

Course Number: HIT 1100

Course Title: Medical Terminology

Course Description:

Prefixes, suffixes, and word roots used in the field of medicine. Topics include medical vocabulary and terms related to anatomy, physiology, pathological conditions, and medical treatments. 3 credits. (3 plus 0)

Prerequisites: BIO1110 with a grade C or better.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Demonstrate the pronunciation and spelling of common medical terms.
2. Construct medical terms using word roots, combining forms, prefixes, and suffixes.
3. Describe the major systems of the human body and how it functions.
4. Define and discuss common medical specialties, diseases, and disorders.
5. Distinguish between the Subjective, Objective, Assessment and Plan (SOAP) information in medical records, dictation, and other forms of medical correspondence.
6. Describe how medical terms are translated.



College of Professional Studies
HIT 1100 Medical Terminology
Online Syllabus Course Content

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

Allen, D.M., & Basco, R.C. (2019). *Medical language for modern health care* (4th ed.). New York, NY: McGraw Hill.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard.
Reading, Assignments and Assessment

Grading Events			
Qty	Name	Pts	Tot
1	Course Preparation Quiz	25	25
2	Orientation	1	2
21	Assignments	10	210
6	Discussions	40	240
42	Chapter Assignments & Assessments	25	1050
	TOTAL		1527

Assigned Problems/Homework Assignments

Weekly assigned problems/Homework Assignments consist of completing the Homework from each assigned Chapter covering the major topics.

Homework assignments will not be timed, and you may have as many attempts as you would like to improve your score.

Class Participation

Class participation will be through the weekly Discussion Board. Each week has one or two assigned topics over which each student should post their discussion by the end of each week. Responding to at least one other student's post is also required. However, points are heavily weighted toward your own response to the question(s) for each discussion. Demonstration of proper use of medical terminology is paramount. In addition, proper spelling, grammar, punctuation, and appropriate capitalization are also required. To maximize points, utilize APA style with at least one citation and reference listing for discussion board initial posts. See the rubric within the course syllabus tab. See the APA style tab located within the additional resources tab under the course syllabus tab. All submitted material must be in a format that can be read by Microsoft Office.

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.

- The student is
 - in good academic standing -- up to date on all the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated University authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.