

HIM 290 Medical Terminology

Instructor:

Jan Hunt-Shepherd, MHA, RHIA, CCS, CDIP, CPHQ

Jan.hunt-shepherd@wku.edu

270-745-3548

Academic Complex, Office 411F

Contact Information: The best way to contact me is either through email at jan.hunt-shepherd@wku.edu or during my posted office hours, which can be located under “Instructor Information” on Blackboard. If contacting me by email, I will make every effort to respond within 24 hours.

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.

Required Content Subscription:

REGISTER FOR CENGAGE MINDTAP SUBSCRIPTION ACCESS ONLINE THROUGH WKU BLACKBOARD HIM 290 COURSE. AN ELECTRONIC BOOK IS AVAILABLE WITH THE MINDTAP SUBSCRIPTION.

OR Purchase access card through WKU Store:

MindTap Only- Ehrlich/Schroeder/Ehrlich/ Schroeder - MindTap Medical Terminology, Printed Access Card for Ehrlich/Schroeder/Ehrlich/Schroeder's Medical Terminology for Health Professions, 8th 9781337106993: **NOTE- MUST STILL REGISTER AND SUBMIT SUBSCRIPTION CODE THROUGH BLACKBOARD COURSE.**

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 on-line using the Blackboard Learning Management System and Cengage Mindtap; you are required to use a computer with Internet access and audio/microphone capability (speakers). 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:

This class is self-paced with five mandatory due dates. The first due date is FRIDAY, AUGUST 28th to purchase the Mindtap subscription and chapter 1. The second due date is FRIDAY, September 18th, at 5:00PM for chapters 2-4. The third due date is FRIDAY, October 16th, at 5:00 PM (chapters 5-7 and Mid-term Exam). The fourth due date is FRIDAY, November 13th at 5:00 PM (chapters 8-11). The fifth and final due date is MONDAY, Dec. 7th at 5:00 PM (chapters 12-14 and a Final Exam (chapters 8-14)). Please 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 14 "Test Yourself" quizzes, a mid-term examination (chapters 1-7, 75 Questions), and a comprehensive final examination (Chapters 1-14, 75 Questions). You will have only one attempt to take each of these.

Activities:

Read the introduction and the chapter then complete the mandatory assignments on MindTap. Each chapter will include a practice "Reality Check" that does not count toward your grade. The chapters will also contain mandatory assignments for "Check Yourself", "Chapter Pronounce", and "Apply Yourself: Learning lab", which all count toward your grade. Once completed, your grades will be linked with the Blackboard Grade Book.

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 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.

Grading Scale:

The following grading system will be used:

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

"Test Yourself" Quizzes Activities/Assignments (Check Yourself, Chapter Pronounce, and Apply Yourself: Learning lab)	1142
Mid-term	150 points
Final	150 points
TOTAL POSSIBLE	1442 points

Rev. 10/31/2020

To calculate your ongoing grade in the class, divide the points you receive by total possible points for what you have completed.

Extra Credit:

There is a five point extra credit course evaluation at the end of the semester.

Instructional Methods:

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

Objectives:

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

1. Analyze how medical terms are built using common word parts
2. Properly spell, define, and pronounce medical terms associated with each of the major body systems

3. Identify and define the word parts most frequently associated with the major body systems
4. Interpret common abbreviations used in medical terminology and cautions to remember when using them

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

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](tel:270.745.5004)([270.745.5121](tel: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.

Revision: 10/31/2020

RECOMMENDED CLASS SCHEDULE

The class is completely self-paced except for the midterm and final deadlines. 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 (Aug. 24)	Introduction to Medical Terminology	<p>Read syllabus and course Welcome and Orientation information on Blackboard. Purchase Cengage Mindtap subscription through Blackboard HIM 290 site or through the WKU Store.</p> <p>Complete Chapter 1 activities:</p> <ul style="list-style-type: none"> -Read chapter 1 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz <p>DUE DATE: Friday, AUGUST 28th, 2020</p>
Week 2 (Aug. 31)	The Human Body in Health and Diseases	<ul style="list-style-type: none"> -Read chapter 2 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz <p>DUE DATE: Friday, Sept 18th, 2020 by 5:00 PM</p>
Week 3 (Sept. 7)	The Skeletal System	<ul style="list-style-type: none"> -Read chapter 3 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz <p>DUE DATE: Friday, Sept 18th, 2020 by 5:00 PM</p>

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 4 (Sept. 14)	The Muscular System	-Read chapter 4 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: Friday, Sept 18th, 2020 by 5:00 PM
Week 5 (Sept. 21)	The Cardiovascular System	-Read chapter 5 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Oct. 16th at 5:00 PM
Week 6 (Sept. 28)	The Lymphatic and Immune Systems	-Read chapter 6 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Oct. 16th at 5:00 PM
Week 7 (Oct. 5)	The Respiratory System	-Read chapter 7 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Oct. 16th at 5:00 PM
Week 8 (Oct. 12)	MIDTERM EXAM	All course work for chapters 1-7 and the MIDTERM EXAM must be completed by this date DUE DATE: FRIDAY, Oct. 16th at 5:00 PM

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 9 (Oct. 19)	The Digestive System	-Read chapter 8 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Nov. 13th at 5:00 PM
Week 10 (Oct. 26)	The Urinary System	-Read chapter 9 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Nov. 13th at 5:00 PM
Week 11 (Nov. 2)	The Nervous System and Mental Health	-Read chapter 10 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Nov. 13th at 5:00 PM
Week 12 (Nov. 9)	Special Senses: The Eyes and Ears	-Read chapter 11 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Nov. 13th at 5:00 PM
Week 13 (Nov. 16)	The Skin (Integumentary) System	-Read chapter 12 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: FRIDAY, Nov. 13th at 5:00 PM

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
		"Test Yourself" quiz DUE DATE: THURSDAY, Dec. 10th at 5:00 PM
Week 14 (Nov. 23)	The Endocrine System	-Read chapter 13 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: THURSDAY, Dec. 10th at 5:00 PM
Week 15 (Nov. 30)	The Reproductive System	-Read chapter 14 in online electronic book -Complete activities: "Reality Check", "Check Yourself", "Chapter Pronounce", "Apply Yourself: Learning Lab", and "Test Yourself" quiz DUE DATE: THURSDAY, Dec. 10th at 5:00 PM
Week 16 FINALS WEEK (Dec. 7)	FINAL EXAM (See mandatory Due Date on Blackboard Announcements)	Complete Final Examination All course work for chapters 8-14 and the final must be completed and submitted DUE DATE: THURSDAY, Dec. 10th at 5:00 PM

Revised 4/29/2020