HIM 113, Medical Terminology & Disease Processes I
Elite Learning, Fall 2018/Spring 2019
Supporting Colleges: WCC VHCC

Southwest Virginia Education and Training Network

Contact Information

Instructor: Bethanie Fields, RN BSN MA
Email: The best way to reach me is by sending a message within your Moodle course; however, my email addresses is bpfields@wcs.k12.va.us. Email should only be used as a last resort. Students should expect to receive message responses within 24 hours. Messages will post under your course announcements, so be sure to read the announcements!

Asynchronous Online Course via Moodle: http://elite.mrooms3.net

Course (Catalog) Description

VCCS Master Course Description:
Includes the study of prefixes, suffixes, stem words, and technical terms; puts emphasis on the causes and treatment of selected disease processes.

Course Materials
Textbook: *Introduction to Medical Terminology* by Linda Stanhope and Kimberly Turnbull, The Goodheart-Wilcox Company, Inc. Copyright 2017. ISBN 978-1-61960-620-3.

Optional: Medical Dictionary

Time & Location of Class Meeting:

This course is asynchronous, which means you will be able to access your course material at any time of the day or night. You should have a specific time in the day that you will be assigned to work on your assignments for this course. It is critical to log into your course on a daily basis.

Technology Requirement:

Students will be required to complete and submit assignments by using Moodle, the learning management system for Elite Learning. The course can be accessed at www.svetn.org.

Students will need use of the Internet for all coursework. Access to Microsoft Word and PowerPoint are also required.

Technical Support:

Technical problems are not common but occur from time-to-time. To receive prompt support, students must submit a trouble ticket by going to www.svetn.org and then selecting the Contact tab. The trouble ticket form will be distributed to the informational support team. You should receive a response within 24 hours (usually much sooner). After you have submitted the trouble ticket, please send me an email or message to let me know what problems you are having.

Course Learning Outcomes/Objectives

Medical terminology includes the study of common prefixes, suffixes, and combining forms (root words + combining vowels). Students will learn how to build and breakdown medical terms utilizing these word parts while also being able to spell and pronounce each term correctly. Common medical abbreviations will also be discussed. In addition to learning this medical language, students will learn about the 13 body systems by reviewing the anatomy and physiology of each body system and the disease processes that may occur.   Upon completion of the course, students will be able to communicate effectively with other members of the healthcare team using medical terms and abbreviations that reflect clear, concise observations.

Students will be able to

A. Define common prefixes, suffixes, and combining forms accurately.
B. Interpret common medical abbreviations, acronyms, and symbols correctly.
C. Build, breakdown, and decipher medical terms correctly.
D. Spell and pronounce medical word parts and terms accurately.
E. Recognize and describe specific body systems and their respective disease processes while utilizing the language of medical terminology.

Upon successful completion of HIM 113-50, students will understand the basic language used in the health record. The material in Part I will include:
- Fundamental Word Structure
- Suffixes
- Prefixes
- Organization of the Body
- Integumentary System
- Skeletal System
- Muscular system
- Digestive System
- Cardiovascular system
- Blood and Lymphatic System
- Respiratory system

Course Outline:

- Chapter 1 The Basics and the Body
- Chapter 2 The Skeletal System
- Chapter 3 The Muscular System
- Chapter 4   The Integumentary System
- Chapter 5   The Blood and the Lymphatic and Immune Systems
- Chapter 6 The Cardiovascular System
- Chapter 7 The Respiratory System
- Chapter 8 The Digestive System
- Chapter 9 The Nervous System
- Chapter 10 The Special Senses
- Chapter 11 The Endocrine System
- Chapter 12 The Urinary System
- Chapter 13 The Male Reproductive System

- Chapter 14 The Female Reproductive System

Method of Evaluating Student Achievement

Grading Policy & Scale

This course will be graded on a ten-point scale:

100-90 %= A   89-80 % = B   79-70 % = C   69-60 % = D   59 % or less = F

All grades will be reported by SVETN to each school with a numeric grade and a recommended letter, but assignment of a final letter grade will be at the discretion of the student's school.

Grades for HLT 143 will be distributed as follows:
- Weekly assignments - 40%
- Quizzes - 20%
- Tests – 40%

Teaching Methods and Class Procedures:

A. Students are responsible for their own learning. Students are responsible for all information covered in each chapter. In the event that a student may need assistance with the material presented, the instructor should be messaged within Moodle.
B. Each chapter will have an assigned reading, a corresponding PowerPoint presentation to reinforce the material, and assignments to ensure proper application of content knowledge.
C. Each chapter will also include quiz/quizzes and a cumulative test. Quizzes and tests will be multiple choice, matching, labeling, true/false, and/or fill in the blank.
D. When discussion forums are assigned and a reply to another student's post is required, please respond in a respectful manner. No derogatory remarks, name calling, cursing, or any other negative behaviors will be tolerated.
E. Students are expected to complete all assignments in a timely manner by 5:00 pm (Eastern Time) on their posted due date. Due dates will be posted in the calendar section of Moodle, in addition to, the weekly assignment page located under each chapter heading.

Late Work Policy:

This is a rigorous college course which requires disciplined work habits and the meeting of deadlines. Due dates are located on the calendar and throughout the course. You should give yourself plenty of time on assignments and don't wait until the last minute. Make-up work may be completed and turned in no later than one week past the due date. Ten points will be deducted from late assignments. Exemptions will only be given in emergency situations and must be communicated to the instructor as soon as possible. Once an assignment is beyond one week late, it will not be accepted and no credit will be given. Plan accordingly if you will be out of school on trips. Remember that this work can be viewed from any computer with the Internet; therefore, students should speak with their guidance counselor to find an appropriate location within the school to work. Email the teacher if problems occur so they can be handled on a one-on-one basis.

Attendance Policy:

Because this is an Internet based course, there is not a scheduled time set for your coursework. Each student must be dedicated to completing assignment independently. The student will be required to log in to this course on a regular basis, which will be checked by the teacher. The school and/or parents will be notified if a student has not logged into their course for a three day period. Contacts will also be made if a student is

logging into their course with only a minimum amount of work each day. Expect no less than 60 minutes of work each day.

At least once every school day, you are required to log on to MOODLE and perform three tasks:

1. Check your inbox for new messages.
2. Check for new course announcements under "Latest News."
3. Check the calendar under "Upcoming Events," to see what work is due.

You should then proceed to work on the assignments within the current unit.

Elite Learning Inclement Weather Policy:

Asynchronous online courses have many advantages over the traditional classroom. Among those advantages are the availability of the instructor, the opportunity to "attend" class from many locations, the flexibility of schedule, and no make-up days due to snow. To provide the required amount of "seat-time" for students, Elite Learning instructors will continue to present class material and require assignment submissions. When some schools are temporarily closed, it is necessary to require a continuation of assigned work even if students are absent from school due to weather.   It is the responsibility of the student to access the class via Internet during this type of absence. Students without Internet access beyond school hours will need to discuss this with their instructor at the beginning of the semester.

Students with Disabilities:

Students who participate in this class are also high school students. Each high school has resources available for students with disabilities (IEP). Please contact the guidance counselor at your school to request academic accommodations. Each community college also has the Office of Student Services, which may be able to provide additional services. A representative from your school (guidance counselor) may make a request for services at the college. That office will evaluate the request and make recommendations for appropriate and reasonable accommodations, which the student will provide to the instructor. Please contact your guidance counselor or SVETN for more information.

Emergency Policy:

Follow all emergency policies for your home school.

Academic Integrity:

Each student will be bound by the academic codes of their school. Any violations will be reported to the student's school for appropriate disciplinary action. Cheating will not be tolerated. Because these courses are considered college courses, each student is considered a responsible adult. It is assumed that students will maintain standards of conduct appropriate to membership in Elite Learning as well as the community college. Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by the Elite Learning faculty, staff, and administration. More detailed information is found in the *Elite Learning Student* Guide.

It is critical that all students read the Elite Learning Guide for Students. This guide is located at www.svetn.org **as well as within your course.   Contact Dawn Stafford, SVETN Executive Director, is you have questions or concerns.**

Course syllabus and schedule is subject to change at the discretion of the instructor.