

Course Number and Title:	HIM 290 Medical Terminology
Instructor:	Jan Hunt-Shepherd South Campus- Room 142 780-2566 jan.hunt-shepherd@wku.edu
Credit Hours:	2 semester hours
Course Description:	This course is designed to acquaint the student with the specialized language of medicine and to develop communication skills in areas where use of medical terms is necessary and appropriate.
Competencies:	At the conclusion of this course, the student should be able to meet the following competencies: <ol style="list-style-type: none"> 1. Correctly define, spell, and use most conventional medical terms 2. Identify common variations in pronunciations 3. Identify medical diseases and related body structures 4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems (IA4: 2006)
Due Date:	DUE DATES: There are TWO deadlines in this class. Chapter 1-9 assessments and the Midterm exam are due by March 16 at NOON. At noon those chapter assessments and the exam will be cut off and you will not be able to complete them. Chapter 10-18 assessments and the final exam must be completed by noon, Wednesday, of finals week. NO EXTENSIONS WILL BE GRANTED. PLEASE DO NOT ASK- THE ANSWER IS NO. It is recommended that you begin working on the class when the class becomes available on Blackboard. It is to your advantage to work ahead and plan to get all required work completed at least a week before the midterm due date and a week before the end of the school semester. All work is online and may be completed from anywhere.
Textbooks:	Chabner, Davi-Ellen. <u>The Language of Medicine</u> , 9th Edition, W.B. Saunders Co, Philadelphia, PA
References:	DVD that comes with the textbook Blackboard Materials Web-based pronunciations link Though not required, you may purchase one if you choose: <u>Taber's Cyclopedic Medical Dictionary</u> <u>Dorland's Illustration Medical Dictionary</u> <u>Stedman's Pocket Medical Dictionary</u>

Examinations: There will be eighteen assessments (one for each chapter), a mid-term (chapters 1-9), and a comprehensive final.

- Activities:**
1. Complete the mandatory assignments on blackboard. Additional exercises are available on blackboard and the textbook for practice.
 2. Use the textbook CD and computer activities when additional help or review is desired.

Grading Scale: The following grading system will be used:

90%-100%	=	A
80%- 89%	=	B
70%- 79%	=	C
60%- 69%	=	D
0%- 59%	=	F

Assessments	=	360 points
Mid-term	=	100 points
Final	=	<u>100 points</u>
		560 points

To calculate your ongoing grade in the class, divide the points you receive by total possible points for what you have completed. Example: If you have received 71 points out of a possible 80 points, calculate 71 divided by 80 ($71/80 = .8875$) which is rounded to 89% or a high "B".

Extra Credit: By completing the Class Evaluation you will receive 5 extra credit points.

Instructional Methods: On-line tutorials, assignments, textbook CD activities, and textbook exercises at the end of each chapter.

Student Engagement:

The mission of our university is that "Western Kentucky University prepares students to be productive citizens of a global society and provides service and lifelong learning opportunities for its constituents". Therefore Western has developed a Quality Enhancement Program that encompasses that mission into the theme "Engaging Students for Success in a Global Society".

For more information on Western Kentucky University's QEP Program, refer to the following link <http://www.wku.edu/qep/>.

Disability Accommodations:

"Students with disabilities who require accommodations academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room A200 Downing University Center. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request

accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability services.” Office for Civil Rights

Revision: 1/2011