



**HITT 1305 – 002IN**  
**Medical Terminology I**  
**Fall 2022**  
**Internet Course**

**Instructor Information:** Carol F. Smith, [csmith108@com.edu](mailto:csmith108@com.edu), 409-933-8386

**Student hours and location: Virtual Office Hours:** Virtual or Face to Face Office Hours: Monday, Wednesday, 12-5p or by appointment. Office STEM 225.47. Phone (409) 933-8386.

**Required Textbook/Materials:**

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

**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.

**Pre & Corequisites:** None

***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](http://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](http://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.*

**Determination of Course Grade/Detailed Grading Formula**

**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.**

**\*\*Discussion Forum Participation Rubric is located in Brightspace (D2L) under the blue course menu...**

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.

#### **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 post to assignments.

**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**

**Grading Formula:**

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

| <b>Assignment</b> | <b>% of Final Grade</b> |
|-------------------|-------------------------|
| Quizzes           | 20%                     |
| Pronunciations    | 15%                     |
| Discussion        | 5%                      |
| Mid-Term          | 30%                     |
| Final             | 30%                     |
| <b>Total</b>      | <b>100%</b>             |

**Grading Scale:**

- 90 to 100 = A

- 80 to 89 = B
- 75 to 79 = C
- 70 to 74 = D
- 69 to Below = F

**Late Work, Make-Up, and Extra-Credit 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.**

**Attendance Policy:** Students are expected to log into Brightspace (D2L) at least three times a week.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Student Learner Outcomes:**

| <b>Student Learner Outcome</b>  | <b>Maps to Scans Competency</b> | <b>Assessed via this Assignment</b> |
|---|---------------------------------|-------------------------------------|
| 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                               |

**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>

**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 Kay Frieze, Program Director at 409-933-8414/kfrieze@com.edu.

**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.**

| <b>Week</b>                  | <b>Modules</b>  | <b>Due Date</b>  |
|------------------------------|---|--|
| <b>#1<br/>8/22-<br/>8/28</b> | <b>Learning Modules Unit 1<br/><br/>Introduction to Medical Terminology</b> | Discussion 1: <b>Due – 8/25</b><br><br>Multiple Choice and Fill in the Blank quizzes: <b>Due – 8/28</b>  |
| <b>#2<br/>8/29-<br/>9/4</b>  | <b>Learning Modules Unit 2<br/><br/>Body Organization</b>                   | Discussion 2: <b>Due 9/1</b><br><br>Multiple Choice and Fill in the Blank quizzes: <b>Due 9/4</b><br><br><b>Pronunciations</b> chapter 2: <b>Due 9/4</b>       |
| <b>#3<br/>9/5 to 9/11</b>    | <b>Learning Modules Unit 3<br/><br/>Integumentary System</b>                | Discussion 3 <b>Initial post: Due 9/8</b><br><br>Discussion 3 <b>Response: Due 9/10</b><br><br>Multiple Choice and Fill in the Blank quizzes: <b>Due 9/11</b>  |
| <b>#4<br/>9/12-<br/>9/18</b> | <b>Learning Module Unit 4<br/><br/>Musculoskeletal System</b>               | Discussion 4 <b>Initial post: Due 9/15</b><br><br>Discussion 4 <b>Response: Due 9/17</b><br><br>Multiple Choice and Fill in the Blank quizzes: <b>Due 9/18</b> |

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|-------------------------|--|---|
| #5<br>9/19-<br>9/25     | <b>Learning Module Unit 5</b><br><br><b>Cardiovascular System</b>                      | Discussion 5 <b>Initial post: Due 9/22</b><br><br>Discussion 5 Response: <b>Due 9/24</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 9/25</b><br><br><b>Pronunciations</b> chapter 5: <b>Due 9/25</b>     |
| #6<br>9/26-<br>10/2     | <b>Learning Module Unit 6</b><br><br><b>Blood and the Lymphatic and Immune Systems</b> | Discussion 6 <b>Initial post: Due 9/29</b><br><br>Discussion 6 <b>Response: Due 10/1</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 10/2</b>   |
| #7<br>10/3-<br>10/9     | <b>Learning Module Unit 7</b><br><br><b>Respiratory System</b>                         | Discussion 7 <b>Initial post: Due 10/6</b><br><br>Discussion 7 <b>Response: Due 10/8</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 10/9</b><br><br><b>Pronunciations</b> chapter 7: <b>Due 10/9</b>     |
| #8<br>10/10<br>- 10/16  | <b>Mid-Term available 3/7 to 10/16</b>   |   |
| #9<br>10/17<br>- 10/23  | <b>Learning Module Unit 8</b><br><br><b>Digestive System</b>                           | Discussion 8 Initial post: <b>Due 10/20</b><br><br>Discussion 8 Response: <b>Due 10/22</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 10/23</b>  |
| #10<br>10/24<br>- 10/30 | <b>Learning Module Unit 9</b><br><br><b>Urinary System</b>                             | Discussion 9 <b>Initial post: Due 10/27</b><br><br>Discussion 9 <b>Response: Due 10/29</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 10/30</b><br><br><b>Pronunciations</b> chapter 9: <b>Due 10/30</b> |

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|-------------------------|--|--|
| #11<br>10/31 -<br>11/6  | <b>Learning Module Unit 10</b><br><br><b>Reproductive System</b>   | Discussion 10 <b>Initial post: Due 11/3</b><br><br>Discussion 10 <b>Response: Due 11/5</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 11/6</b>  |
| #12<br>11/7-<br>11/13   | <b>Learning Module Unit 11</b><br><br><b>Endocrine System</b>  | Discussion 11 <b>Initial post: Due 11/10</b><br><br>Discussion 11 <b>Response: Due 11/12</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 11/13</b>   |
| #13<br>11/14<br>- 11/20 | <b>Learning Module Unit 12</b><br><br><b>Nervous System</b>  | Discussion 12 <b>Initial post: Due 11/17</b><br><br>Discussion 12 <b>Response: Due 11/19</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 11/20</b><br><br><b>Pronunciations</b> chapter 12: <b>Due 11/20</b> |
| #14<br>11/21<br>– 11/27 | <b>Learning Module Unit 13</b><br><br><b>Special Senses: The Eye and Ear</b><br><br><b>Thanksgiving week and COM is closed Thursday &amp; Friday so I have extended deadlines until Sunday</b> | Discussion 13 <b>Initial post: Due 11/24</b><br><br>Discussion 13 <b>Response: Due 11/26</b><br><br>Multiple Choice and Fill in the Blank quizzes:<br><b>Due 11/27</b>   |
| #15<br>11/28<br>-12/4   | <b>Last day to submit any assignments- 12/1...no further coursework accepted beyond this date...no exceptions!</b>   | <b>Comprehensive final will open 11/28 until midnight on 12/7</b>  |
| #16<br>12/5-<br>12/9    | <b>Comprehensive Final</b>   | <b>Comprehensive final will open 11/28 until midnight on 12/7</b>  |

### **Institutional Policies and Guidelines**

**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](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](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 careers. 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 Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are 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.

### **Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

### Success Tips for Students:

**Three Prior to Me:** The HIM faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your text book. Instructors **will** question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

**-preparation for the workforce**

**-increased research skills**

**-instructors will have more time to provide feedback and interact with students**

If you have a question that **ONLY** the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from the student as well as the instructor

- **Professionalism:** Success in one’s career is almost as dependent on professional behavior as on one’s academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in Brightspace (D2L) as well as all activities with this course. Professional behavior includes:
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.