

# HIM 290 Medical Terminology (Equivalent to AH 290)

Second Bi-Term

## Instructor:

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## 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.

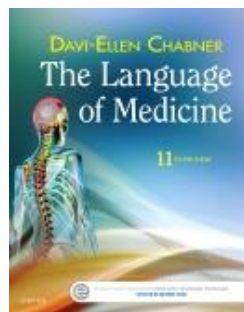
## Due Dates:

**This class is self-paced with one mandatory due date of NOON on Tuesday of finals week.** Please refer to the Blackboard course site for further information ([blackboard.wku.edu](http://blackboard.wku.edu)). There will be no exceptions to this deadline. A recommended class schedule is available through the **Course Welcome & Orientation** link on the Blackboard course site.

## Required Textbook:

Chabner, Davi-Ellen. The Language of Medicine, 11th Edition, W.B. Saunders Co, Philadelphia, PA. 2017.  
ISBN: 9780323370813

While either the hard copy or the electronic version of the 11th edition of the textbook may be purchased, the hard copy is recommended; earlier editions may not be used. (Note: You **DO NOT** need to purchase the text that is bundled with the adaptive learning access code.) If purchasing a new hard copy of the textbook, a student code for accessing online resources through the publisher will be included. Students purchasing used copies may buy this code separately. While highly recommended, these online resources are optional for student use.



## References:

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

## Examinations:

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

Should you experience technical problems, please notify me as soon as possible. Please do not wait until close to deadlines to complete the assignments. Should technical issues occur, there may not be enough turnaround time to reset your assignment.

## Activities:

1. Complete the mandatory assignments (chapter exercises, chapter quizzes, midterm examination and final examination) on Blackboard. Once submitted, assignments cannot be resubmitted.
2. Additional practice exercises are available through online student resources and in the textbook.

When completing work on Blackboard, it is the responsibility of the student to make sure the grades are listed on the 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 on TopNet, there will be NO allowances made for missing grades on assignments.

## Grading Scale:

The following grading system will be used:

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

Assignment	Possible Points
Quizzes	360 points
Exercises	180 points
Mid-term	200 points
Final	200 points
<b>TOTAL POSSIBLE</b>	940 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 ( $71/80=0.8875$ ) and multiply by 100. In this example, the grade would be rounded to 89% or a high “B”.

### Extra Credit:

There are no extra credit opportunities in this course.

### Instructional Methods:

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

### Competencies:

At the conclusion of this course, the student should be able to meet the following competencies:

1. Correctly define, spell, and use most conventional medical terms
2. Identify common variations in pronunciations
3. Identify medical diseases and related body structures

### Curricular Components:

At the conclusion of this course, the student should be able to meet the following 2014 AHIMA\* Associate and Baccalaureate Degree Competencies:

- Supporting Body of Knowledge
  - Medical Terminology

### Title IX Misconduct/Assault Statement:

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](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 s(270.745.5121 V/TDD) or email at [sarc@wku.edu](mailto: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.

Revision: 10/2018

\*American Health Information Management Association ([ahima.org](http://ahima.org))