

El Paso Community College
Syllabus
Part II
Official Course Description

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|---------------------------------|---|----------|----------|----------|----------|---------|-----|--|-----|
| SUBJECT AREA | <u>Health Information Management</u> | | | | | | | | |
| COURSE RUBRIC AND NUMBER | <u>HITT 2331</u> | | | | | | | | |
| COURSE TITLE | <u>Medical Terminology-Advanced</u> | | | | | | | | |
| COURSE CREDIT HOURS | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>2</u></td> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"><u>:</u></td> <td style="text-align: center;"><u>0</u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table> | <u>2</u> | <u>3</u> | <u>:</u> | <u>0</u> | Credits | Lec | | Lab |
| <u>2</u> | <u>3</u> | <u>:</u> | <u>0</u> | | | | | | |
| Credits | Lec | | Lab | | | | | | |

I. Catalog Description

Study of advanced terminology in various medical and surgical specialties including disease processes. A grade of "C" or better is required in this course to take the next course. (3:0).

II. Course Objectives

A. Unit I. Word Differentiation

Upon satisfactory completion of this unit, the student will be able to differentiate between the spellings and respective meanings of words that sound identical.

B. Unit II. Abbreviations

Upon satisfactory completion of this unit, the student will be able to:

1. Demonstrate knowledge of miscellaneous abbreviations and abbreviations relating to diseases, syndromes, rooms, departments, weights and measures,
2. Demonstrate knowledge of medical specialty abbreviations which apply to the problems, procedures, and anatomical structures of those specialties,
3. Expand abbreviations.

C. Unit III. Medical Plurals

Upon satisfactory completion of this unit, the student will be able to:

1. correctly form plurals in the English language,
2. correctly use the plural forms of medical terms.

D. Unit IV. Foreign Terms

Upon satisfactory completion of this unit, the student will be able to recognize and spell foreign terms that are encountered in the medical report.

E. Unit V. Slang/Jargon

Upon satisfactory completion of this unit, the student will be able to recognize slang, jargon, and shortened forms that are encountered in the medical report.

F. Unit VI. Pharmacology Basics

Upon satisfactory completion of this unit, the student will be able to classify drugs by name (chemical, generic, brand), effect (local, systemic), and purpose.

G. Unit VII. Pharmacology – Administration

Upon satisfactory completion of this unit, the student will be able to:

1. define pharmacological terms used in medical reports,
2. describe the categories of drug administration.

H. Unit VIII. Pharmacology – Drug Categories

Upon satisfactory completion of this unit, the student will be able to:

1. define pharmacological terms used in medical reports,
2. classify and categorize drugs,
3. describe the effects of different drugs on the human body.

I. Unit IX. Pharmacology – Using References

Upon satisfactory completion of this unit, the student will be able to use the internet to find any medication.

J. Unit X. Pharmacology – Formatting

Upon satisfactory completion of this unit, the student will be able to properly format the following information in the medical report:

- * the size or the amount of medication to be given
- * the frequency with which it should be taken
- * when it should be taken
- * how and/or where it should be taken
- * the total number of doses
- * the duration or course of the treatment

K. Unit X. Pharmacology – Practicum

1. The student will be able to apply the information learned throughout the pharmacology module.
2. The student will be able to listen to authentic medical sound files to fill blanks in a medical report.
3. The student will be able to listen and transcribe snippets from authentic medical sound files.

III. THECB Learning Outcomes (WECM)

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

1. Use advanced medical terms in context.
2. Analyze advanced medical terms.
3. Explain disease processes.

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.