

**AUSTIN COMMUNITY COLLEGE**  
**HITT 1205 – MEDICAL TERMINOLOGY**  
 8/25 to 11/16  
**DATA MANAGEMENT**  
 (12 Weeks)  
**Fall 2025**

Course Day and Time	Online
Synonym and Section #	21922
Campus	EVC
Room #	DIL
Professor	Cherise Jackson, RHIA
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Email Address	cherise.jackson@austincc.edu
Website	<a href="http://www.austincc.edu/health/hitt">www.austincc.edu/health/hitt</a>
Office Location and Hours	Room 9408 Monday, Wednesday, & Thursday 4:00-6:00 p.m. Conferences by appointment
Additional contact information:	Students with questions about the course should <b>contact their instructor</b> . For <b>other questions</b> regarding the Allied Health Science Department (ALHS), students may contact: Karoline Gebert, Health Sciences Assistant at 512.223.5865 or by email: <a href="mailto:gebert@austincc.edu">gebert@austincc.edu</a> at the Eastview Campus

## Course Description

This course is a study of prefixes, suffixes and word roots. A body systems approach is used to focus on select abbreviations and symbols, surgical, pathological, and diagnostic procedures. This course can be taken in-class or distance learning (DL). This course allows the flexibility of participating in individual and group study. Internet access is required for both DL and in-class courses. Skills: R Course Type: W.

## Course Prerequisites

Basic computer skills are required and English language in reading, writing, and speaking comprehension are pre-requisites for this course. Students not proficient in English should contact Retention and Student Services for remediation and assistance.

## Course Rationale

Identify, spell, and pronounce advanced medical terms; use advanced medical terms in context; construct and analyze advanced medical terms; and use medical references as resource tools. Provide students with an opportunity to learn and to advance skills in medical terminology to support the transition from ICD-9-CM to ICD-10. This course requires using a computer.

### 2018 AHIMA Entry Level Competencies.

The curriculum of the Austin Community College Health Information Technology program is designed to meet or exceed the professional course content as published in the AHIMA Model Curriculum that includes the HIM Entry-Level Competencies and Knowledge Clusters. This course addresses the specific Domains, Subdomains, and Competencies identified below:

#### Domain I: Data Structure, Content and Information Governance

I. Explain the use of classification systems, clinical vocabularies, and nomenclatures

On completion of the course, the student will have the ability to:

1. Describe the roles of the word component parts utilized in analyzing and constructions medical terms.
2. Divide medical terms into their component parts.
3. Build medical terms using their component parts.
4. Identify and explain prefixes, roots and suffixes associated with each designated body system.
5. Spell medical terms correctly.
6. Convert medical terms from singular to plural.
7. Identify the major structures associated with each body system using correct medical terms.
8. Describe the basic function of the different body systems using correct medical terms.
9. Recognize the meaning of several pathological conditions affecting each body system.
10. Describe the medical terms used in surgical, clinical and laboratory procedures related to each body system.
11. Recall the meanings of abbreviations associated with different body systems.
12. Interpret medical words used in context.
13. Recall newly gained knowledge for practical application.

The course is organized through an online course management system called Blackboard. Computer skills are essential for successful completion of the course.

## Discipline/Program Student Learning Outcomes

Upon completion of the Program, the student will be able to:

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3. Build medical terms using their component parts.
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5. Spell medical terms correctly.
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7. Identify the major structures associated with each body system using correct medical terms.
8. Describe the basic function of the different body systems using correct medical terms.
9. Recognize the meaning of several pathological conditions affecting each body system.
10. Describe the medical terms used in surgical, clinical and laboratory procedures related to each body system.
11. Recall the meanings of abbreviations associated with different body systems.
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### SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary’s Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation’s students are capable of meeting those demands. The Commission determined that today’s jobs generally require competencies in the following areas:

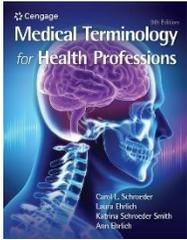
- **Resources:** Identifies, organizes, plans and allocates resources
- **Interpersonal:** Works with others
- **Information:** Acquires and uses information
- **Systems:** Understands complex interrelationships
- **Technology:** Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

COMPETENCE	EXAMPLE OF LEVEL
<b>Resources</b>	Identifies resources used in course and allocates time for studying.
<b>Interpersonal</b>	Shares experiences and knowledge with classmates, works as a member of a team for any assigned activities. Participates in discussion board.
<b>Information</b>	Identifies statistical formulas for determining length of stay, daily census, death rates, newborn deaths, and other statistical formulas.
<b>Systems</b>	Identifies systems to use such as Excel, Vizio or other statistical software.
<b>Technology</b>	Discusses electronic health record with classmates and instructor.
<b>Basic Skills</b>	Reads assigned pages.
<b>Thinking Skills</b>	Identifies and prepares for tests, quizzes and research activities.
<b>Personal Qualities</b>	Works as a team member for any assigned activities. Asserts self and networks with classmates and virtual lab to obtain information on current topics.

## Textbooks

### Medical Terminology for Health Professions, Spiral bound Version



by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder | 9th Edition | Copyright 2022

Note:

*To enhance your learning experience and provide discounted access to the right course material, this course is part of an inclusive access model called First Day®. You can easily access the digital materials for your course right from Blackboard.*

*Austin Community College will bill you at the discounted price as a course charge for this course.*

*You have the option to opt-out of this program in the LMS. However, please be advised it is NOT recommended that you Opt-Out, as these materials are required to complete the course. If you choose to Opt-Out you will be responsible for purchasing your course materials at the full retail price.*

*For more information and FAQs go to [customer.care.bnccollege.com](https://customer.care.bnccollege.com)*

For your convenience, we have included our Customer Care and Bookstore contact information below. Please contact the bookstore with any other questions.

Thank you for supporting student access and course material affordability through the First Day program. We wish you the best of luck in the upcoming term.

#### Customer Care Info

- Link to Customer Care website and FAQs: <https://tinyurl.com/firstdayfaq>
- Open a ticket Online for the Customer Care team: <https://tinyurl.com/customer.care.request>
- Email the Customer Care team: [bookstorecustomer.care@bnccollege.com](mailto:bookstorecustomer.care@bnccollege.com)
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)
- *We suggest that students and faculty provide their name, school email address, school, course information and screenshots of the issue if applicable for any ticket submitted.*

## Instructional Methodology

Online using Blackboard

## Distance Education

ACC Distance Education General Information available at <https://online.austincc.edu/faq/>

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

## Technology Support Services

Students who submit the **Student Technology Access Form** and indicate they need help accessing their online learning environment to successfully complete their courses are eligible to check out an ACC iPad for use during the semester. You must be registered for a credit course, Adult Education, or Continuing Education course.

## Grading System

The Health Information Technology courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 70-79%

D= 60-69%

F = 69% and below

A grade of 70% or above is required for passing any subject area.

## Method of Evaluation

60% of your grade will be based on weekly assignment practice/Quizzes  
40% on Test

All grades will be posted on Blackboard and/or Cengage (Mindtap). Where possible, Rubrics will be posted for assignments.

## Late Policy for Assignments/Quizzes

Late assignments and quizzes will not be accepted.

## Exam Policy

**No make-up exams given.** There will be no exceptions. **The final will be taken no later than the last day scheduled.** Tests, Final, Projects and discussion board grades will be posted on blackboard.

## Course Policies

### Attendance/Class Participation

Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

When class meetings are cancelled because of weather, pandemic, or other emergencies:

The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

### Generative Artificial Intelligence (GAI) Policy

Introduction: In this course, the use of generative AI (GAI) technologies is strictly prohibited to preserve academic integrity and ensure the development of student competencies.

1. Rationale: The prohibition is in place to encourage original thought, manual problem-solving skills, and to maintain equity in educational opportunities and assessments.
2. Definition of GAI: Generative AI refers to artificial intelligence systems that can generate text, images, or other content based on minimal input. This includes chatbots, image generation tools, and code assistants.
3. Usage Permissions: Prohibited: Students are not allowed to use GAI for completing assignments, projects, tests, or any form of assessment in this course.
4. Penalties: Any violation of this policy will result in academic penalties which may include a failing grade for the activity, reporting to academic affairs, and further disciplinary action.
5. Exceptions: Exceptions to this policy will only be made under specific circumstances approved by the instructor, typically where technology is used to accommodate learning differences.

## Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is Friday 10-24-25.** The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

## Missed Exam and Late Work Policies

Late homework or makeup for missed exam is not allowed.

## Incompletes

An incomplete (grade of "I") will only be given in Fall, 2025 due to extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the Fall, 2025 semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students receiving an "I" for Fall 2025 may complete remaining course requirements and convert the I to a completion grade during the Spring 2026 semester.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.

5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

## Austin Community College COVID-19 Return to Campus Health and Safety Protocols

Can be found at: <https://drive.google.com/file/d/1TDaboZe7CSzu7KyBvflHzR2Rv4VOZDi0/view>

## College Policies and Student Support Services

For college policies and student support services, please visit

<https://docs.google.com/document/d/1fieLrHTt3zH12JFwsYghVP83RP6yTY80/edit>

# Cengage/Mindtap

(08/25 to 11/16) 12 wks

WEEK/DATES	Topic Areas	READING & OTHER ASSIGNMENTS ( <i>due before the next week</i> ) except week 1 & 2
		<p><b>Complete Practice Exercises, Quizzes and "Counts Towards Grade" items</b></p> <p><b>*Complete All Points related items</b></p>
		Due Sunday Evening 11:59pm
<p><b>Week 1</b>  <b>8/25 to 8/31</b>  <b>Orientation (Zoom)</b>  <b>Class Mtg 6:30p 08-28-25</b></p>	<p><b>Orientation</b>  <b>Syllabus and Schedule</b></p> <p>Ch 1, Introduction to Medical Terminology</p>	<p>Read Ch 1.            Complete Practice exercises and Quizzes  <b>(All Points related items)</b>            Take Chapter 1 Test</p> <p><b>Due 9/7/25</b></p>
<p>Week 2</p> <p><b>9/1 to 9/7</b></p>	<p>Ch 2, The Human Body in Health and Disease</p> <p>Word Part Review (31)</p>	<p>Read Ch 2.            Complete Practice exercises and Quizzes  <b>(All Points related items)</b>            Take Chapter 2 Test</p> <p><b>Due 9/7/25</b></p>
<p>Week 3</p> <p><b>9/8 to 9/14</b></p>	<p>Ch 3 The Skeletal System            Ch 4 The Muscular System</p>	<p>Read Ch 3. and Ch 4.            Complete Practice exercises and Quizzes  <b>(All Points related items)</b>            Take Chapter 3 Test            Take Chapter 4 Test</p> <p><b>Due 9/14/25</b></p>
<p>Week 4</p> <p><b>9/15 to 9/21</b></p>	<p>Ch 5 The Cardiovascular System</p> <p>Ch 6 The Lymphatic and Immune Systems</p>	<p>Read Ch 5. and Ch 6.            Complete Practice exercises and Quizzes  <b>(All Points related items)</b>            Take Chapter 5 Test            Take Chapter 6 Test</p> <p><b>Due 9/21/25</b></p>
<p>Week 5</p> <p><b>9/22 to 9/28</b></p>	<p>Ch 7 The Respiratory System            Ch 8 The Digestive System</p>	<p>Read Ch 7. and Ch 8.            Complete Practice exercises and Quizzes  <b>(All Points related items)</b>            Take Chapter 7 Test            Take Chapter 8 Test</p> <p><b>Due 9/28/25</b></p>

WEEK/DATES	Topic Areas	READING & OTHER ASSIGNMENTS ( <i>due before the next week</i> ) except week 1 & 2
		<p><b>Complete Practice Exercises, Quizzes and "Counts Towards Grade" items</b></p> <p><b>*Complete All Points related items</b></p>
		Due Sunday Evening 11:59pm
<p>Week 6</p> <p><b>9/29 to 10/5</b></p>	Ch 9 The Urinary System	<p>Read Ch 9.</p> <p>Complete Practice exercises and Quizzes <b>(All Points related items)</b></p> <p>Take Chapter 9 Test</p> <p><b>Due 10/5/25</b></p>
<p>Week 7</p> <p><b>10/6/ to 10/12</b></p>	Ch 10 The Nervous System and Mental Health	<p>Read Ch 10.</p> <p>Complete Practice exercises and Quizzes <b>(All Points related items)</b></p> <p>Take Chapter 10 Test</p> <p><b>Due 10/12/25</b></p>
<p>Week 8</p> <p><b>10/13 to 10/19</b></p>	Ch 11 Special Senses: The Eyes and Ears	<p>Read Ch 11.</p> <p>Complete Practice exercises and Quizzes <b>(All Points related items)</b></p> <p>Take Chapter 11 Test</p> <p><b>Due 10/19/25</b></p>
<p>Week 9</p> <p><b>10/20 to 10/26</b></p> <p><b>Last Date to Withdraw 10-24-25</b></p>	Ch 12 Skin: The Integumentary System	<p>Read Ch 12.</p> <p>Complete Practice exercises and Quizzes <b>(All Points related items)</b></p> <p>Take Chapter 12 Test</p> <p><b>Due 10/26/25</b></p>
<p>Week 10</p> <p><b>10/27 to 11/02</b></p>	Ch 13 The Endocrine System	<p>Read Ch 13.</p> <p>Complete Practice exercises and Quizzes <b>(All Points related items)</b></p> <p>Take Chapter 13 Test</p> <p><b>Due 11/02/25</b></p>
<p>Week 11</p> <p><b>11/03 to 11/09</b></p>	Ch 14 The Reproductive System	<p>Read Ch 14.</p> <p>Complete Practice exercises and Quizzes <b>(All Points related items)</b></p> <p>Take Chapter 14 Test</p> <p><b>Due 11/9/25</b></p>

WEEK/DATES	Topic Areas	READING & OTHER ASSIGNMENTS ( <i>due before the next week</i> ) except week 1 & 2
		<p><b>Complete Practice Exercises, Quizzes and "Counts Towards Grade" items</b></p> <p><b>*Complete All Points related items</b></p>
		Due Sunday Evening 11:59pm
<p>Week 12</p> <p>11/10 to 11/16</p>	<p>Ch 15 Diagnostic Procedures, Pharmacology, and Complementary Medicine</p> <p>Comprehensive Review</p>	<p>Read Ch 15. and (Complete Comp Review)</p> <p>Complete Practice exercises and Quizzes</p> <p><b>(All Points related items)</b></p> <p>Take Chapter 15 Test</p> <p><b>*Complete Comprehensive Review</b></p> <p><b>Due 11/16/25</b></p>