

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Health Information Management</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>HITT 1205</u>
<b>COURSE TITLE</b>	<u>Medical Terminology I</u>
<b>COURSE CREDIT HOURS</b>	<u>2                    2                    :</u> <u>0</u>
	Credits                    Lec                    Lab

### I. Catalog Description

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. A grade of "C" or better is required in this course to take the next course. (2:0).

### II. Course Objectives

- A. **Unit I. Program Orientation**  
Upon satisfactory completion of this unit, the student will be able to navigate the program, use the features and functions of the online program and use feedback from the exercises and tests to maximize learning.
- B. **Unit II. Medical Word Building**  
Upon satisfactory completion of this unit, the student will be able to build medical words, using root words, combining forms, prefixes and suffixes.
- C. **Unit III. Root Words: A through CH**  
Upon satisfactory completion of this unit, the student will be able to recognize the root words (A through CH), give the meanings, and be able to build medical terms, using these root words.
- D. **Unit IV. Root Words: CH through GE**  
Upon satisfactory completion of this unit, the student will be able to recognize the root words (CH through GE), give the meanings, and be able to build medical terms, using these root words.
- E. **Unit V. Root Words: GE through ME**  
Upon satisfactory completion of this unit, the student will be able to recognize the root words (GE through ME), give the meanings, and be able to build medical terms, using these root words.
- F. **Unit VI. Root Words: ME through PR**  
Upon satisfactory completion of this unit, the student will be able to recognize the root words (ME through PR), give the meanings, and be able to build medical terms, using these root words.
- G. **Unit VII. Root Words: PS through X**  
Upon satisfactory completion of this unit, the student will be able to recognize the root words (PS through X), give the meanings, and be able to build medical terms, using these root words.

**H. Unit VIII. Prefixes: A through PE**

Upon satisfactory completion of this unit, the student will be able to recognize prefixes (A through PE), give the meanings, and be able to build medical terms, using prefixes and root words.

**I. Unit IX. Prefixes: PE through UN**

Upon satisfactory completion of this unit, the student will be able to recognize prefixes (PE through UN), give the meanings, and be able to build medical terms, using prefixes and root words.

**J. Unit X. Suffixes: A through M**

Upon satisfactory completion of this unit, the student will be able to recognize suffixes (A through M), give the meanings, and be able to build medical terms, using prefixes, suffixes, and root words.

**K. Unit XI. Suffixes: O through Z**

Upon satisfactory completion of this unit, the student will be able to recognize suffixes (O through Z), give the meanings, and be able to build medical terms, using prefixes, suffixes, and root words.

**III. THECB Learning Outcomes (WECM)**

Upon completing this course, the student will be able to:

1. Identify, pronounce, and spell medical terms; use terms in context.
2. Utilize prefixes, suffixes, root words, and plurals to construct medical terms.
3. Analyze medical terms.
4. Translate abbreviations.
5. Interpret symbols.

**IV. Evaluation**

A unit test will be administered at the completion of each unit in this course. The student's grade in the course is determined by combining unit test scores with the final examination score in the following way:

Unit test score average: 50%  
Final Examination: 50%

**Grading Scale**

<u>Average Grade</u>	<u>Letter Grade</u>
93-100%	A
83-92%	B
75-82%	C

Anything below a C is considered failing due to the requirements of the Health Occupations programs.

**V. Disability Statement (Americans with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

## **VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

## **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.