

Department : Office Systems Technology
Course Title : Medical Terminology 1
Section Name : HITT 1205
Start Date : 01/17/12
End Date : 05/10/12
Modality : Face to Face
Credits : 2

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426

Office Hours: MW 8:00 am to 10:00 pm
 TTH 11:00 am to 2:00 pm
 Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

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; identify correct pronunciation, spelling and definitions of medical terms; and interpret correctly the contents of a written patient scenario

Prerequisites/Corequisites

None

Scans

1,2,3,4,5,6,8,9,11

Course Objectives

- Demonstrate ability to work with diverse groups as a team or individually.(5)
2. Demonstrate knowledge of integumentary system. (6)
3. Demonstrate knowledge of reproductive systems. (6)
4. Demonstrate knowledge of mental disorders and pharmacology. (6)

5. Demonstrate knowledge of nervous system. (6)
 6. Demonstrate knowledge of urinary system. (6)
 7. Demonstrate knowledge of digestive system. (6)
 8. Demonstrate knowledge of respiratory system. (6)
 9. Demonstrate knowledge of lymphatic and immune systems.(6)
 10. Demonstrate knowledge of cardiovascular system. (6)
 11. Demonstrate knowledge of muscular system. (6)
 12. Demonstrate knowledge of skeletal system. (6)
 13. Demonstrate mastery of terminology with a minimum of a least 70 percent accuracy. (9)
 14. Listen and speak well enough to explain procedures. (11)
 15. Acquire and evaluate information. (6)
 16. Communicate written thoughts. (2)
 17. Read patient records. (1)
18. Demonstrate use of correct language skills, grammar, and punctuation. (2)
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Required Materials

Medical Terminology Simplified 4th Ed
 With Term Plus CD and 2 audio CD's
 Barbara Gylys
 ISBN 0-8036-2302

1 ream computer paper

Assignment Schedule

Due Date	Assignment	Description
Jan 30	Quiz 1	Quiz word list 1
	Computer Assignments	Chapter 1- Introduction

	Vocabulary Recitation	Vocabulary List 1
Feb 1 Feb 6	Test 1 Quiz 2 Computer Assignments Vocabulary Recitation	Chapter 1 and 2 Introduction and Body Structure Quiz Word List 2 Chapter 2- Body Structure Vocabulary List 2
Feb 13	Quiz 3 Computer Assignments Vocabulary Recitation	Quiz Word List 3 Chapter 3- Integumentary Vocabulary List 3
Feb 15 Feb 20	Test 2 Quiz 4 Computer Assignments Vocabulary Recitation	Chapters 3 and 4 Integumentary and Respiratory Quiz Word List 4 Chapter 4- Respiratory Vocabulary List 4
Feb 27	Quiz 5 Computer Assignments Vocabulary Recitation	Quiz Word List 5 Chapter 5 Cardiovascular AND Lymphatic Systems Vocabulary List 5
Mar 5	Quiz 6 Computer Assignments Vocabulary Recitation	Quiz Word List 6 Chapter 6 – Digestive System Vocabulary List 6
Mar 19 March 19	Quiz 7 Computer Assignments Vocabulary Recitation Test 3	Quiz Word List 7 Chapter 7 -Urinary System Vocabulary List 7 Chapters 5 and 6 Cardiovascular, Lymphatic and Digestive Systems

Mar 26	Quiz 8 Computer Assignments Vocabulary Recitation	Quiz Word List 8 Chapter 8- Reproductive Systems Vocabulary List 8
Apr 2	Quiz 9 Computer Assignments Vocabulary Recitation	Quiz Word List 9 Chapter 9 Endocrine AND Nervous Systems Vocabulary List 9
Apr 9 Apr 9	Quiz 10 Computer Assignments Vocabulary Recitation Test 4	Quiz Word List 10 Chapter 10- Musculoskeletal System Vocabulary List 10 Chapter 7 and 8 Urinary and Reproductive Systems
Apr 16	Quiz 11 Computer Assignments Vocabulary Recitation	Quiz Word List 11 Chapter 11- Special Senses Vocabulary List 11
Apr 23	Quiz 12	Quiz Word List 12
May 2	Test 5	Chapters 9 and 10 Endocrine, Nervous and Musculoskeletal Systems
May 7	Final	Comprehensive Final

Grading Policy

Grading- This class is graded on points system. Here is a breakdown of the points available.

Quizzes	120
Vocabulary	55

Computer	140
Vocabulary Final	30
Tests	540
Final	256
Total points=	1141

Distribution:

- 1026-1141= A
- 912-1025 = B
- 798-911 = C
- 684-797 = D
- 683 and below= F

You have 5 days from the date that the grades are posted to dispute that grade. After that, I will not change your grade. It is up to you to check your grades weekly to make sure that assignment grades were posted correctly.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

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Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**