

HIM 290 Medical Terminology (Web-Based)

Instructor:

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Contact Information The best way to contact me is either through email at darnez.pope@wku.edu or scheduling a virtual or phone meeting. I will offer on-campus office hours by appointment, flexible virtual hours, and flexible phone hours. If contacting me by email, I will make every effort to respond within 24 hours during the week and 48 hours during the weekend.

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.

First Day® Inclusive Access Program:

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Blackboard. WKU will bill you at the discounted price as a course charge for this course. It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, **BUT** you will be responsible for purchasing your course materials at the full retail price and access to your materials via learning management system (Blackboard) may be suspended.

Though not required, you may purchase one of the following:

Taber's Cyclopedic Medical Dictionary

Dorland's Illustrated Medical Dictionary

Stedman's Pocket Medical Dictionary

Course Format:

This course is completely online using the Blackboard (Bb) Learning Management System and Cengage Mindtap. Students are required to use a computer with internet access and audio/microphone capability (speakers). A computer not a mobile device, tablet, or iPad. For those of you who are new to Blackboard, if you would like information on using Blackboard click on IT Training on the top right of your Blackboard screen and then select Blackboard Student User Training.

Due Dates (Based on Central Standard Time Zone):

This class is self-paced course with two (2) mandatory due dates. The first due date is **THURSDAY, FEBRUARY 29th, at 5:00PM** for chapters 1-7 and Mid-Term Exam (Chapters 1-7). The second due date is **THURSDAY, MAY 2nd, at 5:00 PM** for chapters 8-14 and Final Exam (Chapters 8-14). Refer to the Blackboard course site for further information (blackboard.wku.edu). There will be no exceptions to these deadlines. A recommended class schedule is included in this syllabus and through Blackboard. See schedule below for additional information.

Examinations:

There will be a mid-term examination (Chapters 1-7, 75 Questions), and a final examination (Chapters 8-14, 75 Questions). You will have only one attempt to take the mid-term exam and final exam.

Activities:

Read the introduction and the chapter then complete the mandatory assignments in Cengage MindTap. Each chapter contains "Practice" and "Counts Towards Grade" activities. "Counts Towards Grade" activities count toward your grade. "Practice" activities do not count toward your grade. Once completed, your grades will sync to the Blackboard Grade Book. **Make sure to open each folder and click on all down arrows in MindTap to view all activities.**

Student Responsibility:

When completing work on MindTap, it is the responsibility of the student to make sure the grades are also listed in your Blackboard Grade Center. If you have completed one of these assignments and the grade is not posted or the assignment does not show it as completed, please contact me immediately. Once deadlines have passed or final course grades are posted, there will be NO allowances made for missing grades on assignments.

Should you experience **Blackboard technical problems**, please notify me as soon as possible. Contact Cengage Contact Support for **Cengage Mindtap technical problems** at 1.800.354.9706 or Chat With Us Tool. Please do not wait until close to deadlines to complete the assignments. Should any technical issue occur, there may not be enough turnaround time to resolve course issue.

Course Grading Scale:

The following grading system will be used:

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

Total Possible Points to Earn That Counts Towards Final Grade:

A total of 542 points is possible.

Example of how final grade will be calculated:

400 points out of 542 total possible points = 0.738

Therefore $0.738 \times 100 = 73.8\%$ which results to letter grade C

Extra Credit:

No Extra Credit

Instructional Methods:

Subscription content readings and lectures, assignments, student resource online activities and practice exercises at the end of each chapter.

General Course Topics:

1. Primary word terms and word parts
2. Terminology related to human body
3. Terminology related to structure, function, and pathology of body parts
4. Terminology related to diagnosis and treatment

Curricular Components:

At the conclusion of this course, the student should be able to meet the following 2018 *CAHIIM Baccalaureate Degree Competencies at the indicated taxonomic level:

- Supporting Body of Knowledge

Medical Terminology

*Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM.org)

Specific Course Content:

Chapter 1:

1. Primary Medical Terms
2. Word Parts Are the Key
3. Word Roots
4. Suffixes
5. Prefixes
6. Determining Meanings on the Basis of Word Parts
7. Medical Dictionary Use
8. Pronunciation
9. Spelling Is Always Important
10. Singular and Plural Endings
11. Basic Medical Terms to Describe Diseases
12. Look-Alike, Sound-Alike Terms and Word Parts
13. Using Abbreviations

Chapter 2:

1. Anatomic Reference Systems
2. Structures of the Body
3. Cells
4. Genetics
5. Tissues
6. Glands
7. Body Systems and Related Organs
8. Pathology
9. Aging and Death
10. Health Care Professionals
11. Abbreviations Related to the Human Body in Health and Disease

Chapter 3:

1. Structures and Functions of the Skeletal System
2. The Structure of Bones
3. The Skeleton
4. Medical Specialties Related to the Skeletal System
5. Pathology of the Skeletal System

6. Diagnostic Procedures of the Skeletal System
7. Treatment Procedures of the Skeletal System
8. Abbreviations Related to the Skeletal System

Chapter 4:

1. Functions of the Muscular System
2. Structures of the Muscular System
3. Types of Muscle Tissue
4. Muscle Contraction and Relaxation
5. Contrasting Muscle Motion
6. How Muscles Are Named
7. Select Muscles and Their Functions
8. Medical Specialties Related to the Muscular System
9. Pathology of the Muscular System
10. Diagnostic Procedures of the Muscular System
11. Treatment Procedures of the Muscular System
12. Abbreviations Related to the Muscular System

Chapter 5:

1. Functions of the Cardiovascular System
2. Structures of the Cardiovascular System
3. The Blood Vessels
4. Blood
5. Medical Specialties Related to the Cardiovascular System
6. Pathology of the Cardiovascular System
7. Diagnostic Procedures of the Cardiovascular System
8. Treatment Procedures of the Cardiovascular System
9. Abbreviations Related to the Cardiovascular System

Chapter 6:

1. Functions of the Lymphatic System
2. Structures of the Lymphatic System
3. Additional Structures of the Lymphatic System
4. Functions and Structures of the Immune System
5. Medical Specialties Related to the Lymphatic and Immune Systems
6. Pathology and Diagnostic Procedures of the Lymphatic System
7. Pathology and Diagnostic Procedures of the Immune System
8. Treatment of the Immune System
9. Pathogenic Organisms
10. Oncology
11. Cancer Treatments
12. Abbreviations Related to the Lymphatic and Immune Systems

Chapter 7:

1. Functions of the Respiratory System
2. Structures of the Respiratory System
3. Respiration
4. Medical Specialties Related to the Respiratory System

5. Pathology of the Respiratory System
6. Upper Respiratory Diseases
7. Diagnostic Procedures of the Respiratory System
8. Treatment Procedures of the Respiratory System
9. Abbreviations Related to the Respiratory System

Chapter 8:

1. Structures of the Digestive System
2. Digestion
3. Medical Specialties Related to the Digestive System
4. Pathology of the Digestive System
5. Diagnostic Procedures of the Digestive System
6. Treatment Procedures of the Digestive System
7. Abbreviations Related to the Digestive System

Chapter 9:

1. Functions of the Urinary System
2. Structures of the Urinary System
3. The Excretion of Urine
4. Medical Specialties Related to the Urinary System
5. Pathology of the Urinary System
6. Diagnostic Procedures of the Urinary System
7. Treatment Procedures of the Urinary System
8. Abbreviations Related to the Urinary System

Chapter 10:

1. Functions of the Nervous System
2. Structures of the Nervous System
3. The Central Nervous System
4. The Peripheral Nervous System
5. The Autonomic Nervous System
6. Medical Specialties Related to the Nervous System and Mental Health
7. Pathology of the Nervous System
8. Diagnostic Procedures of the Nervous System
9. Treatment Procedures of the Nervous System
10. Mental Health
11. Abbreviations Related to the Nervous System

Chapter 11:

1. Functions of the Eyes
2. Structures of the Eyes
3. Medical Specialties Related to the Eyes and Vision
4. Pathology of the Eyes and Vision
5. Diagnostic Procedures for Vision and the Eyes
6. Treatment Procedures of the Eyes and Vision
7. Functions of the Ears
8. Structures of the Ears
9. Medical Specialties Related to the Ears and Hearing

10. Pathology of the Ears and Hearing
11. Diagnostic Procedures of the Ears and Hearing
12. Treatment Procedures of the Ears and Hearing
13. Abbreviations Related to the Special Senses

Chapter 12:

1. Functions of the Integumentary System
2. The Structures of the Skin and Its Related Structures
3. Medical Specialties Related to the Integumentary System
4. Pathology of the Integumentary System
5. Diagnostic Procedures of the Integumentary System
6. Treatment Procedures of the Integumentary System
7. Abbreviations Related to the Integumentary System

Chapter 13:

1. Functions of the Endocrine System
2. Structures of the Endocrine System
3. The Pituitary Gland
4. The Pineal Gland
5. The Thyroid Gland
6. The Parathyroid Glands
7. The Thymus
8. The Pancreas (Pancreatic Islets)
9. The Adrenal Glands
10. The Gonads
11. Medical Specialties Related to the Endocrine System
12. Pathology of the Endocrine System
13. Diagnostic Procedures Related to the Endocrine System
14. Treatment Procedures Related to the Endocrine System
15. Abbreviations Related to the Endocrine System

Chapter 14:

1. Terms Related to the Reproductive Systems of Both Sexes
2. Functions of the Male Reproductive System
3. Structures of the Male Reproductive System
4. Medical Specialties Related to the Male Reproductive System
5. Pathology of the Male Reproductive System
6. Diagnostic Procedures of the Male Reproductive System
7. Treatment Procedures of the Male Reproductive System
8. Sexually Transmitted Diseases
9. Functions of the Female Reproductive System
10. Structures of the Female Reproductive System
11. Terms Related to Pregnancy and Childbirth
12. Medical Specialties Related to the Female Reproductive System and Childbirth
13. Pathology of the Female Reproductive System
14. Pathology of Pregnancy and Childbirth
15. Diagnostic Procedures of the Female Reproductive System
16. Treatment Procedures of the Female Reproductive System

17. Abbreviations Related to the Reproductive Systems

Specific Course Objectives:

Chapter 1:

1. Identify the roles of the four types of word parts used in forming medical terms.
2. Use your knowledge of word parts to analyze unfamiliar medical terms.
3. Describe the steps in locating a term in a medical dictionary or online resource.
4. Define the commonly used word roots, combining forms, suffixes, and prefixes introduced in chapter.
5. Use the “sounds-like” pronunciation system and audio files to correctly pronounce the primary terms introduced in chapter.
6. Recognize the importance of spelling medical terms correctly.
7. State why caution is important when using abbreviations.
8. Recognize, define, spell, and correctly pronounce the primary terms introduced in chapter.

Chapter 2:

1. Define anatomy and physiology and the uses of anatomic reference systems to identify the anatomic position plus body planes, directions, and cavities.
2. Recognize, define, spell and pronounce the primary terms related to cells and genetics.
3. Recognize, define, spell, and pronounce the primary terms related to the structure, function, pathology, and procedures of tissues and glands.
4. Identify the major organs and functions of the body systems.
5. Recognize, define, spell and pronounce the primary terms used to describe pathology, the modes of transmission, and the types of diseases.

Chapter 3:

1. Identify and describe the major functions and structures of the skeletal system.
2. Describe three types of joints.
3. Differentiate between the axial and appendicular skeletons.
4. Identify the medical specialists who treat disorders of the skeletal system.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the skeletal system.

Chapter 4:

1. Describe the functions and structures of the muscular system, including muscle fibers, fascia, tendons, and the three types of muscle.
2. Recognize, define, pronounce, and spell the primary terms related to muscle movements, and explain how the muscles are named.
3. Recognize, define, pronounce, and spell the primary terms related to the pathology and the diagnostic and treatment procedures of the muscular system.

Chapter 5:

1. Describe the heart in terms of chambers, valves, blood flow, heartbeat, and blood supply.
2. Differentiate among the three different types of blood vessels, and describe the major function of each.
3. Identify the major components of blood and the major functions of each component.
4. State the difference between the pulmonary and systemic circulation.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the cardiovascular system.

Chapter 6:

1. Describe the major functions and structures of the lymphatic and immune systems.
2. Identify the medical specialists who treat disorders of the lymphatic and immune systems.
3. Recognize, define, spell, and pronounce the primary terms related to the structures, functions, pathology, and diagnostic and treatment procedures of the lymphatic and immune systems.
4. Recognize, define, spell, and pronounce the primary terms related to oncology. (Although cancer can attack any body system, oncology is covered in this chapter.)

Chapter 7:

1. Describe the major functions of the respiratory system.
2. Name and describe the structures of the respiratory system.
3. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the respiratory system.

Chapter 8:

1. Identify and describe the major structures and functions of the digestive system.
2. Describe the processes of digestion, absorption, and metabolism.
3. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the digestive system.

Chapter 9:

1. Identify and describe the major functions and structures of the urinary system.
2. Identify the medical specialists who treat disorders of the urinary system.
3. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the urinary system.

Chapter 10:

1. Describe the functions and structures of the nervous system.
2. Identify the major divisions of the nervous system, and describe the structures of each by location and function.
3. Identify the medical specialists who treat disorders of the nervous system.

4. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the nervous system.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of mental health disorders.

Chapter 11:

1. Describe the functions and structures of the eyes and their accessory structures.
2. Recognize, define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of the eyes and vision.
3. Describe the functions and structures of the ears.
4. Recognize, define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of the ears and hearing.

Chapter 12:

1. Identify and describe the functions and structures of the integumentary system.
2. Identify the medical specialists associated with the integumentary system.
3. Recognize, define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of the skin.
4. Recognize, define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of hair, nails, and sebaceous glands.

Chapter 13:

1. Describe the role of the endocrine glands in maintaining homeostasis.
2. Name and describe the functions of the primary hormones secreted by each of the endocrine glands.
3. Recognize, define, spell, and pronounce the primary terms relating to the pathology and the diagnostic and treatment procedures of the endocrine glands.

Chapter 14:

1. Identify and describe the major functions and structures of the male reproductive system.
2. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the male reproductive system.
3. Name at least six sexually transmitted diseases.
4. Identify and describe the major functions and structures of the female reproductive system.
5. Recognize, define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the female reproductive system and a woman during pregnancy, childbirth, and the postpartum period.

Regular and Substantive Interaction in Online and Distance Learning:

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Provide timely and detailed response to questions throughout the semester regarding course content or competencies
- Course announcements on Blackboard and via email
- Accessible via email, text, phone, and scheduled Zoom meetings
- Assignments and assessment deadlines are set throughout the semester (for more information, see class schedule below)

Title IX Sexual Misconduct/Assault:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf. Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

Disability Accommodations:

"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004(270.745.5121 V/TDD) or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center.

Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you

are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

Pregnant and Parenting Students:

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at www.wku.edu/titleix/ under the heading, "Pregnancy or Pregnancy-Related Conditions." Students can also contact the Title IX Coordinator, Ena Demir via email at ena.demir@wku.edu or by phone at (270) 745-6867 to request accommodations or seek assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867.

Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at www.wku.edu/titleix/.

RECOMMENDED CLASS SCHEDULE (Based on Central Standard Time)

The class is completely self-paced EXCEPT for the **two (2) mandatory due dates for midterm and final exams**. The Recommended Class Schedule is posted only for those students wanting suggestions for pacing themselves during the course. DEADLINE FOR MIDTERM AND FINAL IS MANDATORY.

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 1	Introduction to Medical Terminology #1 Orientation Meeting with HIM 290 Instructor on Thursday, January 18 at NOON CST (Zoom Link available via Blackboard Announcements)- Please make an effort to attend #1 Orientation Meeting or #2 Orientation Meeting. Inform me if not able to attend because I understand that you might have a time conflict.	Read course syllabus Access all "Course Information" links via Blackboard: Instructor Information, Getting Started, and Announcements Complete Chapter 1 activities: -Read chapter 1 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM
Week 2	The Human Body in Health and Diseases #2 Orientation Meeting with HIM 290 Instructor on Thursday, January 25 at NOON CST (Zoom Link available via Blackboard Announcements)- Please make an effort to attend #1 Orientation Meeting or #2 Orientation Meeting. Inform me if not able to attend because I understand that you might have a time conflict.	Complete Chapter 2 activities: -Read chapter 2 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM
Week 3	The Skeletal System	Complete Chapter 3 activities: -Read chapter 3 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM
Week 4	The Muscular System	Complete Chapter 4 activities: -Read chapter 4 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 5	The Cardiovascular System	Complete Chapter 5 activities: -Read chapter 5 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM
Week 6	The Lymphatic and Immune Systems	Complete Chapter 6 activities: -Read chapter 6 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM
Week 7	The Respiratory System	Complete Chapter 7 activities: -Read chapter 7 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, February 29th by 5:00 PM
Week 8	MIDTERM EXAM	-Chapters 1-7 and the MIDTERM EXAM MANDATORY DUE DATE: Thursday, February 29th by 5:00 PM
Week 9	The Digestive System	Complete Chapter 8 activities: -Read chapter 8 in online electronic book -Complete Chapter Activities: DUE DATE: Thursday, May 2nd by 5:00 PM
Week 10	The Urinary System	Complete Chapter 9 activities: -Read chapter 9 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, May 2nd by 5:00 PM
Week 11	The Nervous System and Mental Health	Complete Chapter 10 activities: -Read chapter 10 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, May 2nd by 5:00 PM

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 12	Special Senses: The Eyes and Ears	Complete Chapter 11 activities: -Read chapter 11 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, May 2nd by 5:00 PM
Week 13	The Skin (Integumentary) System	Complete Chapter 12 activities: -Read chapter 12 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, May 2nd by 5:00 PM
Week 14	The Endocrine System	Complete Chapter 13 activities: -Read chapter 13 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, May 2nd by 5:00 PM
Week 15	The Reproductive System	Complete Chapter 14 activities: -Read chapter 14 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, May 2nd by 5:00 PM
Week 16	FINAL EXAM	-Chapters 8-14 and the FINAL EXAM (Chapters 8-14) -All course work completed MANDATORY DUE DATE: Thursday, May 2nd by 5:00 PM