

**Department** : Office Systems Technology  
**Course Title** : Medical Terminology II  
**Section Name** : HITT 1203  
**Start Date** : 08/22/2011  
**End Date** : 12/08/2011  
**Modality** : Face to Face  
**Credits** : 2

## Instructor Information

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

Office Hours: MW 8am to 9 am and 10 am to 12 pm  
TTH 9:30 am to 12 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

A continuation of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

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### Prerequisites/Corequisites

POFM 1202

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### 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

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Immerse Yourself in Medical Language  
 2<sup>nd</sup> Edition  
 Susan Turley  
 Pearson Publishing  
 ISBN- 0-13-505578-4

1 ream computer paper

### Assignment Schedule

Due Date	Assignment	Description
September 1	<b>Quiz 1</b> Computer Assignments- Ch 1	Quiz word list 1 Chapter 1- Structure of Medical

	Vocabulary Recitation	Language Vocabulary List 1
<b>Sept 8</b>	<b>Test 1</b> <b>Quiz 2</b> Computer Assignments- Ch 2 Vocabulary Recitation	<b>Chapter 1 and 2</b> Quiz Word List 2 Chapter 2- Body in Health and Disease Vocabulary List 2
Sept 15	<b>Quiz 3</b> Computer Assignments- Ch 3 Vocabulary Recitation	Quiz Word List 3 Chapter 3- Gastroenterology Vocabulary List 3
Sept 22	<b>Quiz 4</b> Computer Assignments- Ch 4 Vocabulary Recitation	Quiz Word List 4 Chapter 4- Respiratory Vocabulary List 4
Sept 29	<b>Quiz 5</b> Computer Assignments- CH 5 and 6 Vocabulary Recitation	Quiz Word List 5 Chapter 5 and 6-Cardiovascular AND Hematology and Immunology Vocabulary List 5
<b>Oct 6</b>	<b>Test 2</b> <b>Quiz 6</b> Computer Assignments- Ch 7 Vocabulary Recitation	<b>Chapters 3 and 4</b> Quiz Word List 6 Chapter 7 -Integumentary Vocabulary List 6
Oct 13	<b>Quiz 7</b> Computer Assignments- Ch 8 and 9 Vocabulary Recitation	Quiz Word List 7 Chapter 8 and 9 – Skeletal AND Muscular Vocabulary List 7
<b>Oct 20</b>	<b>Test 3</b> <b>Quiz 8</b> Computer Assignments- Ch 10 Vocabulary Recitation	<b>Chapters 5, 6 and 7 and 8</b> Quiz Word List 8 Chapter 10- Nervous Vocabulary List 8
Oct 27	<b>Quiz 9</b> Computer Assignments – Ch 11  Vocabulary Recitation	Quiz Word List 9 Chapter 11- Urinary  Vocabulary List 9

Nov 3	<b>Quiz 10</b> Computer Assignments- Ch 12 and 13 Vocabulary Recitation	Quiz Word List 10 Chapter 12 and 13- Male and Female Reproductive Vocabulary List 10
<b>Nov 10</b>	<b>Test 4</b> <b>Quiz 11</b> Computer Assignments-Ch 14 Vocabulary Recitation	<b>Chapter 9, 10 and 11</b> Quiz Word List 11 Chapter 14- Endocrinology  Vocabulary List 11
Nov 17	<b>Quiz 12</b>	Quiz Word List 12
<b>Dec 1</b>	<b>Test 5</b>	<b>Chapters 12, 13 and 14</b>
<b>Dec 6</b>	<b>Final</b>	<b>Comprehensive Final</b>

## Grading Policy

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**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	500
Final	250
Total points=	1095

### **Distribution:**

985-1095= A

876-984 = B

766-875 = C

657-765 = D  
656 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.

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### **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](#), 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**

Please access your [Odessa College Student E-mail](#), 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.**

### **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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Important School Policies**

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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.**