

HIM 290 Medical Terminology – Bi-term

Instructor:

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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: SUBSCRIPTION WILL BE BILLED TO YOUR WKU ACCOUNT.

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.

YOU MUST STILL REGISTER FOR A CENGAGE MINDTAP ACCOUNT THROUGH BLACKBOARD COURSE HIM 290 BUT YOU WILL NOT PAY FOR A SUBSCRIPTION THROUGH THIS SITE. PURCHASE IS PART OF THE FIRST DAY INCLUSIVE ACCESS PROGRAM.

MINDTAP SUBSCRIPTION (Included in the First Day Inclusive Access Program): Medical Terminology for Health Professions

**by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder
8th Edition | Copyright 2017**

For Help with Registration VISIT: [START STRONG CENGAGE WEBPAGE](#)

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 Tools in the Menu on the left of Blackboard.

MANDATORY Due Dates:

DEADLINES ARE MANDATORY. You can work ahead though. All work is available on the first day of class. DO NOT PROCRASTINATE. A grade of 0 will be automatically entered by computer once the due date has passed.

See the schedule below for the deadlines. Mark them on a calendar or in your phone calendar. Please refer to the Blackboard course site for further information (blackboard.wku.edu). There will be no exceptions to these deadlines. A class schedule is included in this syllabus and through Blackboard. See schedule below for additional information. **WORK AHEAD TO AVOID MISSING A DEADLINE/DUE DATE.**

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", "Quick Checks", "Image Labeling", "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. **NOTE: You must click on any down arrows in Mindtap in order to see any additional assignments not showing.**

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, wait a few hours, check again and if grade still isn't showing in Blackboard 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

Graded Activities:

Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself, Word Part Review and Post-Tests)	
Mid-term	
Final	

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To calculate your ongoing grade in the class, divide the points you receive by total possible points for what you have completed. This provides an average grade for what you have completed. You must complete all activities. Any activities not completed will receive a grade of 0 in the final grade calculations.

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 *AHIMA Baccalaureate Degree Competencies at the indicated taxonomic level:

- Supporting Body of Knowledge

- Medical Terminology

*American Health Information Management Association (ahima.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: 01/2022

CLASS SCHEDULE

DEADLINES ARE MANDATORY. You can work ahead though. All work is available on the first day of class. DO NOT PROCRASTINATE. A grade of 0 will be automatically entered by computer once the due date has passed.

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 1	Introduction to Medical Terminology	<p>Read syllabus and course Welcome and Orientation information on Blackboard. Access your course subscription through the HIM 290 Blackboard site and register. WKU will bill your account through the First Day Inclusive Access Program.</p> <p>Complete Chapter 1 activities:</p> <ul style="list-style-type: none"> -Read chapter 1 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)
	The Human Body in Health and Diseases	<ul style="list-style-type: none"> -Read chapter 2 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself) <p>DUE DATE: Sunday, March 27, by 7:00 pm</p>
Week 2	The Skeletal System	<ul style="list-style-type: none"> -Complete Word Part Review and Post-Tests -Read chapter 3 in online electronic book -Complete activities: Activities/Assignments/Quizzes

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
		(Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)
	The Muscular System	-Read chapter 4 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself) DUE DATE: Sunday, April 3rd, by 7:00 pm
Week 3	The Cardiovascular System	-Read chapter 5 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)
	The Lymphatic and Immune Systems	-Read chapter 6 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself) DUE DATE: Sunday, April 10th, by 7:00 pm
Week 4	The Respiratory System AND MIDTERM EXAM	-Read chapter 7 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
	The Digestive System	-Read chapter 8 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself) DUE DATE: Sunday, April 17th, by 7:00 pm
Week 5	The Urinary System	-Read chapter 9 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)
	The Nervous System and Mental Health Special Senses: The Eyes and Ears	-Read chapters 10 and 11 in online electronic book -Complete activities for chapters 10 and 11: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself) DUE DATE: Sunday, April 24, by 7:00 pm
Week 6	The Skin (Integumentary) System	-Read chapter 12 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
	The Endocrine System	-Read chapter 13 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself)
Week 7	The Reproductive System	-Read chapter 14 in online electronic book -Complete activities: Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself) DUE DATE: Sunday, May 1st, by 7:00 pm
Week 8 FINALS WEEK	FINAL EXAM	Complete Final Examination DUE DATE: Thursday, May 5th, by 7:00 pm

Revised 1/2022

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

Chapter 15:

1. Diagnostic Procedures
2. Recumbent Examination Positions
3. Laboratory Tests
4. Endoscopy
5. Centesis
6. Imaging Techniques
7. Barium
8. Nuclear Medicine
9. Pharmacology

10. Complementary and Alternative Medicine

11. Abbreviations Related to Diagnostic Procedures, Nuclear Medicine, and Pharmacology

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.

Chapter 15:

1. Describe the vital signs recorded for most patients.
2. Recognize, define, spell, and pronounce the primary terms associated with basic examination procedures and positions.
3. Recognize, define, spell, and pronounce the primary terms associated with frequently performed blood and urinalysis laboratory tests.
4. Recognize, define, spell, and pronounce the primary terms associated with radiography and other imaging techniques.
5. Describe the uses of nuclear medicine in diagnosis and treatment.

6. Recognize, define, spell, and pronounce the primary pharmacology terms introduced in this chapter.
7. Describe the most common types of complementary and alternative therapies and their uses.