

**Houston Community College  
Coleman Campus for Health Sciences  
Surgical Technology Program  
Fall 2011- Second 8 Weeks CRN# 56909  
Professor Jerilyn L. Garcia, CST,AAS**

**Catalog Description:** SRGT 1201 – Medical Terminology (Credit 2 semester hours Lecture 2)

**Prerequisite:** High school graduate, asset exam, and acceptance into program.

**Course Description:** Study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment within the allied health care field.

**Learning Outcomes:** Identify, spell, pronounce, and define root words, prefixes and suffixes utilized in a basic medical-surgical vocabulary; build basic medical terms using prefixes, suffixes, root words, and combining forms; and define medical terms related to anatomy, physiology, laboratory test, surgery, pathology and radiology.

**SCANS Competencies:**

Upon completion of this course the student should have the following competencies and foundations:

**INFORMATION                      C8      Uses Computers to Process Information**

**Description:**

Employs computers to acquire, organize, analyze, and communicate information. Competently using computers to process information includes entering, modifying, retrieving, storing, and verifying data and other information; choosing format for display (e.g., line graphs, bar graphs, tables, pie charts, narrative); and ensuring the accurate conversion of information into the chosen format.

**Objective:**

The student will be able to use computers to demonstrate proficiency in medical terminology, utilizes Blackboard application for SRGT 1201 and Par On Line Testing system.

**Description of Module:**

Using the computers found in the computer lab, the student will navigate Blackboard for SRGT 1201, medical terminology. All tests will be taken on the Par On Line Testing System.

**Course Textbooks:**

**Required Texts:**                      **Exploring Medical Language, LaFleur-Brooks, Myrna, Mosby, Latest Edition**

**Attendance Policy:**

Refer to the Houston Community College System college catalog.

**All surgical technology students will refer to the Surgical Technology Student Handbook for specific policies regarding this program.**

**Pagers / Cell Phones:**

During classroom sessions and clinical, pagers and/or cell phones are not permitted.

<b><u>Grading Scale:</u></b>	90 – 100	A	4 Points
	80 – 89	B	3 Points
	70 – 79	C	2 Points
	60 – 69	D	1 Points
	69 – below	F	0 Points

**Grading Policies:**

Blackboard	15%
Assignments	15%
Exams/Quizzes	20%
Final Exam	40%
Attendance	10%

**Guidelines for Attendance Grade**

- 0 Day – 100%
- 1 Day - 90%
- 2 Days - 80%
- 3 Days - 70%
- 4 Days - Administrative Withdrawal

**Quizzes and Tests:**

These tests may consist of multiple choice, true/false, completion and /or short answer questions.

**A grade of “C” must be maintained in order to remain in the program or proceed into the next semester.**

**Student Access and Success:**

The Student Success center is available to all students and programs. Students must set up their own appointment for tutoring.

**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 respective College at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.” If you have any questions, please contact the Disability Counselor at your College Dr. Raj K. Gupta, 713-718-7631.

### **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.

HCCS course materials/student records will be maintained for five years. HCCS will not allow records released to anyone unless specifically granted by the student.

**Syllabus is subject to change.**

**SRGT 1201 – Medical Terminology  
Student/Instructor Agreement**

**Student Responsibilities:**

1. Adhere to all Surgical Technology Policies and Procedures as outlined in class/handbook.
2. Attendance policies of HCCS will be strictly enforced in this program. Non-compliance may result in dismissal from this program.
3. Actively participate in lecture and skills sessions.
4. Avoid any disruptive or abusive behavior while in the learning sessions, and while in the college facilities or its affiliates.
5. Be courteous and respectful to the instructors and guest lecturers.
6. Assist the instructors as directed.
7. Read the course textbooks as assigned.
8. Be responsible for the course objectives as distributed in the class.
9. A final grade of 70% or higher is required to pass any class in this program.
10. It is the student's responsibility to sign a contract for every class that he/she attends in this program. The student's signature will verify that he/she has read the syllabus and understands what is expected in this class/program. The course contract can be obtained from the course content section of each course.
11. Complete all classroom assignments for grading on agreed date, and time.
12. Turn in all paperwork/assignments on time. There is a one-week grace period for all assignments in this program. No assignment will be accepted after one week. 10 points will be subtracted for all late assignments. Any assignment will receive a grade of 0 if turned in later than this time.
13. When the student is absent, it is the student's responsibility to make an appointment with the instructor to find out what assignments/work has been missed and when it is due.
14. Tutoring is mandatory for any grade below 70. You will be responsible for scheduling your tutorial session.
15. Follow the "chain of command" regarding questions or problems.
16. Academic dishonesty is grounds for immediate dismissal.
17. No smoking or use of tobacco products in class, only in designated areas.
18. Any student who is late 14 minutes or less for class will be counted as tardy.
19. Any student who is more than 15 minutes late for class will be counted as absent.
20. A student must be on time for all tests. There is no grace period when a test is administered. 10 points will be subtracted from a student's test grade for tardiness and/or make-up test.

**Instructor Responsibilities:**

1. Be helpful, courteous, and impartial during the class.
2. The instructor will grade all course materials in a timely fashion, review them when possible.
3. The instructor will provide office hours for the student to discuss their progress in the course.
4. The instructor will enter grades in mygradebook.com for student information and progress.
5. The instructor will make tutoring available when requested when a tutor/instructor is available. Also, see number 14 in student responsibilities.
6. The instructor will protect the confidentiality of the student's progress.
7. The instructor will provide positive reinforcement for the student during learning process.
8. The instructor will be prepared for the class.
9. The course syllabus is provided through Blackboard. Computer labs are available on all HCC Campuses and hours of operation are posted.

**HOUSTON COMMUNITY COLLEGE SYSTEMS  
COLEMAN HEALTH SCIENCE CAMPUS  
SURGICAL TECHNOLOGY PROGRAM  
STUDENT CONTRACT**

**SRGT 1201**

I, \_\_\_\_\_, hereby certify that I have read the course  
**(Print your name)**

syllabus. I understand all the rules and regulation printed in the syllabus and will adhere

to these expectations. I understand what is expected of me throughout the term of this

course. I understand that **Academic Dishonesty, cheating**, is grounds for immediate

dismissal from the entire program.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Student's Social Security Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructor's Signature**