COURSE SYLLABUS
Spring 2014

COURSE NUMBER AND TITLE:
HITT 1305 Medical Terminology (100% Online Course)

COURSE (CATALOG) DESCRIPTION:
This course is a 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

INSTRUCTOR: Aida Y. Rocha, RHIT
OFFICE: L-104

OFFICE HOURS: Monday thru Friday 8:30 AM – 9:30 AM and Sunday 9-10 PM

OFFICE TELEPHONE: 956 364-4880

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MAJOR COURSE REQUIREMENTS:
This course has been divided into the following 5 units:
   A. Introduction to Medical Terminology
   B. Basic Word Structure
   C. Suffixes
   D. Prefixes
   E. Body Systems

In each unit, the student will be given a lecture/demonstration and then be expected to perform the assignments for each unit. Each assignment(s) will be demonstrated and explained so that the student can then attempt it. After each unit, there will be a knowledge and/or performance test. Each test is based on the information discussed during the lecture, quizzes and/or the exercises.

LEARNING OUTCOMES:
   A. Introduction to medical terminology
      1. Identify the etymology of medical terminology.

   B. Basic word structure
      1. Divide medical words into their component parts and define.
      2. Relate the words to the structure and function of the human body.
      3. Recognize spelling and pronunciation errors.
C. Suffixes
   1. Define suffixes used in medical language.
   2. Use suffixes with combining forms to define medical terms.

D. Prefixes
   1. Define basic prefixes used in medical language.
   2. Use medical terms that combine prefixes and other word elements.

E. Body systems
   1. Pronounce, spell and define medical terms for each body system covered and relate them to the structure and function of the human body.
   2. Define selected abbreviations for each body system covered.
   3. Identify the surgical procedures, medical specialties and diagnostic procedures for each body system covered.

MAJOR COURSE LECTURE, TOPICS
DESCRIPTION/REQUIRED/RECOMMENDED READINGS/ELECTRONIC RESOURCES TO VIEW:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
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<tr>
<td>1</td>
<td>Introduction Learning Medical Terminology/etymology of medical terminology Assignments Quizzes</td>
<td><a href="http://www.mycourses.tstc.edu">www.mycourses.tstc.edu</a> Review resources under Unit 1 Lesson 1 module on course Moodle site</td>
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<tr>
<td>2</td>
<td>Common suffixes and Prefixes Assignments Quizzes</td>
<td>Review resources under Unit 1 Lesson 2 module on course Moodle site</td>
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<td>3</td>
<td>The Body’s Organization Assignments Quizzes Unit 1 Test</td>
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<td>4</td>
<td>Digestive System Assignments Quizzes</td>
<td>Review resources under Unit 2 Lesson 1 module on course Moodle site</td>
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<td>5</td>
<td>Urinary System Assignments Quizzes</td>
<td>Review resources under Unit 2 Lesson 2 module on course Moodle site</td>
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<td>6</td>
<td>Group Project Unit 2 Test</td>
<td>Moodle LMS</td>
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<td>7</td>
<td>Reproductive System</td>
<td>Review resources under Unit 3 Lesson 1</td>
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<td>Week</td>
<td>Topic/Lecture/Event</td>
<td>Required/Recommended Readings/Electronic Resources to View</td>
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<td>8</td>
<td>Mid-term exam</td>
<td>Proctored at Testing Center <a href="https://secure.harlingen.tstc.edu/workshop">https://secure.harlingen.tstc.edu/workshop</a></td>
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<td>9</td>
<td>Cardiovascular System Assignments Quizzes Group Project <strong>Unit 3 Test</strong></td>
<td>Review resources under Unit 3 Lesson 2 module on course Moodle site</td>
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<td>10</td>
<td>Nervous System Assignments Quizzes</td>
<td>Review resources under Unit 4 Lesson 1 module on course Moodle site</td>
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<td>Respiratory System Assignments Quizzes Group Project <strong>Unit 4 Test</strong></td>
<td>Review resources under Unit 4 Lesson 2 module on course Moodle site</td>
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<td>12</td>
<td>Integumentary System Assignments Quizzes</td>
<td>Review resources under Unit 5 Lesson 1 module on course Moodle site</td>
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<td>13</td>
<td>Musculoskeletal System Assignments Quizzes Group Project <strong>Unit 5 Test</strong></td>
<td>Review resources under Unit 5 Lesson 2 module on course Moodle site</td>
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<td>14</td>
<td>Review for Final exam</td>
<td>Moodle site</td>
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<td>15</td>
<td>Final Exam</td>
<td>Proctored at Testing Center <a href="https://secure.harlingen.tstc.edu/workshop">https://secure.harlingen.tstc.edu/workshop</a></td>
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**ASSESSMENT MEASURES:**
The daily quizzes will be fill-in the blank.
The Unit tests will be on Moodle and consist of some/all the following:
- Multiple choices
- True or false questions
- Matching
- Fill in the blank

**REQUIRED TEXT AND MATERIALS:**
Medical Language Instant Translator 5th edition.
Author: Davi-Ellen Chabner  ISBN: 978-1-4557-5831-9

**Computer & Software:**
- Internet accessibility (high speed)
- Recommended browser – Mozilla Firefox

Access to TSTC Moodle (https://mycourses.tstc.edu/). If you have trouble logging into the website scroll down to Quick start guide for students for instructions. You can also call the TSTC network help services at 956-364-5000.

GRADING POLICY

A. Grading Criteria
   Assignments/exercises/quizzes. ......................... 20%
   Unit Tests ...................................................... 50%
   Group project ................................................. 10%
   Mid-Term and Final Exam ................................. 20%

B. Grading Scale
   A final grade of 78 is required to pass this course.
   93 – 100 ....................................................... A
   86 – 92 ......................................................... B
   78 – 85 ........................................................ C
   70 – 77 ......................................................... D*
   Below 69 ....................................................... F*

COURSE REQUIREMENTS:
This course is divided into the following:

LESSON MODULES:
Unit 1: Learning Medical Terminology, Common Suffixes and Prefixes, The body’s organization.
Unit 2: Digestive and Urinary System
Unit 3: Reproductive and Cardiovascular System
Unit 4: Nervous and Respiratory System
Unit 5: Musculoskeletal and Integumentary System

Each Unit module is divided into lessons that contain lecture information, animations, practice exercises and assignments. Some assignments are discussion forums in which you will be required to interact with other course members. At the end of each module you will be assessed by a Unit test
Proctored midterm and final exams are required.

Delivery of the course will be entirely online using 1 website: 1) TSTC Moodle (https://mycourses.tstc.edu/) for course announcements, course content delivery, assignment submission, unit tests and exams.
ACCOMODATION STATEMENT:
If you have a documented disability which will make it difficult for you to carry out class work as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Consolidated Student Services Center (Formerly building M) as soon as possible to make appropriate arrangements.

CLASS POLICIES:
1. Copyright Statement:
The materials used in the course (textbooks, handouts, media files (podcast, MP3, Videos, RSS Feeds), and all instructional resources on the colleges Learning Management System (Moodle) are intended for use only by students registered and enrolled in this course, and are only to be used for instructional use, activities associated with, and for the duration of the course. By "handouts," this means all materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, in-class materials, review sheets, and any additional materials. These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

2. Communicating with your instructor:
All e-mail correspondence should be carried out within Moodle. If Moodle is down or you need to send me a message outside of Moodle, use your TSTC Mymail student e-mail address. Use of Your Mymail TSTC College student e-mail account will be the only way to receive official notices from the college. When communicating with instructors and/or employees of the college you are required to use your TSTC Mymail address. If you forward your e-mail to another account, please be advised that all communication from and within the college will use your Mymail student e-mail

3. Course schedule and Due dates:
To give you sufficient time to complete assignments, lesson/exercise assignments are usually due at the end of the week (midnight on Sunday). Exceptions are discussion assignments with two posts. These have Wednesday & Sunday midnight deadline. The deadline for proctored exams is always 2PM on Sunday at the end of the week they are released.

Unit Test and proctored exams must be taken within the week that they are released and cannot be made up.

All assignments are due on the dates specified. Failure to meet these deadlines will result in a grade of 0%. Online quizzes, exercises and Unit test deactivate if not completed by the deadline.
4. Unit Test and Quizzes:
All unit tests/quizzes are timed and are comprised of fill-in-the blank, multiple choice, matching, true and false questions. Exercises are not timed as unit exams/quizzes, but must be completed by the due date.

Proctored exams:
Mid-term and final exams are password protected and must be scheduled with the testing center and taken in a proctored setting (testing center located in Consolidated Student Services Center). You must schedule your proctored exam at least 24 hours in advance.

Proctoring for TSTC Online Learning Students - Appointment Required (Fee: N/A)
To schedule an exam you must register at: https://secure.harlingen.tstc.edu/workshop. Please view the "How to Register for Testing" Video to see step-by-step instructions on how to sign up for an exam.

You will need to present a valid TSTC Student ID Card on the day of testing. Prior to testing you will also need to sign the Online Learning Student Proctored Exam Agreement

Plan ahead! If you do not reside in the area and need to coordinate testing at another approved proctored testing facility, please call the Online Learning Office @ 956.364.4950 at least two weeks before your first proctored testing.

Unit tests MUST be taken within the week that they are released (see course calendar for availability). Failure to do this will result in a missed test that CANNOT be made up.

Online Participation
You are expected to participate in this course by interacting with your instructor as well as other students in the class. Your level of participation in the course will be a part of your overall grade. Assigned discussions will be graded according to your level of participation in them.

5. Academic Honesty:
You are responsible for submitting your own work and completing assignments on an individual basis unless stated by the instructor (group work). Copying work from any other source including another student is plagiarism. Use of any information must be properly cited. All forms of scholastic dishonesty described in the TSTC handbook are forbidden in this course. For more information see the student handbook at http://harlingen.tstc.edu. Students found engaging in forms of dishonesty may receive a zero on the work, and F in the course.
6. Participation:
You are responsible for being an active participant in the course by interacting with the instructor and classmates in the course. Your participation in this course will be evaluated at mid-term and end-of-term based on this rubric and will contribute to your unit test grade. See the participation rubric for point breakdown.

7. Office Hours (virtual and f2f):
I will have virtual office hours on the TSTC Moodle course website for one hour every day during the week (time - to be announced). I will also have virtual office hours from 9-10PM on Sunday evenings. This will hopefully accommodate your schedules. During this time, you will be able to receive instant feedback to messages that you send me during this time.
Any other e-mail, you can expect to hear back from me within a 24-hour period Sunday through Thursday. Emails sent after 5 on Friday through Saturday will be answered on Monday of the following week.
If you do not feel that you have grasped the concepts of a particular assignment PLEASE ask for help. If my office hours are not convenient for you, please contact me to set up a meeting at a more appropriate time.

8. Netiquette:
This refers to network etiquette. We will not “see” one another therefore, remember that we are all human beings and should be treated with respect. The following are general rules of netiquette, some excerpted from Netiquette by Virginia Shea. You are expected to abide by these rules in this course.

1. Even though you are “speaking” to someone online – they are a human being. Think about how and what you are “saying” to someone online. Ask yourself whether you would speak to a person in this manner if you were face-to-face.
2. Pay attention to your spelling and grammar. Others are reading your work: therefore, make sure you are not making it difficult for them by using poor spelling and grammar choices. In addition, there is no place for inappropriate language in this course.
3. Be willing to share your knowledge with others. Discussion forums – post comments in a timely manner. Other course members may be waiting for you so they can post replies or finish an assignment – do not make them wait until 11 pm when the deadline is midnight. This is not fair and also shows that you are not setting aside appropriate time for your coursework.

9. STUDENT ASSISTANCE:
The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the most up-to-date Supplemental Instruction & Tutoring Schedule, as well as MyTSTC Video Tutor Library, by using your smart phone to scan over the QR code below or visiting our webpage at:
http://www.tstc.edu/harlingenoss/situtoringprogram

For more information, please contact the Office of Student Success at 956.364.4163 or the Supplemental Instruction & Tutoring Program at 956.364.4170.

NOTE:
Any changes to this syllabus will be provided in writing to the student and updated on all posted locations (HB 2504, course Moodle sites, building offices, etc.).