



RANGER COLLEGE
BROWNWOOD, TEXAS

COURSE SYLLABUS

MEDICAL TERMINOLOGY

HITT 1205

2 credit hours

Fall 2017

INSTRUCTOR:

Eta Van Horne

INSTRUCTOR: Etna Van Horne
EMAIL: etvanhorne@rangercollege.edu
OFFICE: 3201 Coggin Ave Brownwood Texas 76801
PHONE: 325-200-4233
HOURS: Thursday, 8:30-5:00. Friday 8:30-1:00.

I. Texas Core Curriculum Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

II. Course Description

Students will investigate the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Topics include the vocabulary related to major body systems and diseases including spelling, abbreviation, symbols and definitions. Your textbook is a valuable resource that will assist you in your studies today and in the future medical field.

III. Required Background or Prerequisite

There are no prerequisites for this course, but a strong ability to read and a desire to learn about Latin prefixes, suffixes, roots, combining forms and plurals used in the medical field.

IV. Required Textbook and Course Materials

No textbooks are required for this class. All materials may be accessed through Blackboard and Internet sites.

Optional: Medical dictionary (any good dictionary is fine – such as Mosby’s or Taber’s)

V. Course Purpose

This course is designed to introduce the students to basic word parts used in the field of medicine. This course encourages students to learn the English meanings of the Greek and Latin word parts and the rules for connecting them together to form simple and complex medical terms. Word analysis in defining terms is the primary focus of the course. Emphasis will be placed on anatomical structures, standard abbreviations, symbols and practical applications.

VI. Learning Outcomes

- Identify and define word parts.
- Define prefixes, roots and suffixes associated with each body system.

- Spell medical terms correctly.
- Using correct medical terms, describe the function of the different body systems and identify the major structures associated with each body systems.
- Convert terms from singular to plural form.
- Define several pathological conditions affecting each body systems.
- Recall the meanings of abbreviations associated with different body systems.
- Discuss surgical, clinical and laboratory procedures related to health care.
- Understand medical words used in context.
- Recall newly gained knowledge for practical application.

VII. Core Objectives

This course meets the following of the six Core Objectives established by Texas:

- Critical Thinking Skills (CT)** – Creative thinking, innovation, inquiry, and analysis; evaluation and synthesis of information
- Communication Skills (COM)** – effective development, interpretation and expression of ideas through written, oral, and visual communication
- Empirical and Quantitative Skills (EQS)** – The manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork (TW)** – The ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility (SR)** – Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility (PR)** – The ability to connect choices, actions, and consequences to ethical decision-making

VIII. Methods of Instruction

Assignments via Blackboard
Online discussion
Audio-visual materials

IX. Methods of Assessment

Attendance	12% (See attendance policy below)
Discussion Board Participation	16% (Course Objectives 1-4, 6-10)
Exam 1	24% (Course Objectives 1-4, 6, 8-10)

Exam 2	24% (Course Objectives 1-4, 6-10)
Final Exam - Comprehensive	24%

THE FINAL EXAM WILL BE GIVEN ON CAMPUS. IF YOU ARE NOT PHYSICALLY LOCATED NEAR THE BROWN (BROWNWOOD), RANGER, OR ERATH (STEPHENVILLE) CAMPUSES. IT IS YOUR RESPONSIBILITY TO IDENTIFY AN APPROPRIATE PROCTOR, AND SET UP A PROCTORED EXAM WITH THE INSTRUCTOR.

Course Grade:

90-100	A
80-89	B
70-79	C
60-69	D

X. Course/Classroom Policies

1. Attendance/Lateness

Please see the attendance policy in the Ranger College Catalog

Class attendance will be monitored virtually for this course beginning the first day of class. Students will receive 1 point for each day they sign in to class except the first day of class, and exam days, this will be worth up to 12% of your grade.

2. Class Participation

Class participation will be monitored via Blackboard log-in. Students are expected to check their email/Blackboard at least every other day. Failure to check email/Blackboard may result in missing assignment deadlines or updates.

3. Missed Exams/Assignments/Make-Up Policy

Discussion Board Assignments:

It is the student's responsibility to notify the instructor if they are unable to post to the Discussion Board Assignments at the scheduled time. Failure to contact the instructor via email (etvanhorne@rangercollege.edu), within 1 day of the due date will constitute up to a zero (0) for that Discussion Board Assignment (or portion of if multi postings required).

4. Academic Dishonesty

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any other act designed to give unfair academic advantage to the student.

Please see student handbook for additional details.

5. Student Behavior Policy

The college provides evaluation, referral, and appropriate treatment (within the parameters of available college resources) for students displaying inappropriate behavior. In some instances, a student’s behavior may be beyond the scope of these services and require consideration of termination of enrollment for medical reasons.

Please see student handbook for additional details.

6. Available Support Services

Please see college catalog for available support services including library services, tutoring, counseling etc.

XI. Course Outline/Schedule

Reading assignments and the dates of exams and written assignments are subject to revision as needed. I will announce all revisions in class, post them on Blackboard, and do my best to make sure that everyone knows about the changes. If you miss class, you are still responsible for submitting assignments according to any revisions that we make to the schedule.

WEEK	DATE	TOPIC/ASSIGNMENT
1	Ending Sun. Sept 3	Blackboard Set-Up, Discussion Board Introductions, External Website Lessons 1-7
2	Ending Sun. Sept 10	Discussion Board Lessons 1-7, External Website Lessons 8-12
3	Ending Sun. Sept 17	Discussion Board Lessons 8-12, External Website Lessons 13-16
4	Ending Sun. Sept 24	Discussion Board Lessons 13-16, External Website Multiple Choice and Matching for Part 2
5	Ending Sun. Oct 1	Exam I
6	Ending Sun. Oct 8	External Website Lessons 17-21
7	Ending Sun. Oct 15	Discussion Board Lessons 17-21, External Website Lessons 22-24

8	Ending Sun. Oct 22	Discussion Board Lessons 22-24, External Website Multiple Choice and Matching for Part 3
9	Ending Sun. Oct 29	External Website Lessons 25-28
10	Ending Sun. Nov 5	External Website Lessons 25-28. Medical Abbreviations Flashcards Quizlet Discussion Board Postings: Abbreviations Review
11	Ending Sun. Nov 12	Multiple Choice and Matching Part 4. Review of Lessons 17-28 in preparation for exam next week.
12	Ending Sun. Nov 19	Exam II
13	Ending Sun. Nov 26	Enjoy your Thanks Giving
14	Ending Sun Dec 3	Discussion Board Abbreviations, Abbreviations Review continued
15	Ending Sun Dec 10	Course Review
16	TBA	Comprehensive Final Exam

XII. Non-Discrimination Statement

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, and national origin.

XIII. ADA Statement

Ranger College provides a variety of services for students with learning and/or physical disabilities. Students are responsible for making initial contact with the Ranger College Counselor, Gabe Lewis (glewis@rangercollege.edu). It is advisable to make this contact before or immediately after the semester begins.