

Revised to 7<sup>th</sup> ed.  
Quick & Easy  
Med. Term

HOUSTON COMMUNITY COLLEGE SYSTEM  
COLEMAN COLLEGE FOR HEALTH SCIENCES

**Essentials of Medical Terminology**  
HPRS 1106 SECTIONS 26503  
Course Syllabus Fall Semester- 2014 - 8 week course  
Room 575

**CATALOG DESCRIPTION**

A study of common medical terminology, word origin, structure and application.

**COURSE DESCRIPTION**

This course provides an overview of the medical vocabulary system, an introduction to medical terminology, which includes structure, recognition, analysis, definition, spelling, pronunciation and the combination of medical terms.

**PREREQUISITES:** None

**CREDIT:** 1 semester hour. (2 hrs/wk x 8 weeks)

**LEARNING OUTCOMES:**

Students will define basic medical terms; demonstrate basic knowledge of the structure of medical terms, recognize, analyze, spell, pronounce, and understand the combination of medical terms from prefixes, suffixes, roots, and combining forms. They also will learn the meaning of the medical terms.

**CLASS DAYS AND TIMES:**

This is an 8-week course. (see enclosed class schedule – page 5)

**Tuesday 9-11am**

**INSTRUCTOR:** James (Jim) J. Byrne, M.Ed, RT(R)

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Phone: 713-718-7681

Office: 523, Coleman Center for Health Sciences.

Office hours: Friday 8am- noon

**TEXTBOOK:**

**Quick and Easy Medical Terminology, 7<sup>th</sup> ed., By Peggy C. Leonard.**  
Saunders/Elsevier, ISBN 978-1-4377-0838, ©2013

HCCS bookstore: 5601 West Loop S, Houston, TX 77081 (713) 218-0391



**REFERENCE: (Not required)**

1. Stedman's Medical Dictionary for the Professions and Nursing
2. <http://www.medicinenet.com> Great source for terms, reviews, quizzes, word association.
3. <http://www4.caes.hku.hk/mt/> Great site for reviews, terms, etc. Complete with illustrations.
4. [www.youtube.com](http://www.youtube.com)

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### **ADA CONSIDERATIONS:**

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. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office.

If you have any questions, please contact Disability Counselor at your college or Dr. Raj Gupta at 713-718-7631.

### **ACADEMIC HONESTY:**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty includes, but is not limited to cheating on a test, plagiarism and collusion. For detailed definitions of these terms, refer to the HCCS Student handbook.

Possible punishments for academic dishonesty may include a grade of 0 or F on the particular assignment, failure in the course and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for disciplinary disposition.

### **CLASS POLICIES:**

Students are expected to conduct themselves in a manner respecting the instructor and fellow classmates. The following policies must be followed. Any exceptions to these policies will be considered a major infraction.

- Weapons not allowed
- Cell phones and pagers (ie. All electronic devices) should be silenced and turned off during examinations.
- All desks will be cleared.
- Students may not leave the classroom while an exam is in progress or before the exam is completed and turned in to the instructor. If a student leaves the classroom FOR ANY REASON the exam must be turned in and will be graded as it is at the time the student leaves.
- Students may not use abusive or foul language. An environment of mutual respect is expected at all times.
- Students may not fight, physically or verbally on college property.
- All assignments, quizzes, & exams will reflect your own work.

### **PRESENTATION OF COURSE MATERIAL:**

Instructor will be available during posted office hours and by requests. It is the student's responsibility to complete all assignments and submit at the proper time.

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**CALCULATION OF GRADES:****Grade Policy:**

It is the student's responsibility to study the course content. It is the responsibility of the student to complete the quizzes and assignments that are assigned.

All students are expected to take announced exams. There will be no make-up exams or make-up quizzes. When an Exam is missed, the percentage of that missed exam will be added to the Final Exam percentage for the grade.

**Students will be assessed in the following manner:**

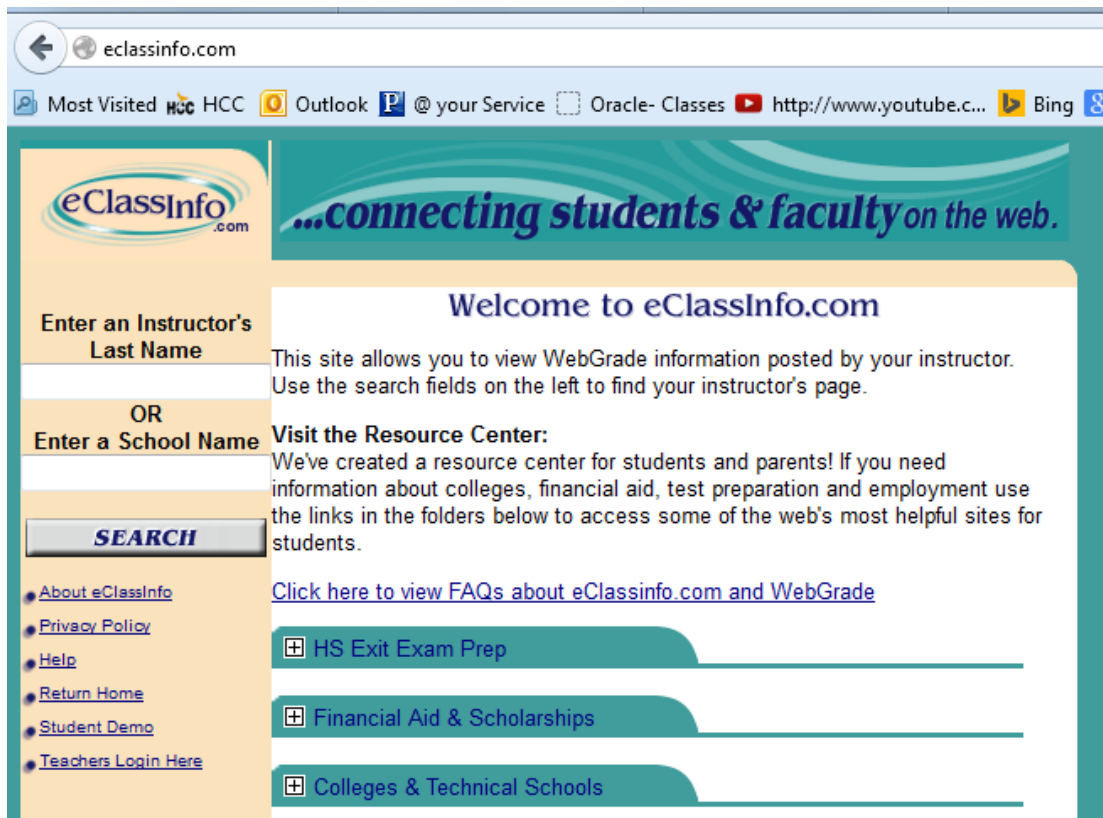
		<b>Grading Scale</b>	
Exam #1	40%	90-100%	A
Exam #2	40%	80-89%	B
Assignments	10%	75-79%	C
<u>Quizzes / Inclass Assignments</u>			
	10%	Below 75	F
<b>Total</b>	<b>100%</b>	<b>There are no "D"'s recorded</b>	

**Determine the class grade:**

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Exam #1	(% score)	x 0.40 =	_____
Exam #2	(% score)	x 0.40 =	_____
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Quizzes /	1 (quiz)	x 0.02=	_____
In class Assignments	2 (in class assignment)	x 0.02=	_____
	3 (quiz)	x 0.02=	_____
	4 (quiz)	x 0.02=	_____
	5 (in class assignment)	x 0.02=	_____
<hr/>			
Assignments	1	x 0.0167=	_____
	2.	x 0.0167=	_____
	3	x 0.0167=	_____
	4	x 0.0167=	_____
	5	x 0.0167=	_____
	6	x 0.0167=	_____
<hr/>			
		<b>100%</b>	

- ❖ Exam #1 & #2 are multiple choice.
- ❖ All exams are returned to the instructor.
- ❖ Students absent for exams & quizzes will have a zero recorded.
- ❖ No quiz/assignment will be accepted after that due date. There are no makeup quizzes.



## WEB-GRADE Access

1. Go to: <http://www.eclassinfo.com/>
2. Enter Instructor's Last Name:
3. Select [Byrne, James at Coleman Radiography \(RADRjimbyrne\)](#)
4. (Web Grade Reports) Select [HPRS 1106 Fall Semester Tuesday 9-11am](#)

5. Enter Student ID

Enter Student PW

6. Select: [Student Summary](#)

**Complete the reading assignment for each of the dates and prepare to discuss in class and/or submit online assignments.**

<i>HPRS 1106 TENTATIVE LECTURE SCHEDULE – SUMMER 2014</i>			
<i>DATE</i>	<i>TOPIC</i>	<i>READING</i>	<i>ASSIGNMENTS</i>
<i>WEEK 1</i> <i>Aug 26</i>	<i>ORIENTATION</i> • Syllabus • Announcements • Assignments		<i>Complete Assignment #1 in class</i>
<i>WEEK 2</i> <i>Sept 2</i>	<i>CHAPTER 1-2,3</i> <i>#1 Quiz (Ch. 1, 2,3)</i>	<i>Chapter. 1, 2,3</i>	<i>Submit Assignment #2 in class.</i>
<i>WEEK 3</i> <i>Sept 9</i>	<i>CHAPTER 4,5,6</i> <i>#2 in class – Exam review</i>	<i>Chapter 4,5,6</i>	<i>Submit Assignment #3 in class.</i>
<i>WEEK 4</i> <i>Sept 16</i>	<i>Exam #1</i> <i>(Chapter 1,2,3,4,5,6)</i>	---	<i>80 Questions</i> <i>Multiple Choice</i>
<i>WEEK 5</i> <i>Sept 23</i>	<i>CHAPTER 7,8,9</i> <i>#3 Quiz (Ch. 7,8,9)</i>	<i>Chapter 7,8,9</i>	<i>Complete Assignment #4</i>
<i>WEEK 6</i> <i>Sept 30</i>	<i>CHAPTER 10, 11</i> <i>#4 Quiz (Ch. 10,11)</i>	<i>Chapter 10,11</i>	<i>Complete Assignment #5</i>
<i>WEEK 7</i> <i>Oct 7</i>	<i>CHAPTER 12,13</i> <i>#5 in class – Exam review</i>	<i>Chapter 12,13</i>	<i>Submit Assignment #6 in class.</i>
<i>WEEK 8</i> <i>Oct 14</i>	<i>Exam #2</i> <i>(Chapter 7,8,9,10,11,12,13)</i>	<i>Last day of class</i>	<i>80 Questions</i> <i>Multiple Choice</i>

Final Grades post on Oct 16<sup>th</sup>