



**HLT 143, Medical Terminology I (VHCC)
HIM 113, Medical Terminology and Disease Processes (WCC)
Elite Learning, Spring 2021**

Southwest Virginia Education and Training Network

Contact Information

Instructor: Erin Minich Bowser, D.O.

Email: The best way to reach me is by sending a message within Canvas; however, my email addresses is eb21534@email.vccs.edu. Students should expect to receive message responses within 24 hours. Messages will post under your course announcements, so be sure to read the announcements!

Course (Catalog) Description

HLT 143 - Medical Terminology I (VHCC): Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology.

HIM 113 - Medical Terminology and Disease Processes I (WCC): 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 during school hours that you will be assigned to work on your assignments for this course. *It is your responsibility to log into your course each and every school day.* Students are expected to work on course assignments for a minimum of 60 minutes per school day.

Technology Requirement:

Students will be required to complete and submit assignments by using Canvas, the learning management system for Elite Learning. Students will need use of the Internet for all coursework.

The Virginia Community College System offers Microsoft Word for free to currently enrolled students. Students are eligible to install Office 365 on up to 5 devices at no cost. The Office 365 product includes Microsoft Word, Excel, PowerPoint, and Outlook. Students can download Microsoft Office 365 by going to: <http://office.vccs.edu>. Students will use their full My VCCS email address as their username, and their My VCCS password to log into the site.

Technical Support:

Technical problems are not common but occur from time-to-time. Trouble tickets, for the most part, will be sent directly to the technical support team at the community college. Students should refer to the *How to Receive Technical Support* document to receive prompt support. This document is found in the *Elite Learning Guide for Students* on Page 28. 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 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
- Nervous System
- Special Senses
- Endocrine System
- Urinary System
- Reproductive 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 - 30%
- Quizzes - 20%
- Tests – 30%
- Mid-term exam – 10 %
- Final exam – 10 %

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:

It is your responsibility to be logged on each and every school day. Students are expected to work on course assignments for a minimum of 60 minutes per school day. If you are absent or unable to log on, please send a message explaining your absence as soon as possible. If you do not log on for more than three school days in a row, your guidance counselor will be contacted.

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, Do Not wait until the last minute. For example, if an assignment is open for an entire week, but you wait until ten minutes before the assignment closes and experience technical problems, you will **not** be given an extension because ample time was provided for you to submit your work. *Plan accordingly if you will be out of school on trips.* All work must be completed before leaving for a school trip to prevent assignments from being late.

If you do not turn in an assignment on the deadline, you will be allowed to submit it *with point deductions* for **one week** (exceptions may apply). For example: If an assignment is due on August 10th you will have until August 17th to submit it for partial credit. *There will be an automatic 25-point deduction for all late submissions.*

Examples:

- Sue doesn't turn in her home work by the August 10th deadline. On August 11th, the instructor posted the following into Sue's grade book: *This assignment was due on August 10th but not submitted. You may submit the work until August 17th with a 25-point deduction.*
- Sue turns in her work three days late. After grading the assignment, her instructor believes it is quality work. He assigns her a 90 BUT he then deducts 25 points because the assignment was late. Sue will see a 65 in the grade book. Students will be made aware of the last day to submit the assignment within the grade book.
- If Sue doesn't turn in her assignment by the final deadline, she will see the following statement in her grade book. *This assignment is now closed. It was not submitted by the final deadline. You may no longer submit the assignment for a grade. Previous message: This assignment was due on August 12th but not submitted. You will have until August 19th to submit it for partial credit.*

Exceptions to the late work policy will **only be allowed** if *a documented excuse is provided by your school's guidance counselor or administrative staff* (illness, family emergency, etc.). E-mail the instructor if problems occur so they can be handled on a one -on-one basis. Please be aware that SVETN's schedule requires that we adhere to deadlines, *even when schools are closed*. If you have internet access at home, continue to log in and participate in class even if your school is closed. If you **do not have home internet access**, it is your responsibility to inform the instructor at the beginning of the semester.

Attendance Policy:

Because this is an Internet based course, there is not a scheduled time set for your coursework. Regular class attendance is required. When absence from a class is necessary, it is the responsibility of the student to inform the instructor prior to the absence. The student is responsible for the subsequent completion of all work missed during an absence. The Virginia Community College System is committed to academic quality and student success. Elements that support both values are regular attendance and participation in class. The college policy states that regular class attendance is required.

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

1. Check your inbox for new messages.
2. Check for new course announcements.
3. Check the calendar under to see what work is due.

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

How to be Successful:

- Make sure you read through this entire document. There is useful information here.
- Stay on task by printing off your assignment sheets and keeping them in a notebook with a calendar.

- Plan ahead, and do not procrastinate. The dual enrollment classes are college classes. An asynchronous class requires discipline. If you are not self-disciplined in your studies, then you need to rethink your decision to take this class.
- You must stay focused and keep a steady pace, or you will fall behind.
- Technical difficulties may occur. Remember that technical difficulties happen with online courses. Report technical problems as soon as possible by submitting a trouble ticket at www.svetn.org under the Contact tab.

Elite Learning Inclement Weather or School Closure 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 or school closures. 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.**

This policy will also be in place due to Covid-19 school closures or any other unexpected closures.

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, if you have questions or concerns.

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