### Course Description
This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

This course is NOT self-paced. There are due dates that must be met for assignment credit.

### Text, References and Supplies

**References:** Medical Dictionary and Medical Encyclopedia

**Supplies (optional) for Virtual Office:** Headset with microphone. To use SKYPE, students need to purchase either a headset with microphone, or a separate microphone to add to your PC (the PC must also have speakers). Headsets can be purchased at most outlets stores that sell electronics (Wal-Mart, Radio Shack, etc). The headsets cost approximately $15.00 to $20.00, and the stand-alone microphones cost approximately $26.00. The LogiTech brand is recommended. Using this option, students will be able to speak to the instructor or other students (or anyone in the world) using SKYPE free of charge through the internet. You will need to go to [www.SKYPE.com](http://www.SKYPE.com) and download the program. (Most HITT courses have elected to use SKYPE as an additional communication option for students).

### Course Goals/Objectives
The following list of course goals will be addressed in this course.

1. Recognize by sight and sound, the most commonly used medical terms.
2. Define the meaning of root forms in medical terms.
3. Define the meaning of prefixes and suffixes commonly used in medical terms.
4. Describe how roots, prefixes and suffixes are combined to form medical terms.
5. Identify, define, spell, pronounce and abbreviate medical terms associated with the major systems of the human body.
6. Identify, define, spell, pronounce and abbreviate medical terms associated with surgery, pathology, radiology, nuclear medicine, medical laboratories, autopsy reports and medical insurance claims.
7. Recognize and abbreviate common medical terms.
8. Identify common pharmaceutical abbreviations.
9. Define the medical terms relating to body direction, planes and cavities.
10. Construct medical words into plural forms.
11. Explain acceptable medical abbreviations

### Student Contributions and Class Policies
**Student Contributions and Class Policies:** The class is strictly an internet course and all tests will be completed online. Refer to [www.bb01.midland.edu](http://www.bb01.midland.edu)

1. Each student will spend at least 6-10 hours of study per week preparing.
2. Reading each chapter and doing the exercises at the end of each chapter is required in order to better understand the information. **Repetition is the key to learning medical terminology.** Use the Flash Cards and
practice exams to learn these terms.

3. Examinations will cover chapters as they are completed and may be comprehensive.

4. The student should make sure that they are ready to take the test prior to accessing it. If you need additional time to test due to a documented learning disability, contact Student Services Counselor to make alternate arrangements for testing.

5. Study using the CD and flashcards.

There is a CD that comes with the textbook that contains exercises and games that will assist in learning the terms. It is helpful to students to build and maintain a flash card system to assist in studying. There are some already provided at the back of the textbook.

**Computer Requirements:** It is strongly recommended that each student have a computer available to access this course. Students are responsible to maintain computer systems that are compatible with Blackboard courses. See home page of Blackboard for system requirements. If students do not have reliable computers, then students should find access to either the college campus computer labs or alternative. Contact Dan Buckley if you have Blackboard problems at 686-4203. Contact computer repair service if there are problems with your personal computer.

**Computer problems are not an excuse for incomplete or late work. I would strongly encourage you to complete the assignments and tests prior to due date to allow for computer “problems”**. If Blackboard server is down for an extending length of time and affects due dates, the due date will be adjusted accordingly. There are two general purpose labs that you may use: (1) located in the Learning Resource Center, (2) Midland College Advanced Technology Center at 3200 West Cuthbert. Hours differ each semester so check available times.

**Testing philosophy:** Students may politely challenge the instructor on questions they feel were poorly worded. If the instructor concedes the argument, scores will be adjusted for the entire class. Tests will consist of multiple formats to include multiple choice, fill-in-the-blank and open-ended questions, and true or false.

**Evaluation of Students:**

HITT 1305 Grading Criteria:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Record Assignment/Quiz</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Chapter Exams</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
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</tbody>
</table>

All grades will be based on the following scale:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- below 69% = F
NOTICE: The course schedule has due dates and each student is expected to submit assignments on or before the due date. **There is no formal provision for make-up work or extra credit in this course.** It is imperative that you keep up and submit all assignments on or before the due date. **Work submitted after the deadline will not be accepted.** Once the assignment date closes, assignments cannot be submitted. A zero will be placed in the gradebook for late assignments.

**SCANS Information**
The following SCANS skills are taught and/or reinforced in this course: **Reading:** Locates, understands, and interprets written information. **Writing:** Communicates thoughts, ideas, information, and messages in writing; creates new words using combinations of root word, prefixes and suffixes.

**Safety Statement**
Students will receive annual training in the following: blood and air borne pathogens, electrical safety, back safety, hazardous chemicals, latex allergies, fire and disaster procedures, security and personal safety procedures and safety requirements of clinical facilities. Students must maintain current CPR, immunizations, and health insurance during all clinical courses.

**Instructors Information**
Name: Shawnda Meshirer, RHIT, CCS  
Office Location: A15 Aaron Medical Science Building  
E-mail Address: smeshirer@midland.edu  
Office Telephone: 432-685-5578 or SKYPE @ smeshirer  
Office Hours: Monday 9:00–11:00 a.m. & 1:00-3:00 p.m.; Wednesday & Thursday 9:00-11:00 am  
Virtual Office Hours on SKYPE @ shawnda.him:  
Monday Evenings 7:00-8:00 p.m. and Tuesday 9:00-11:00 am

**HITT Director Information**
Program Director: Melinda Teel, BSHIM, RHIT, CCS  
Office Location: A33 Aaron Medical Science Building  
Office Telephone: 432-685-5573  
E-mail Address: mteel@midland.edu

**Health Sciences Division Dean Information**
Division Dean: Dr. Becky Hammack  
Health Sciences Division Secretary and Clerk: Kay Floyd and Alma Guyse  
Division Office Location and Telephone: 209 Davidson Health Sciences Building  
Office Telephone: 432-685-4600

**Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.**

**Course Schedule**
The course schedule has due dates and each student is expected to submit assignments on or before midnight of the due date. **There is no formal provision for make-up work or extra credit in this course.** It is imperative that you keep up and submit all assignments on or before midnight of the due date. **Work submitted after the deadline will not be accepted.** Once the assignment date closes, assignments cannot be submitted. A zero will be placed in the grade book for late assignments.
Please do not wait until the last minute to attempt assignments. Computers and computer networks have a bad habit of crashing at the very time you need them the most.

**Schedule subject to change at the discretion of the instructor.**

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>DUE DATE</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>August 28th</td>
<td>Complete Pre-Test and Orientation Quiz</td>
</tr>
<tr>
<td>Ch1: Basic Term Components</td>
<td>September 2th</td>
<td>Read Ch 1, Complete Getting Started, Mission 1, Getting Started Quiz and Ch Quiz 1</td>
</tr>
<tr>
<td>Ch2: Health Care Records</td>
<td>September 8th</td>
<td>Read Ch 2, Complete Mission 2, Medical Record 2.3 Quiz and Ch Quiz 2</td>
</tr>
<tr>
<td>Ch3: Integumentary System</td>
<td>September 15th</td>
<td>Read Ch 3, Complete Mission 3, Medical Record 3.2 Quiz and Ch Quiz 3</td>
</tr>
<tr>
<td>Ch4: Musculoskeletal System</td>
<td>September 22th</td>
<td>Read Ch 4, Complete Mission 4, Medical Record 4.2 Quiz and Ch Quiz 4</td>
</tr>
<tr>
<td><strong>EXAM 1</strong></td>
<td><strong>September 24th</strong></td>
<td><strong>Chapters 1 – 4</strong></td>
</tr>
<tr>
<td>Ch5: Cardiovascular System</td>
<td>September 29th</td>
<td>Read Ch 5, Complete Mission 5, Medical Record 5.2 Quiz and Ch Quiz 5</td>
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<tr>
<td>Ch6: Blood &amp; Lymphatic System</td>
<td>October 2nd</td>
<td>Read Ch 6, Complete Mission 6, Medical Record 6.2 Quiz and Ch Quiz 6</td>
</tr>
<tr>
<td>Ch7: Respiratory System</td>
<td>October 6th</td>
<td>Read Ch 7, Complete Mission 7, Medical Record 7.2 Quiz and Ch Quiz 7</td>
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<tr>
<td>Ch8: Nervous System &amp; Psychiatry</td>
<td>October 9th</td>
<td>Read Ch 8, Complete Mission 8, Medical Record 8.2 Quiz and Ch Quiz 8</td>
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<tr>
<td><strong>EXAM 2</strong></td>
<td><strong>October 13th</strong></td>
<td><strong>Chapters 1 – 8</strong></td>
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<tr>
<td>Ch9: Endocrine System</td>
<td>October 16th</td>
<td>Read Ch 9, Complete Mission 9, Medical Record 9.2 Quiz and Ch Quiz 9</td>
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<tr>
<td>Ch10: The Eye</td>
<td>October 20th</td>
<td>Read Ch 10, Complete Mission 10, Medical Record 10.2 Quiz and Ch Quiz 10</td>
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<tr>
<td>Ch11: The Ear</td>
<td>October 27th</td>
<td>Read Ch 11, Complete Mission 11, Medical Record 11.2 Quiz and Ch Quiz 11</td>
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<tr>
<td>Ch 12: Gastrointestinal System</td>
<td>November 3rd</td>
<td>Read Ch 12, Complete Mission 12, Medical Record 12.2 Quiz and Ch Quiz 12</td>
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<tr>
<td><strong>EXAM 3</strong></td>
<td><strong>November 5th</strong></td>
<td><strong>Chapters 1 – 12</strong></td>
</tr>
<tr>
<td>Ch13: Urinary System</td>
<td>November 10th</td>
<td>Read Ch 13, Complete Mission 13, Medical Record 13.2 Quiz and Ch Quiz 13</td>
</tr>
<tr>
<td>Ch14: Male Reproductive System</td>
<td>November 17th</td>
<td>Read Ch 14, Complete Mission 14, Medical Record 14.2 Quiz and Ch Quiz 14</td>
</tr>
<tr>
<td>Ch15: Female Reproductive System</td>
<td>November 24th</td>
<td>Read Ch 15, Complete Mission 15, Medical Record 15.2 Quiz and Ch Quiz 15</td>
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<tr>
<td><strong>EXAM 4</strong></td>
<td><strong>December 2nd</strong></td>
<td><strong>Chapter 1 – 15 and Complete Post-Test</strong></td>
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<tr>
<td><strong>FINAL EXAM</strong></td>
<td>December 10th</td>
<td><strong>FINAL EXAM Due by Wednesday, December 10th by NOON.</strong></td>
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