

# HITT 1305: Medical Terminology

Clarendon College  
Division of Science and Health  
Course Syllabus  
Fall 2023

Lecture: **HITT 1305.195**  
**Online**

3 Semester Credit Hours

**Instructor:** Dr. Edward Caraway

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**Mailing Address:** Clarendon College, P.O. Box 968, Clarendon, TX 79226

**Office Hours:** Pampa

Monday 8:00 am – Noon, 3:30 – 5:00 pm

Tuesday, Wednesday, & Thursday 3:30pm – 5:00pm

Zoom by appt.

**Course Description:** This course is an introduction to medical terminology with emphasis on recognition, defining, pronunciation, and spelling of medical terms. The student will also learn how to use a medical dictionary.

**Statement of Purpose:** Medical Terminology partially satisfies the requirements for the Associates Degree at Clarendon College and is designed for transfer to a senior college.

**Required Texts:** *Ehrlich/Schroeder - Bundle: Medical Terminology for Health Professions, 8th + MindTap® Medical Terminology, 2 term (12 months) Printed Access Card - 9781337123099* Class lectures will be based on the book chapters, but not all of the material in the text will be covered in class. **You are, nevertheless, responsible for reading the Text.** Further, supplemental material may be presented that is not in the book, and thus it is essential that you attend the class regularly.

**Online Course website:** This online course uses Moodle as its online course management program. All instructions, tutorials, exams, and assignments are provided at the course website. All assignments will be submitted there. Due dates for all assignments are listed in the “Course Schedule” at the course website. Most communication between you and your instructor and fellow classmates will be handled in Moodle through the “Messages” feature and discussion forums. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register. In order to be successful in completing HITT1305, a 3-credit hour course, you should plan to spend around 4 hours per day on the course.

The information explaining how to log into your course website can be obtained by going to Clarendon College’s home page, and clicking on the **Login to Online Classes** button. If you have any difficulty logging in, email our help desk at: [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu)

**Required Enrollment Verification Activity** Students who fail to complete the Syllabus Agreement & Enrollment Verification Activity by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College’s home page.

**Methods of Instruction:** This course will utilize online lecture, discussion, and word games

**Student Rights and Responsibilities:** Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

**Suggested Reading:**

**CDC Clear Communication Index.** A Tool for Developing and Assessing CDC Public Communication Products User Guide (Available in the Student Portal)

**Exemplary Course Objectives:** Successful completion of Medical Terminology should enable the student to...

- Understand and apply methods and appropriate technology to the study of natural sciences.
- Recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
- Identify and recognize the differences among competing scientific theories.
- Demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

**Student Learning Outcomes:** Successful completion of Medical Terminology should...

- Provide the student with a fundamental understanding of the structure and root meanings of medical language.
- Promote confidence in using a technical vocabulary.
- Provide the student with an appreciation of the human body and the myriad of unknown aspects of “the amazing machine” still to be learned.

**Grading Policies:** Your letter grade for HITT 1305 comes from three components: class participation, lecture exams, and Quizzes/Assignments.

**Course participation will count as 10%** of your final course grade. This grade comes from your participation in discussion and pronunciation exercises.

**Four Exams (including the final) are worth 50%** of your final grade. Each test will be weighted equally. Each test covers the material covered since the last test (not comprehensive). The tests will utilize a variety of question formats (objective, matching, multiple choice, true/false, etc.) I will drop your lowest lecture test grade, excluding the final which must be counted.

**Weekly homework exercises and quizzes are worth 20%** of your final course grade. Each exercise will be over your weekly reading assignments. These quizzes will be available as long as the specific chapter is open to you. Failure to complete an exercise or quiz will result in a zero for that assignment. I will drop your lowest quiz grade at the end of the semester.

**Trifold education pamphlet worth 20%** of your final course grade. The Pamphlet will be on a topic I assign you. You may use the text and any resources available to you. This project will demonstrate your understanding of the terminology and its role in communicating with individuals throughout healthcare.

Grading Scale for the course:

90% - 100%	A
80% - 90%	B
70% - 80%	C
60% - 70%	D

### **Academic Integrity: An Excerpt from Clarendon College's Student Handbook**

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Executive Vice President of Academics and Student Affairs when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Executive Vice President of Academics and Student Affairs of Instruction more than once shall be disciplined by the Executive Vice President of Academics and Student Affairs. The Executive Vice President of Academics and Student Affairs will notify all involved parties within fourteen days of any action taken.

### **Class Policies:**

1. **Online Attendance Policy:** Regular attendance is mandatory in all online courses. Specific activities will be identified each week or during each chapter that must be completed in order for students to be considered "in attendance." Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

☐ For this course, I will submit an attendance report each Tuesday morning and on the census date. Students who are following the online attendance policy and participating in the weekly Forum Discussions are marked "present."

2. **Make-up work:** Late will not be accepted unless the missed assignment is due to an emergency (with documentation). Allowing a student to make up late work is solely at the discretion of the instructor.

3. **Final Lecture Exam:** Students must take a final for each of their academic courses. The schedule of final exam times is published at the beginning of the semester. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.

4. **Scholastic Honesty:** I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F.

5. **Accommodations:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, it is your responsibility to notify the Office of Student Services (806-874-3571 or 800-687-9737). We will then work with you to make whatever accommodations we need to make.

6. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

1. Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the

tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes. infraction through the remainder of the course. Furthermore, that student will not be allowed to drop their lowest quiz grade or exam grade. A second act of dishonesty will result in an F for the course. Note that dishonest behavior includes both the act of copying someone else's work as well as allowing someone to copy your work. Both students are equally guilty and will be equally punished.

2. **Accommodations:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, it is your responsibility to notify the Office of Student Services (806-874-3571 or 800-687-9737). We will then work with you to make whatever accommodations we need to make.
3. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript.

A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12<sup>th</sup> class week.

**Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more.**

**Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.**

If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not attending labs or taking exams before we have discussed your situation.

**The last day to withdraw from this course with a "W" is Thursday, November 3, 2023.**

**Course Outline:** The essence of life is change and so too this syllabus. As situations in the classroom and laboratory arise, modifications may have to be made, particularly regarding the course calendar. All attempts will be made to keep these changes to a minimum.

Due at 11:00 pm	ModuleTopics	Graded Activities	Vocabulary Quizzes and Exams
Aug 21	<b>Syllabus</b>		
Aug 28	Ch 1: Introduction to Medical Terminology	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	
Sept 4	Ch 2: The Human Body in Health and Disease	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 1: Vocabulary Quiz
Sept 11	Ch 3: The Skeletal System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 2: Vocabulary Quiz
Sept 18	Ch 4: The Muscular System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 3: Vocabulary Quiz & Exam 1

Sept 25	Ch 5: The Cardiovascular System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 4: Vocabulary Quiz
Oct 2	Ch 6: The Lymphatic and Immune System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 5: Vocabulary Quiz
Oct 9	Ch 7: The Respiratory System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 6: Vocabulary Quiz & Exam 2
Oct 16	Ch 8: The Digestive System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 7: Vocabulary Quiz
Oct 23	Ch 9: The Urinary System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 8: Vocabulary Quiz
Oct 31	Ch 10: The Nervous System <i>November 15<sup>th</sup> – last day to drop with a "W"</i>	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 9: Vocabulary Quiz & Exam 3
Nov 6	Trifold project due		
Nov 6	Ch 11: The Special Senses: Eyes and Ears	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 10: Vocabulary Quiz
Nov 13	Ch 12: The Integumentary System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 11: Vocabulary Quiz
Nov 13	Ch 13: The Endocrine System	Practice exercises, Homework exercises, Pronunciation exercises, and assessment	Ch 12: Vocabulary Quiz
Dec 4	Final Exam <b>HITT 1305</b>	Assessment	