1. **Course**: HITT 1305-001 Medical Terminology I.

2. **Instructor**: Nancy Galinski, Information Management, Blinn College, Bullock Center, Office 121; Phone 979-830-4238. E-mail: nancy.galinski@blinn.edu

3. **Course Description**: The 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.

4. **Course Prerequisites**: Appropriate scores on the reading portion of the THEA test or alternate test OR completion of a Reading development course.

5. This is not a core course

6. **Course Objectives or student learning outcomes**:  
   1. Define terms and abbreviations which apply to the structural organization of the body.  
   2. Recognize and analyze terms and their components from a list including prefixes, suffixes, roots, and combining forms  
   3. Identify correct pronunciation, spelling, and definitions of medical terms  
   4. Interpret correctly the contents of a written patient scenario.

7. **Required Textbooks**:  

8. **Outline or Description of Course Content**: See Course Calendar on last page.

9. **Civility Statement**: Members of the Blinn College community, which include faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedoms of every member of the college community, including respect for college property and the physical and intellectual property of others.

10. **Civility Notification Statement**: If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until he or she arranges a conference with the instructor. It is the student’s responsibility to arrange for this conference

11. **Course Requirements**: Course requires four assessments, four major exams, research project, and a comprehensive final exam that is worth 20% of final grade.

12. **Calendar for Major Assignments and Exams**:  
   Exam 1 – Feb. 6  
   Exam 2 – Feb. 27  
   Exam 3 – April 2  
   Exam 4 – April 23  
   Research project – April 25  
   Final Exam – May 3-8

13. **Grading Criteria**:  
   900-1000 = A  
   Daily quizzes – 22%  
   800-899 = B  
   Assessments – 8%
14. POLICIES AND REGULATIONS

ATTENDANCE POLICY

Blinn College Board Policy FBD (LOCAL)

The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students shall find themselves at a severe disadvantage for achieving success in college. Class participation shall constitute at least ten percent of the final course grade. It is the responsibility of each faculty member, in consultation with the division chair to determine how participation is achieved in his or her class. Faculty will require students to regularly attend class and will keep a record of attendance from the first day of classes and/or the first day the student’s name appears on the roster through final examinations. If a student has one week’s worth of unexcused absences during the semester, he or she will be sent an e-mail by the College District requiring the student to contact his or her instructor and schedule a conference immediately to discuss his/her attendance issues. Should the student accumulate two weeks’ worth of unexcused absences, he or she will be administratively withdrawn from class.

There are four forms of excused absences recognized by the institution:

1. **Observance of religious holy days** - Sec. 51.911(b), Texas Education Code. An institution of higher education shall excuse a student attending classes and/or required activities, including examinations, for the observance of a religious holy day. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment. The student should notify his or her instructor(s) not later than the 15th day of the semester concerning the specific date(s) that the student will be absent for any religious holy day(s).

2. **Representing the College District at an official institutional function.** If a student is asked by the College District to be an official representative of the College District at any function approved by the institution, the student will be excused from any classes missed and must be allowed to complete all work without penalty for that absence(s) in a timely manner as directed by the faculty member.

3. **A high school student representing the independent school district at an official institutional function.** If a high school student is asked by the independent school district to be an official representative of the school district at any function approved by the institution, the student shall be excused from any class missed and must be allowed to complete all work without penalty for the absence(s) in a timely manner as directed by the faculty member.

4. **Military Service** - Education Code 51.9111(d), Texas Education Code, 19 TAC 4.9. If a student can prove he or she is serving on active duty to which he/she is called with the Armed Forces of the United States, the student shall be excused from attending classes and allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. Other absences may be excused at the discretion of the faculty member. **Developmental Courses:** A student enrolled in a developmental course is subject to College District-mandated attendance policies. Failure to attend developmental classes shall result in removal from the course as defined by the College District.

Faculty Handbook: 3.2.3 Attendance Policy and Recordkeeping

15. **Instructor’s Policies:**

   A. **Conduct:** No eating or drinking in class.
B. No make-ups for daily quiz

C. Late assignments: Assignments are due on the day assigned at the beginning of class. 20% penalty for late assignments and any make-up work must be turned in the next class date.

D. Make-Up exams: There will be no make-up exams. Anyone who will miss an exam because of an excused or school function should make an arrangement with me to take the exam.

E. Final Exam: All students must take a comprehensive final exam. Students absent the day of the exam will lose the 20% allotted for the exam.

F. Final Course Grade: The course grade will be determined by adding all points earned from all daily quiz, research paper, assessments, and final exam.

G. ADA: Blinn College is dedicated to providing the least restrictive learning environment for all students. Support services for students with documented disabilities are provided on an individual basis, upon request. Requests for services should be made directly to the Office of Disability Services serving the campus of your choice. For the Bryan campus, the Office of Disability Services (Administration Building) can be reached at (979)209-7251. The Brenham, Sealy and Schulenburg campuses are served by the Office of Disability Services on the Brenham campus (New Administration Building Room 104) and can be reached at (979)830-4157. Additional information can be found at www.blinn.edu/disability.

H. Absences: Reporting of absences to the instructor for school-related purposes or religious purposes must be done ahead of time with make-up arrangements in place before the absence.

I. Dishonesty of any kind will not be tolerated. Depending on the severity of the dishonesty, one may receive either a zero or fail the course.

J. It is the student’s responsibility to officially drop a class he or she is no longer attending. To officially drop a class the student must contact the Admissions Office. A student who is subject to the TASP rules and who acquires the equivalent of two weeks of absences in a required developmental course will be withdrawn from the college. Students are not assessed absences when representing Blinn College. Class days missed due to inclement weather will be made up as appropriate. A student on scholastic or disciplinary probation should not have any unexcused absences. Drop date deadline is Friday April 13, 2012.
**NOTE:** there will be a *daily quiz* given at the beginning of every class covering material from previous class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Point value</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 18</td>
<td>Introduction to medical terminology class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Review Chapter 1 Introduction to Word Parts and Chapter 2 Body Structure, Color, and Oncology Review at home Chapter 2 study guide in E-Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan. 25</td>
<td>Quiz chapter 2 Review Chapter 3 Directional Terms, Anatomic Planes, Regions, and Quadrants in class Review at home Chapter 3 study guide in E-Campus</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Quiz chapter 3 Review Chapter 4 Integumentary System in class Review at home Chapter 4 study guide in E-Campus</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Feb. 1</td>
<td>Quiz chapter 4: Continue chapter review</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Feb. 3-5</td>
<td>Assessment Chapter 2-4 to be taken at home in E-campus</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Feb. 6</td>
<td><strong>EXAM 1 CHAPTERS 2-4</strong> Pronunciation and Spelling words in e-campus; test next class</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Feb. 8</td>
<td>Pronunciation and spelling test Review Chapter 5 Respiratory System in class Review at home Chapter 5 study guide in E-campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb. 13</td>
<td>Quiz chapter 5-1 Continue review of Chapter 5 in class</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Quiz chapter 5-2 Review Chapter 6 Urinary System in class Review Chapter 6 study guide in E-campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb. 20</td>
<td>Quiz chapter 6 Review Chapter 7 Male Reproductive System in class Review at home Chapter 7 study guide in E-campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb. 22</td>
<td>Quiz chapter 7 Review Chapter 8 Female Reproductive System in class Review at home Chapter 8 study guide in E-campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb. 24-26</td>
<td><strong>Assessment Chapter 5-8 to be taken at home at E-campus</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Feb. 27</td>
<td><strong>EXAM 2 CHAPTER 5-8</strong> Pronunciation and Spelling words in e-campus; test next class</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Feb. 29</td>
<td>Pronunciation and spelling test Review Chapter 9 Obstetrics and Neonatology in class Review at home Chapter 9 study guide in E-campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar. 5</td>
<td>Quiz chapter 9 Review Chapter 10 Cardiology in class Review at home chapter 10 study guide in E-campus</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Mar. 7</td>
<td>Quiz chapter 10 Continue to review chapter 10 in class</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Mar. 12-16</td>
<td>Spring Break Enjoy!!!!!!!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Mar. 19    | Quiz chapter 10-2  
Review Chapter 11 Digestive System in class  
Review at home chapter 11 study guide in E-campus |
| Mar. 21    | Quiz chapter 11  
Continue to review chapter 11 in class |
| Mar. 26    | Quiz chapter 11-2  
Review Chapter 12 Eye in class  
Review at home chapter 12 study guide in E-campus |
| Mar. 28    | Quiz chapter 12  
Review chapter 13 in class; study guide in e-campus |
| Mar. 30-April 1 | Assessment 3  
Chapter 9-12 to be taken at home  
In e-campus |
| April 2    | EXAM 3  
CHAPTER 9-12  
Pronunciation and spelling words in e-campus; test next week |
| April 4    | Quiz chapter 14  
Continue to review chapter 14 in class |
| April 9    | Quiz chapter 14-2  
Review Chapter 15 Nervous System and Behavioral Health in class  
Review at home chapter 15 study guide in E-campus |
| April 11   | Last day to drop classes |
| April 13   | Quiz chapter 15  
Continue review Chapter 15 in class |
| April 18   | Quiz chapter 15-2  
Review chapter 16 in class; study guide in e-campus |
| April 20-22| Assessment Chapter 13-16 to be taken at home  
In e-campus |
| April 23   | EXAM 4  
CHAPTER 13-16  
Pronunciation and spelling words in e-campus |
| April 25   | Pronunciation and spelling test  
Research given in class |
| April 30   | Quiz abbreviations; (continue research given in class) |
| May 2      | Review for final |
| May 3-8    | Finals (date of final to be assigned) |