

HIM 290 Medical Terminology (Web-Based)

Instructor:

Roberta Darnez Pope, MSHI, RHIA

Darnez.pope@wku.edu

(270)745-6561

Academic Complex, Office 411-E

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 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 (Based on Central Standard Time Zone):

This class is self-paced with two (2) mandatory due dates. The first due date is THURSDAY, March 17th, at 5:00PM for chapters 1-7 and Mid-Term Exam (Chapters 1-7). The second due date is THURSDAY, May 5th, 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.

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

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:

Analyze how medical terms are built using common word parts

Properly spell, define, and pronounce medical terms associated with each of the major body systems

Identify and define the word parts most frequently associated with the major body systems

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(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.

Health and Safety:

All students are strongly encouraged to [get the COVID-19 vaccine](#). Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in [Kentucky](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center (SARC): [270-745-5004](#) (voice), [270-745-3030](#) (TTY), or [270-288-0597](#) (video). All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

Revision: 01/27/2022

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 Wednesday, January 19 at NOON CST (Link available via Blackboard Announcements)- Please make an effort to attend #1 Orientation Meeting or #2 Orientation Meeting.	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, March 17th by 5:00 PM
Week 2	The Human Body in Health and Diseases #2 Orientation Meeting with HIM 290 Instructor on Wednesday, January 26 at NOON CST (Link available via Blackboard Announcements)- Please make an effort to attend #1 Orientation Meeting or #2 Orientation Meeting.	Complete Chapter 2 activities: -Read chapter 2 in online electronic book -Complete Chapter Activities DUE DATE: Thursday, March 17th 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, March 17th 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, March 17th 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, March 17th 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, March 17th 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, March 17th by 5:00 PM
Week 8	MIDTERM EXAM	-Chapters 1-7 and the MIDTERM EXAM MANDATORY DUE DATE: Thursday, March 17th 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 5th 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 5th 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 5th 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 5th 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 5th 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 5th 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 5th 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 5th by 5:00 PM