Midland College
Syllabus (Online)
HITT 1205
Medical Terminology I (2-1-0)

For Online classes, students MUST actively participate by completing an academic assignment by the official census. Students who do not do so, will dropped from the course.

**Course Description**

This course is a study of medical terms through 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, Reference and Supplies**

Textbook Package:

Optional References: Medical Dictionary and/or Medical Encyclopedia.

**Supplies for Virtual Office:** Headset with microphone and/or Webcam. 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). Using this website, 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.)

**Student Learning Outcomes**

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 terms and classifications.
9. Define the medical terms relating to body direction, planes and cavities.
10. Construct medical words into pleural forms.
11. Explain acceptable medical abbreviations
12. Review common pharmacology terminology and drugs specific to body systems.
14. Identify medical terms in sample health record cases.

**Student Contributions and Class Policies**

**ACCESSING AN ONLINE CLASS:**
2. Scroll toward the bottom of the Midland College home page and click on “Canvas.”
3. When the Canvas page appears, you will need to login to the program.
4. To login your username is your MC Student email address and your password is your MC Student ID, with no dashes.
5. After you have logged in, your home page will appear on the screen. Scroll over Courses to view a list of courses you are enrolled.
6. Complete the Canvas Student Orientation before going any further in Canvas.
7. Areas you will want to check daily are: Announcements and Discussion Board. Do not open exams until you are ready to take the test. You can access each exam only one time.
8. To access your grades once they are submitted or entered by the instructor, click on Grades located on the left hand side of each course. Click on the score of each test or assignment to reopen and to view comments and feedback.

Each student will spend at least 6-10 hours of study per week preparing.
1. Reading each chapter and completing the chapter exercises is required in order to better understand the information. Repetition is the key to learning medical terminology. It is helpful to students to build and maintain a flash card system to assist in studying.
2. Examinations will cover chapters as they are completed and may be comprehensive.
3. If an exam or quiz is opened by the student and the student is locked out at any time during the attempt, the student is required to make a print screen of the message displayed on the computer screen and send it by e-mail to the instructor. It will then be at the discretion of the instructor as to whether the exam or quiz will be reopened.

ATTENDANCE: Because this is strictly an Internet course, attendance will be substituted by participating on the discussion board. Participation is part of your semester grade.

ACADEMIC HONESTY: Students are expected to follow the Academic Honesty policy of Midland College. Using textbooks, assignments and other students, or assistance from others while taking an exam is cheating. Any student cheating will be removed from the class, given an “F”, and reported to the Registrar’s office. Plagiarism will not be tolerated. For more information, review Student Conduct/Misconduct found in the Midland College Catalog.

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. Assignments consist of multiple formats including multiple choice, open-ended questions and some true/false. The final examination will be comprehensive over all the material presented during the course.

COURSE WITHDRAWAL: Students electing to withdraw from course are required to complete a Course Withdrawal Form to receive a grade of “W” at http://www.midland.edu/students/academics/forms.php before the last day to withdraw. The last day to withdraw for this semester: Friday, November 18, 2016.

ONLINE COURSE INFORMATION:

PERSONAL INFORMATION: Every semester it is important to update your personal information listed in Canvas. Review instructions listed in the Canvas Student Connection Course to make these changes so they are kept current. This information is used to contact students. Be sure your e-mail address (the one you choose to use for this class) is correct.

COMPUTER REQUIREMENTS: Students taking online courses are responsible to have access to a computer for submission of assignments and postings. For specific computer
requirements, see Canvas System Requirements for Midland College courses at http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas.

**COMPUTER DOWNTIME:** This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing work by the due date. **If the Canvas system goes down or is unavailable,** an announcement will be posted as the due date will be extended. **If your system goes down,** find another computer to submit your homework/posts before the due date. It is strongly suggested that assignments are to be submitted early to avoid any technical difficulties.

**EMAIL:** Individual email is discouraged when it involves course assignments and questions about the reading material. These should be posted on the discussion board under the thread **Questions for the Instructor** so that the class may also receive the information since many questions posed to the instructor are commonly asked by more than one individual. In sharing responses with the class, there is equal opportunity (or equitable responses) to receive information from the instructor.

If, however, there is a need to send an email to the instructor, (due to a personal nature) include in the subject line the course number and the content of the question such as “HITT1205 Question on Ch1”. It is also important that you sign your name at the end of the email since many emails give no indication of the author.

### Evaluation of Students

**Evaluation of Students:** HITT 1205 Medical Terminology Grading Criteria with all grades based on the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weighted Percentages</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation/Discussion Board</td>
<td>10%</td>
<td>A = 90-100%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>45%</td>
<td>B = 80-89%</td>
</tr>
<tr>
<td>Module Exams</td>
<td>25%</td>
<td>C = 70-79%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>D = 60-69%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td><strong>F = &gt;59%</strong></td>
</tr>
</tbody>
</table>

**Students must pass all HITT courses with a grade of “C” or better to meet program requirements.**

**Limit to Repeat HIM Program Course:** The HIM program policy effective Fall 2014 states that students are allowed two attempts for any required HITT program course beginning Fall 2014. Students who fail the clinical course have only one additional opportunity to pass the course. If neither attempt has a passing grade, the student will be dismissed from the program. “Attempting a course” is defined as either 1) a failed grade; or 2) a withdrawal (W). Work submitted by midnight of the due date will be graded and returned within 48 hours from the due date. Submissions made at times when the instructor has posted an out-of-office notice, will be graded and returned within five (5) business days. If work has not been graded and returned in a timely manner, please contact me at smeshirer@midland.edu to verify that the work submitted can be viewed by me in Canvas.

**Course Schedule**

The course schedule will be available in Canvas. Changes to the schedule may occur at the discretion of the instructor and will be posted in the announcements. Before beginning any assignment, review the Module and Week in Canvas, not all instructions can be listed on the syllabus for all assignments.

The course schedule has due dates and each student is expected to submit assignments on
or before midnight Central Standard Time (CST) of the due date. The course schedule is subject to change at the discretion of the instructor.

There is no formal provision for make-up work or extra credit in this course. **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.

Students are encouraged to avoid waiting until the last minute to attempt assignments. Computers and computer networks are not always reliable. Plan ahead to avoid time crunches and issues with equipment, computers, or interruption of internet service.

### Americans with Disabilities Act (ADA)

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

### Division Information

**Health Sciences**

Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
Interim Program Chair: Dr. Elizabeth Neichter, RHIA, CHTS-TR, 218 DFHS, 432-686-4800, extension 2023
Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600
Student Support Specialist/Clinical Coordinator: Raquel Valenzuela, RHIT, 218 DFHS, 432-685-6893