Syllabus: HITT-1305 - Medical Terminology I-IN
HITT 1305 MEDICAL TERMINOLOGY I
SYLLABUS & STUDENT INFORMATION PLAN

Instructor:  Dr. Crystal Price
Office:    D237
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Email:  cprice@alvincollege.edu

INTERNET STUDENTS: Hours for returning email:  I will return email M-F from 8.am. – 12 noon. My response to an email will be within 24 hours. If you email me after 12 noon on Friday, I will email on Monday.

OFFICE HOURS: To be determined

COURSE SCHEDULE: See WebCT

ADA STATEMENT
“This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student’s responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.”

RATIONALE FOR COURSE: The successful medical office professional must have a working knowledge of medical terms and their application in order to accurately record, report, and transmit medical information. This course is, therefore, designed to enable the student to build such a vocabulary.

COURSE DESCRIPTION:
Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. The course is organized by body systems with an emphasis on anatomy and physiology, pathological conditions, and diagnostic treatments and procedures. The course begins with a review of word building rules, prefixes, suffixes, and whole body terminology, and then progresses from simple to complex coverage of medical terminology as it relates to the various human body systems.

LEARNING CODE: :LC1Alvin2007

COMPUTER ACCESS: You are responsible for computer access. If you have a home computer problem, you are to use a computer at another location: library, ACC D235 (M-TH 7:30-10 p.m., Fri. Sat. Sun. 8 a.m.-4 p.m.).

COURSE COMPETENCIES:
1. Demonstrate knowledge of medical root, prefixes, and suffixes by spelling and meaning through testing.
2. Demonstrate knowledge of diseases and operations of major body systems through testing.
3. Demonstrate time management by meeting due dates for assignments and organizing work, family, and personal schedules.
4. Demonstrate knowledge of medical classifications through testing and case studies.

METHOD USED TO ACCOMPLISH COURSE COMPETENCIES
This online course features a comprehensive, interactive glossary that links to an audio pronunciation library. Review questions feature a hint to help you choose the correct answer. Answers to review questions include rationales for correct and incorrect answers, and links to related content to help you review and reinforce learning. A comprehensive bank of test questions check comprehension, and links to related content give further information and study guidance. Case Studies help you practice your critical thinking skills, and encourage you to view each patient as a person.

EVALUATION OF COURSE COMPETENCIES:
1. Module Tests 25%
2. Case Studies 25%
3. Mid Term (Modules 1-6) & Final Exams (Modules 1-12) 50%

FINAL GRADE EVALUATION:
A = HIGHLY SKILLED
B = SKILLED
C = MODERATELY SKILLED
D = LIMITED SKILLS

LATE ASSIGNMENT POLICY
Assignments must be turned in by the due date. You may have only two late assignments during a semester. The first late assignment will receive a maximum grade of 90 (10 points deducted) and the second late assignment will receive a maximum grade of 80 (20 points deducted). After two late assignments, any additional late assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).
INSTRUCTOR WILL DROP YOU FROM COURSE:
After missing three assignments I will drop you from the course. I will strictly apply the late policy to all students. There are no excused absences. When circumstances cause you to have more than two late assignments, you need to evaluate the time you have to take this course.

COURSE LOAD RECOMMENDATION
For every one (1) credit hour in which you enroll, you will spend approximately two to three (2-3) hours outside of class studying. Therefore, to help determine the course load most appropriate for you, use the formula:

3 credit hour (1 course) = 3 hours in class per week = 6-9 hours study time per week

EMPLOYMENT OBLIGATIONS COURSE LOAD IF WORKING
40 hrs per week – 3-5 credit hours
30 hrs per week – 3-9 credit hours
20 hrs per week – 6-12 credit hours
Less than 20 hrs – 12-18 credit hours

HOW MANY COURSES SHOULD I TAKE
I work ___ hours per week. Therefore, I should take ___ credit hours.
It is important to remember that there are only 24 hours in each day and only 168 hours in each week. It is common for college students to try to participate in more activities. Unfortunately, this poor performance often includes school work. Make your choices with all possible variable being considered.

YOU ARE RESPONSIBLE:
If you want to drop a class, you need to go to the records office by the drop date. (See Course Schedule Booklet or College Website. www.alvincollege.edu.)

INCOMPLETE GIVEN AS A GRADE:
Student must meet, email, or phone the instructor requesting an incomplete grade. Student must sign an incomplete form with instructor.
An Incomplete grade may be awarded when the instructor determines that minimal work on the part of the student and the instructor (one assignment or one test) will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F.