



HITT – 1305 – 034IN
Medical Terminology
Spring 2022
Internet

Instructor Information

Instructor: Carol F Smith

Email address: csmith108@com.edu

Office phone: 409-933-8386

Communication with your instructor: The way to reach me through email at csmith108@com.edu, I will respond to emails within two days of receiving them.

Student hours and location: Virtual Office Hours: Virtually by appointment; however if you need immediate communication please contact Kay Frieze at kfrieze@com.edu or 409-933-8414.

Required Textbook: Medical Terminology: A Living Language Bonnie F. Fremgen and Sue Frucht Prentice Hall 7th edition ISBN# 978-0-13-470120-2.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer including an online retailer.

Course Description: A study of common medical terminology word origin structure and application. The statements contained in this syllabus are provided to give insight into the nature and design of the class and assist students in gaining full benefit from the class and are not intended to be promissory absolute or exhaustive.

Course Requirements

Weekly Quizzes (20% of final grade)

PLEASE NOTE: The week begins on **Monday and ends Sunday at midnight**. Therefore weekly quizzes should be submitted no later than Sunday of the week in which information: they appear on the calendar. Late work may not be accepted unless individual arrangements have been made with me prior to the due date and time. I will e-mail you if I make any adjustments to the calendar.

Weekly quizzes

In order to complete the weekly quizzes and receive credit you must complete the quizzes until you reach 100%.

1. Click on learning module icon on the home page then the unit (chapter) you are working on.
2. When the next page there is a link to complete the multiple choice and fill in the blank quizzes.
3. The quizzes will be graded automatically.
4. **Complete BOTH the MULTIPLE CHOICE AND FILL IN THE BLANK quizzes for each chapter.**
5. **PARTIAL WORK WILL NOT BE ACCEPTED.**

Discussion assignments (5% of final grade)

The Discussion link is located under course tools on the left hand side or within the learning module. There are fourteen (14) discussions and on the discussions page you will see the exact page and assignment for each discussion. To create a discussion click on the “create thread” button. Compose your response in the box and click on “post” when you are finished. I do not remove any discussion assignments or student responses until the course is over. If you want to view your response to any discussion assignment be sure you have clicked on “Show All” at the top of the discussion area. Please see calendar for specific due dates. You will need to post your initial response by day 4 (Thursday) of each week and a response to at least one colleague by day 6 (Saturday) **except** for discussion one (1) and two (2) which does not require a response. Therefore it is imperative to check the discussion area at least twice a week for new messages. Furthermore please respond back to any questions or comments that are asked of you from another student(s). Credit will be awarded to students participating in discussion assignments. Furthermore **I only post discussion grades in the grade book once (at the end of the course). In order to receive a grade all discussions must be completed.**

Participation in the discussion forums is critical for maximizing your learning experiences in this course. You are required to be part of an online community that interacts through discussion to enhance and support the professional development of the group. Part of the assessment criteria for the course includes assessing the quality and quantity of your participation in the discussion forum.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your instructor will consider these characteristics when assessing the quality and level of your participation.

- You should submit your initial post by day 4 of each module and you subsequent responses to the post of other learners by day 6 (Saturday) and at timely intervals within the duration of each module. Keep in mind the goal is to have a dynamic discussion that last throughout the entire module.
- Your posts and responses should be thorough and thoughtful. Just posting an “I agree” or “Good ideas” will not be considered adequate. Support your statements with examples experiences or references. Keep in mind that your fellow learners will be

reading and responding to you too.

- Make certain to address the discussion prompt(s). This does not mean you should not extend the topic but do not stray from the topic.
- Discussions occur when there is dialogue. Therefore, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
- When relevant add to the discussion by including prior knowledge work experience references web sites resources etc. (giving credit when appropriate).
- Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors as well as friendly and courteous.

This rubric point scale will be used to assess you work based on a 100-point scale that is cumulative throughout each module.

	Unsatisfactory 20/50 Points	Satisfactory 35/50 Points	Exemplary 50/50 Points
Criteria for Initial Post	Criteria: Quantity and timeliness <ul style="list-style-type: none"> • Does not create an initial post 	Criteria: Quantity and timelines <ul style="list-style-type: none"> • Creates an initial post • Submits after due 	Criteria: Quantity and timeliness <ul style="list-style-type: none"> • Creates an initial post • Submits before or on the due date
	Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice	Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice	Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice

	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Post is not applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Post is applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Post is applicable to professional practice
	<p>Unsatisfactory 10/30</p>	<p>Satisfactory 20/30 Points</p>	<p>Exemplary 30/30 Points</p>
<p>Criteria: 2nd Visit First Reply to Other Learner(s)</p>	<p>Criteria:</p> <p>Demonstrates knowledge and understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response does not demonstrate evidence of knowledge and understanding of course material and content 	<p>Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response demonstrates some evidence of knowledge and understanding of course material and content 	<p>Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response demonstrates clear evidence of knowledge and understanding of course material and content

	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is not applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice • Response elicits responses and reflection for others.
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	Unsatisfactory 5/20	Satisfactory 15/20	Exemplary 20/20
<p>Criteria: 3rd and/or 4th Visit: Response to other learner(s) questions (if applicable)</p>	<p>Criteria: Quantity and timeliness</p> <ul style="list-style-type: none"> • Does not reply to a second learner • And/or does not submit the reply prior to the end of the module 	<p>Criteria: Quantity and timeliness</p> <ul style="list-style-type: none"> • Replies to a second learner 	<p>Criteria: Quantity and timeliness</p> <ul style="list-style-type: none"> • Replies to a second learner • Continues to participate in discussion threads until the end of the session

	<p>Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response does not demonstrate evidence of knowledge and understanding of 	<p>Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response demonstrates some evidence of knowledge and understanding of 	<p>Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response demonstrates clear evidence of knowledge and understanding of
	<ul style="list-style-type: none"> • course materials and content 	<ul style="list-style-type: none"> • course materials and content 	<ul style="list-style-type: none"> • course materials and content

	<p>Criteria: Generates learning within the community</p> <ul style="list-style-type: none"> • Response is not applicable to professional practice 	<p>Criteria: Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice 	<p>Criteria: Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice • Response elicits responses and reflection for others. • Response integrates multiple views or provides outside resources from others to take the discussion deeper. (+5 pts- once per discussion which will be added to each 3rd or 4th visit score)
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Pronunciations (15% of final grade)

The Texas Coordinating Board of Higher Education requires that students completing a course in medical terminology be able to pronounce medical terms. The pronunciations will be measured through voice e-mail that you will create and submit for grading. The preferred way to submit the pronunciations is through instructor e-mail. You may use your smart phone and record the

chapter assignments as an audio message and then submit it to me as an email or a text message to my cell. If you are unable to record these on your phone, please let me know and I will give you an alternate way to submit the assignment. **Please note that each chapter pronunciation is worth 20 points; therefore, you can possibly make a 100 if you submit all the pronunciations. By not completing this assignment it will drastically affect your final grade. It can mean the difference between an “A” and a “C” in the course!**

•Pronunciations are noted **in your weekly assignments under chapters 2 5 7 9 and 12 and due dates are on the calendar.**

•Remember to record the readings end-to-end. •Since the pronunciation assignments are reading from your required textbook it is essential that you use the current (7th) edition of the book. Utilizing an old edition will result in you recording wrong passages and not getting full credit for the assignment. Therefore, you must contact your instructor if you are utilizing an older edition of the book. If you do not receive a grade in the grade book after three days of submitting them excluding weekends and holidays, please email me with that issue so I can be certain that I received them.

You may utilize your smart phone to record the pronunciations and email them to cpannell@com.edu

Pronunciations address the Core Objectives: Communication – verbal.

Mid-term Exam (30% of final grade)

The midterm will cover Units 1 through 7. It consists of 50 multiple choice questions. For each topic I will select a combination of prefix/suffix items root word/combining form items relating to disorders/conditions and items relating to procedures and diagnostics. Focus on learning to translate terms by breaking down the meaning of suffixes prefixes and roots rather than by memorizing terms. The test is available online therefore it is timed which you will have 75 minutes to complete. **More importantly once you begin the test you have to finish it.)**

Final Exam (30% of final grade)

The final exam will consist of 100 multiple choice questions from Units 1 through 14. The content of items will be varied and distributed as for the midterm exam. Focus on learning to translate terms by breaking down the meaning of suffixes prefixes and roots rather than by memorizing terms. The test is available online which you will have 2 ½ hours to complete it. **More importantly once you begin the test you have to finish it. The final addresses the Core Objectives: Critical Thinking**

Detailed Grading Formula:

Your semester grade will be comprised of the following components and graded per the following grading scale: Furthermore, **in order to pass this class you must obtain a 75% or better.**

Assignment	% of Final Grade
Quizzes	20%
Pronunciations	15%
Discussion	5%
Mid-Term	30%
Final	30%
Total	100%

Grading Scale:

- 90.0% to 100% = A
- 80.0% to 89.9% = B
- 75.0% to 79.99% = C
- 70% to 74.99% = D
- 0 to 70% = F

Course outline

Course outline – Tentative- (subject to change at instructor’s discretion however we will try to follow this outline as closely as possible. I will notify you of any changes made within 48 hours). The week begins on Monday and ends on Sunday.

Week	Modules	Due Date
#1 1/18 to 1/23	Learning Modules Unit 1 Introduction to Medical Terminology	Discussion 1: Due – 1/21 Multiple Choice and Fill in the Blank quizzes: Due – 1/23
#2 1/24 to 1/30	Learning Modules Unit 2 Body Organization	Discussion 2: Due 1/27 Multiple Choice and Fill in the Blank quizzes: Due 1/30 Pronunciations chapter 2: Due 2/1

#3 1/31 to 2/6	Learning Modules Unit 3 Integumentary System	Discussion 3 Initial post: Due 2/3 Discussion 3 Response: Due 2/5 Multiple Choice and Fill in the Blank quizzes: Due 2/6
#4 2/7 to 2/13	Learning Module Unit 4 Musculoskeletal System	Discussion 4 Initial post: Due 2/10 Discussion 4 Response: Due 2/12 Multiple Choice and Fill in the Blank quizzes: Due 2/13
#5 2/14 to 2/20	Learning Module Unit 5 Cardiovascular System	Discussion 5 Initial post: Due 2/17 Discussion 5 Response: Due 2/19 Multiple Choice and Fill in the Blank quizzes: Due 2/20 Pronunciations chapter 5: Due 2/21
#6 2/21 to 2/27	Learning Module Unit 6 Blood and the Lymphatic and Immune Systems	Discussion 6 Initial post: Due 2/24 Discussion 6 Response: Due 2/26 Multiple Choice and Fill in the Blank quizzes: Due 2/27
# 7 2/28 to 3/6	Learning Module Unit 7 Respiratory System	Discussion 7 Initial post: Due 3/3 Discussion 7 Response: Due 3/5 Multiple Choice and Fill in the Blank quizzes: Due 3/6 Pronunciations chapter 7: Due 3/7
# 8 3/7 to 3/13	Mid-Term available 3/7 to 3/13	
# 9 3/14 to 3/20	Spring Break	

#10 3/21 to 3/27	Learning Module Unit 8 Digestive System	Discussion 8 Initial post: Due 3/24 Discussion 8 Response: Due 3/26 Multiple Choice and Fill in the Blank quizzes: Due 3/27
#11 3/28 to 4/3	Learning Module Unit 9 Urinary System	Discussion 9 Initial post: Due 3/31 Discussion 9 Response: Due 4/2 Multiple Choice and Fill in the Blank quizzes: Due 4/3 Pronunciations chapter 9: Due 4/4
# 12 4/4 to 4/10	Learning Module Unit 10 Reproductive System	Discussion 10 Initial post: Due 4/7 Discussion 10 Response: Due 4/9 Multiple Choice and Fill in the Blank quizzes: Due 4/10
#13 4/11 to 4/17	Learning Module Unit 11 Endocrine System	Discussion 11 Initial post: Due 4/15 Discussion 11 Response: Due 4/16 Multiple Choice and Fill in the Blank quizzes: Due 4/17
#14 4/18 to 4/24	Learning Module Unit 12 Nervous System	Discussion 12 Initial post: Due 4/21 Discussion 12 Response: Due 4/23 Multiple Choice and Fill in the Blank quizzes: Due 4/24 Pronunciations chapter 12: Due 4/25
#15 4/25 to 5/1	Learning Module Unit 13 Special Senses: The Eye and Ear Thanksgiving week and COM is closed Thursday & Friday so I have extended deadlines until Sunday	Discussion 13 Initial post: Due 4/28 Discussion 13 Response: Due 4/30 Multiple Choice and Fill in the Blank quizzes: Due 5/1

#16 5/2 to 5/8	Last day to submit any assignments- 5/3...no further coursework accepted beyond this date...no exceptions!	Comprehensive final will open 5/4 until midnight on 5/10
#17 5/9 to 5/15	Comprehensive Final	Comprehensive final will open 5/4 until midnight on 5/10

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Attendance Policy: Students are expected to log into blackboard at least three times a week.

Make-Up Policy:

As a student you are required to complete all lessons assignments and test as part of each course within the program. Tests and individual project may be submitted after the due date and receive a grade; however, **grades for these assignments and exams submitted after the due date and time will receive a maximum grade of 75% unless prior arrangements have been made with the instructor.**

Withdrawal Policy: COM policy states: “Students who officially withdraw from a course for any reason on or before “W” day will receive a “W” which is April 22, 2022. It is the student’s responsibility to ensure that he/she is properly withdrawn from the course. **Ceasing to log into the course does not officially withdraw a student from a course. As a rule, I do not drop students unless they ask me in writing to do so.** Therefore, if you know before “W” day that you will not be able to successfully complete the course please send me an e-mail requesting that I drop you from the course. **If you do not request to be dropped from the course or drop the course yourself at the end of the term you will receive the grade you have earned even if it is a “F.”**

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance* as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class submit assignments or participate in required capacities and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook (pg. 19). Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action. <http://www.com.edu/student-services/student-handbook>

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation copying directly from a website and pasting it into your paper using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. <http://www.com.edu/student-services/student-handbook.php>.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If after discussing your concern with me, you continue to have questions please contact the Department Chair of Allied Health Kay Frieze at 409-933-8414/kfrieze@com.edu.

Student Learner Outcomes:

Upon successful completion of this course students will:

1. Identify pronounce and spell medical terms
2. Use terms in context
3. Utilize prefixes suffixes root words and plurals to construct medical terms
4. Analyze medical terms
5. Translate abbreviations
6. Interpret symbols

Notice to Students Regarding Licensing

Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements (www.ahima.org).

Should you wish to request a review of the impact of criminal history on your potential (RHIT) prior to or during your quest for a degree you can visit this link and request a "Criminal History Evaluation": (www.ahima.org).

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above regardless of whether or not the person has been convicted of a criminal offense. Additionally HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Core Objectives: Students successfully completing this course will demonstrate competency in the following:

1. **Critical Thinking:** Students will demonstrate creative thinking innovation and the ability to analyze evaluate and synthesize information.
2. **Communication Skills:** Develop interpret and express ideas through written oral and

visual communication

Student Learner Outcome	Maps to Scans Competency	Assessed via this Assignment
1. Students will be able to demonstrate knowledge of identifying pronouncing and spelling medical terms.	Communication: Verbal	Pronunciations
2. Students will be able to use terms in context.	Critical Thinking	Final
3. Students will be able to demonstrate knowledge of utilizing prefixes suffixes root words and plurals to construct medical terms.	Critical Thinking	Final
4. Students will be able to demonstrate knowledge of analyzing medical terms.	Critical Thinking	Final
5. Students will be able to demonstrate knowledge of translating abbreviations.		
	Communication Skills: Oral	Pronunciations
6. Students will be able to demonstrate knowledge of interpreting symbols.		
	Critical Thinking	Final

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf>. *An appeal will not be considered because of general dissatisfaction with a grade penalty or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services Library Counseling and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email

counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus.. Students are required to watch a training [video](#) complete the [self- screening](#) and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition students faculty and staff must perform a [self-screening](#) prior to each campus visit. Finally students faculty or staff which have had symptoms of COVID-19 received a positive test for COVID-19 or have had closecontact with an individual infected with COVID-19 must complete the [self-report tool](#).

Technology Outage Policy:

In case of ANY technological difficulties with Blackboard (i.e. accessing assignments content email completing an assessment and/or loading assignments etc.) please contact the Educational Technology Support at <http://com.parature.com>. Fill out a support ticket by clicking on the “Submit a Ticket”. Support staff will be available to assist you Monday – Friday 8AM – 5PM. After 5 PM or on weekends please call (409) 933-8453 and leave a message with your name COM ID # phone number and state your issue. Someone will get back to you. In addition please send me a message at kfrieze@com.edu or call me at 409-933-8414 or 409-789-5113 as to the issue(s) you reported the date of the problem and outcomes.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook>. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

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Surviving Active Shooter Video

Run Hide Fight *

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Make the Call *

<https://www.youtube.com/watch?v=AWaPp-8k2p0>

Success Tips for Students

In order to be successful in this course the student must:

1. Devote adequate time to the course. On average you should plan on at least 6 hours of study each week. Furthermore you must log into blackboard at least twice a week in order to complete your assignments.
2. Many students find it very helpful to make flashcards of roots prefixes suffixes procedures and disorders.
3. It is crucial that you do not allow yourself to fall behind. Cramming just before the exams will only confuse and frustrate you.
4. Medical terminology is a course that develops day by day.
5. Material should be retained after learning it. Vocabulary and concepts from each unit will be used in subsequent units.

Accessing My Health Professionals Kit

The website contains interactive games which can enhance your learning for medical terminology.

Free Pearson Medical Terminology Scramble App

You can now learn medical terminology on your phones. Search the web for the Free Pearson Medical Terminology Scramble app and download it onto your phone.