Medical Terminology (HITT 1305 9K1)

CREDIT
3 Semester Credit Hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment: http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

COURSE DESCRIPTION
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 time-bound, structured, and completed totally online.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:
1. Identify, pronounce, and spell medical terms.
2. Use medical terms in context.
3. Build and analyze medical terms.
4. Use medical references as resource tools

INSTRUCTOR CONTACT INFORMATION

Instructor: Angela Hayes, R.N.

Email: ahayes@kountzeisd.org

Office Phone:

Office Location:

Office Hours:

REQUIRED TEXTBOOK AND MATERIALS
1. Introduction – Building a Medical Terminology Foundation (pressbooks.pub)
https://ecampusontario.pressbooks.pub/medicalterminology/
a. This is an Open Education Resource (OER) textbook. There is no cost associated with the use of this textbook.
2. Computer with internet access

Approved: SW/01.13.23

ATTENDANCE POLICY
Students must log onto Blackboard and access this course a minimum of three times per week.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1.19.23 Thursday	Course Introduction		Review Netiquette Review Syllabus Review Textbook Information Introduction Discussion
1.26.13 Thursday	Learning Medical Terminology	Chapter 1 - 4	Review Word Elements List/Make Flashcards Ch. 1 Practice Ch. 1 Basic Elements of a Medical Word Assignment Medical Words Parts Quiz 1 – 3
2.2.23 Thursday	Medical Language within the Context of Anatomy and Physiology	Chapter 5	Review Body Elements Word List/Make Flashcards Module A-2 Mini Quiz
2.9.23 Thursday	Integumentary System	Chapter 6	Review Integumentary Elements Word List/Make Flashcards Module A-3 Mini Quiz
2.14.23 Tuesday	Module A Exam (Ch. 1 – 6)		Module A Exam Building Medical Words Discussion
2.16.23 Thursday	Nervous System	Chapter 19	Review Nervous/Endocrine Elements Word List/Make Flashcards Module B-1 Mini Quiz

2.23.23 Thursday	Endocrine System	Chapter 20	Review Nervous/Endocrine Elements Word List/Make Flashcards Module B-2 Mini Quiz
3.2.23 Thursday	Respiratory System	Chapter 7	Review Respiratory Elements Word List/Make Flashcards Module B-3 Mini Quiz
2.7.23 Tuesday	Module B Exam (Ch. 7, 19 - 20)		Module B Exam Endocrine System Discussion
3.9.23 Thursday	Lymphatic and Immune Systems	Chapter 14	Review Cardiovascular and Lymphatic Elements Word List/Make Flashcards Module C-1 Mini Quiz
2.23.23 Thursday	Cardiovascular System	Chapters 12 - 13	Review Cardiovascular and Lymphatic Elements Word List/Make Flashcards Module C-2 Mini Quiz
3.29.23 Tuesday	Module C Exam (Ch. 12 – 14)		Module C Exam Lymphatic System Discussion
3.30.23 Thursday	Digestive System	Chapter 15	Review Digestive Elements Word List/Make Flashcards Module D-1 Mini Quiz
4.6.23 Thursday	Urinary System and Male Reproductive System	Chapters 8 – 9	Review Urinary Elements Word List/Make Flashcards Module D-2 Mini Quiz
4.13.23 Thursday	Female Reproductive System and Obstetrics	Chapters 10 - 11	Review Reproductive Elements Word List/Make Flashcards Module D-3 Mini Quiz
4.18.23 Tuesday	Module D Exam (Ch. 8 – 11 & 15)		Module D Exam Digestive/Urinary System Discussion
4.20.23 Thursday	Skeletal System Muscular System	Chapter 16 Chapter 17	Review Musculoskeletal Elements Word List/Make Flashcards Module E-1 Mini Quiz Review Musculoskeletal Elements Word List/Make Flashcards Module E-2 Mini Quiz
4.27.23 Thursday	Sensory System	Chapter 18	Review Special Senses Elements Word List/Make Flashcards Module E-3 Mini Quiz
5.2.23 Tuesday	Module E Exam (Ch. 16 – 18)		Module E Exam Scientific Discoveries Discussion

5.5.23 Tuesday	Comprehensive Final Exam (Ch. 1 – 20)		Final Exam

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Discussions/Participation	20%
Course assignments/Labs	20%
Unit Exams (4)	45%
Comprehensive Final Exam	15%

GRADE SCALE

- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email

specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/REQUIREMENTS
1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All assignments and exams will be taken on scheduled dates. If an assignment or exam is submitted late, then an automatic -11 points will be deducted from your grade.
3. All assignments are due when stated. If an assignment or exam is submitted late, the deadline to submit late work is 7 days after the original due date with the penalty points assigned. Any work submitted 7 days after the original due date will be given a zero.
4. Students can complete this course without physically visiting the institution offering the course.
5. The student will post discussions as instructed along with any other assignments instructed to complete.
6. The student will search for current related topics and submit them as part of assignment/discussion.
7. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
8. The student will complete the comprehensive final exam at the posted time.
9. Students must respect one another and all faculty.
10. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
11. Cheating of any kind will not be tolerated.
12. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy

13. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
14. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 1 week of the assignment due date.

FAQs

1. **How quickly are assignments graded in this class?**

   Assignments are graded usually within one week.

2. **How do I know what grade I made on an assignment?**

   Assignment grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments that are made regarding that assignment.

3. **How do I study for exams?**

   Utilize your module assignments/quizzes/study guides in preparation for your module exams and the comprehensive final exam.

   You can access them through My Grades on Blackboard. My suggestion is to print the assignments out to use as study references. (If it won't allow you to print them, copy and paste the questions and answers into a word document, save it, and print it out that way).

4. **What time are my assignments/exams/discussions due?**

   All assignments, labs, quizzes, exams, and discussions are <u>due at 11:59 PM</u> on the due date listed.