard.
- Feb 9 Exam-Chapters 3-4  
Read Chapters 5 and 6  
Book Assignment Ch.5 & 6  
CD Rom Assignment Ch.5 & 6  
Quiz (5 & 6) February 10 – February 15, 2011- via Blackboard.
- Feb 16 Exam-Chapters 5-6  
Read Chapters 7 and 8  
Book Assignment Ch. 7& 8  
CD Rom Assignment Ch. 7 & 8  
Quiz (7 & 8) February 17 – February 22, 2011-via Blackboard.



Feb 23      Exam-Chapters 7-8  
Read Chapters 9 and 10  
Book Assignment Ch. 9 & 10  
CD Rom Assignment Ch. 9 & 10  
Quiz (9 & 10) February 24- March 1, 2011-via  
Blackboard.

March 2      Exam- Chapters 9-10  
Mid-term review(via Blackboard)

**\*\*March 9 Mid Term Exam Chapters 1-10  
(Student will take exam at the Coleman  
College).**  
Read Chapters 11 & 12  
Book Assignment Ch. 11 & 12  
CD Rom Assignment Ch. 11 & 12  
Quiz (11 & 12) March 10 – March 15, 2011-via  
Blackboard.

March 16      Spring Break

**\*\*March 23 Individual Presentations-Coleman College**  
Exam- Chapters 11& 12  
Read Chapters 13 & 14  
Book Assignment Ch. 13 & 14  
CD Rom Assignment Ch. 13 & 14  
Quiz (13 & 14) March 24- March 29, 2011-via  
Blackboard.

March 30      Exam- Chapters 13 & 14  
Read Chapters 15 & 16  
Book Assignment Ch.15 & 16  
CD Rom Assignment Ch. 15 & 16  
Quiz (15 & 16) March 31 – April 5, 2011-via  
Blackboard

- April 6 Exam- Chapters 15 & 16  
Read Chapters 17 & 18  
Book Assignment 17 & 18  
CD-Rom Assignment Ch. 17 & 18  
Quiz (17 & 18) April 7- April 12, 2011-via  
Blackboard  
Due: **Journal Assignment -Submit via Blackboard**
- April 13 Exam- Chapters 17 & 18  
Read-Ch. 19 & 20  
Book Assignment- Ch. 19 & 20  
CD-Rom Assignment Ch. 19 & 20  
Quiz (Ch. 19 & 20- April 14 – April 19, 2011-via  
Blackboard
- April 14 Last Day for Administrative/Student  
Withdrawals (4:00pm)**
- April 20 Exam-Chapters 19 & 20  
Read-Ch. 21 & 22  
Book Assignment-Ch. 21 & 22  
CD-Rom Assignment-Ch. 21 & 22  
Quiz (Ch. 21 & 22-April 21 – April 26, 2011)-via  
Blackboard
- April 27 Exam-Chapters 21 & 22  
Read-Ch. 23 & 24  
Book Assignment-Ch. 23 & 24  
CD-Rom Assignment-Ch. 23 & 24  
Quiz (Ch. 23 & 24-April 28- May 3, 2011)-via  
Blackboard

May 4      Exam-Chapters 23 & 24  
                 Final Exam Review

\*\*May 10      Final Exam

**May 10                      Comprehensive Final- At the Coleman College**

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

Students will be able to have one (1) make-up exam to replace a missed exam or a low grade. The make-up exam will cover Chapters 1, 2, & 3.

## Individual Projects

Student's Name

- 1. Integumentary System** \_\_\_\_\_
- 2. Skeletal System** \_\_\_\_\_
- 3. Muscles and Joints** \_\_\_\_\_
- 4. Nervous System** \_\_\_\_\_
- 5. Blood and Lymphatic System** \_\_\_\_\_
- 6. Cardiovascular System** \_\_\_\_\_
- 7. Respiratory System** \_\_\_\_\_
- 8. Digestive System** \_\_\_\_\_
- 9. Endocrine System** \_\_\_\_\_
- 10. Special Senses** \_\_\_\_\_
- 11. Urinary System** \_\_\_\_\_
- 12. Male Reproductive System** \_\_\_\_\_
- 13. Female Reproductive System** \_\_\_\_\_
- 14. Oncology** \_\_\_\_\_

**15. Mental Health** \_\_\_\_\_

**16. Pharmacology** \_\_\_\_\_

**17. Obstetrics** \_\_\_\_\_

**18. Child Health** \_\_\_\_\_

**19. Gerontology** \_\_\_\_\_

**20. Brain Tumors or Breast Cancer** \_\_\_\_\_