

**HIMT 330**  
**COURSE SYLLABUS**  
**SPRING 2018**

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## **Course Description**

HIMT 330: Terminology and Body Systems- 3 credits

This 100% online course examines medical terminology and vocabulary used by a variety of professionals in the healthcare field utilizing online components. The focus of this course is on medical and clinical terminology broadly relating to human anatomy/physiology/pathophysiology and the basic body systems. The components of medical terms will be examined – such as prefixes, suffixes, roots, and combining forms. Pertinent acronyms and abbreviations will also be included.

## **Course Objectives**

The primary class objective is to read and understand the language of medicine. Upon the completion of this course, students will be able to:

- Form medical terms by combining prefixes, suffixes and word roots.
- Associate medical terms with specific body systems.
- Identify and interpret diagnostic and symptomatic terms.
- Describe designated diagnostic testing procedures (laboratory, x-ray, surgical, pharmacy, etc.)
- Distinguish common medical abbreviations and acronyms.
- Choose and define medical terms from appropriate sources.
- Summarize and correctly interpret medical/clinical related materials.
- Evaluate the quality of medical literature available in print and electronic formats.
- Develop an active vocabulary of selected medical terms.
- Appreciate the importance of medical terminology as an interprofessional team member with regards to patient safety.

## **Required Textbook**

*Medical Terminology: A Systems Approach* by Gylys & Wedding, 8<sup>th</sup> Ed.

## **Course Activities**

To cover the material in the timeframe allotted for this course, it will be necessary to cover an

average of one chapter each week. **To be successful in this class it is recommended you study each chapter in your text, take the weekly chapter quiz on D2L and proceed on to the next chapter as outlined in the calendar.** Weekly D2L quizzes are to be completed when you have finished reviewing the chapters during the designated timeframes. Worksheets for your use are available in your textbook and online resources are also available from the publisher. In addition, short commentaries are also posted to D2L under the corresponding content headings highlighting important terms, pronunciations, and pertinent clinical correlations.

### **Course Outline:**

1. Introduction – Basic Elements of a Medical Word
2. Suffixes: Surgical, Diagnostic, Pathological, Grammatical and Plural
3. Prefixes
4. Body Structure
5. Integumentary System
6. Gastrointestinal (Digestive) System
7. Respiratory System
8. Cardiovascular System
9. Blood and Lymphatic System
10. Musculoskeletal System
11. Urinary System
12. Female Reproductive System
13. Male Reproductive System
14. Endocrine System
15. Nervous System
16. Special Senses

A class schedule will be posted to D2L for all students, indicating due dates, along with the activities, assignments, and exams scheduled for the course.

### **Quizzes:**

Fourteen (14) graded quizzes will be given during the course via D2L. Each quiz will address the content as specified in the course calendar and will consist of approximately 25 questions/definitions regarding medical terms. Please note that each quiz will be timed and you have only one chance to complete the quiz. ***The appropriate quiz covering weekly topics will be available starting the first day of each week (Monday) and close on Fridays of each week at 11:59 p.m. It is your responsibility to complete all quizzes within the designated timeframe. Missed quizzes will not be reset.***

As this is a fully online course, you will need a reliable internet connection. Only take quizzes on a reliable network. Should your internet fail, quizzes will not be reset.

## **Mid-term and Final Exams:**

A comprehensive mid-term and a comprehensive final will be given during the course via D2L.

Release dates and completion dates for these two exams are found in the course calendar. *It is your responsibility to complete the mid-term and final exam within the designated timeframe.*

**Missed exams will not be reset.**

## **Written Assignments and Terminology Challenges:**

Three written assignments and two terminology challenges are required. The purpose is to help reinforce terminology within the context of written clinical cases/studies. Specific guidelines and grading rubrics (for written assignments) are available in the content tab of D2L.

Written assignment #1 – Introduction

Written assignment #2 – Article Review - Case Study

Written assignment #3 – Article Review – Experimental Study

Terminology Challenge #1

Terminology Challenge #2

## **Oral Discussion Assignment:**

Students are required to complete one online discussion. Students will record a narrative using Microsoft PowerPoint and post to the D2L discussion board for the first part of the assignment. The second part of the assignment will require students to critique another student's work. Further instructions for this assignment are posted to the content tab of D2L.

## **Grading**

### **Exams and Assignments**

1. 14 quizzes
2. 3 Written Assignments
3. 2 Terminology Challenges
4. 1 Oral Assignment
5. Midterm exam
6. Final exam

### **Derivation of Course Grade**

1. Quizzes: 30% of grade
2. Written assignments: 15%

3. Terminology Challenges: 10%
4. Oral Assignment: 5%
5. Midterm exam – 20%
6. Final exam – 20%

### Grading Scale

A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	<60%

### Missed/Late Work Policy

Missed/late work (assignments, projects, exams, etc.) will receive a zero if not completed by the scheduled due dates or scheduled exam periods unless the student provides the instructor with a doctor's note, coaches note, obituary, etc., as deemed appropriate by the instructor. *Students with proper documentation will be allowed no more than 72 hours, from the date of the document, to complete all missed work.* It is the student's responsibility to provide the instructor with the documentation and schedule make-up exams and /or submit late assignments, etc. within the 72 hour time-frame; failure to do so will result in a zero.

### Course Policies

The News tool in D2L or E-mail will be used as a means of communication. Please check both on a regular basis to keep current. Any changes or need for additional information affecting the course as a whole will be communicated through D2L or e-mail. The syllabus, schedule and assignments are all subject to change.

Please use my campus e-mail [rbrooks@uwsp.edu](mailto:rbrooks@uwsp.edu) for any necessary individual communication. You may e-mail me with any questions or concerns you may have. I will make every effort to address your concerns within a reasonable time. However, do not expect an instant answer and please be patient.

Assignments/quizzes/exam grades will be available to you in the Grades Tool of D2L.

Any necessary communication regarding assignments placed in the drop box will be posted through drop box feedback.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur, and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis. If you decide to drop the course, it is your responsibility to

contact the appropriate individuals and within the appropriate timeframe.