



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## HITT 1305\_2B1 Medical Terminology

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Kaley Hobbs  
Email: kmcobb1@lit.edu  
Office Phone: (409) 284-9250  
Office Location: Virtual via Blackboard Collaborate  
Office Hours: M-F 2:30 PM-6:30 PM CST\*  
\*By appointment only

### **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:

- Identify, pronounce, and spell medical terms.
- Use medical terms in context.
- Build and analyze medical terms.
- Use medical references as resource tools

### **REQUIRED TEXTBOOK AND MATERIALS**

- Introduction – Building a Medical Terminology Foundation (pressbooks.pub) a. This is an Open Education Resource (OER) textbook. There is no cost associated with the use of this textbook.
- Computer with internet access

### **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

DUE DATE	TOPIC	READINGS	ASSIGNMENTS
1/16/24 Tuesday	Introduction to Blackboard	Review Netiquette, Syllabus, Addendum, & Online Textbook Information	
	Module A-1: Learning Medical Terminology	Read Ch. 1-4 & Additional study materials	
	Module A-2: Medical Language within the Context of Anatomy and Physiology	Read Ch. 5	
	Module A-3: Integumentary System	Read Ch. 6	
<b>2/2/24 Friday</b>	<b>Module A Exam</b>		<b>1. Introduction Discussion 2. Ch. 1 Practice Assignment 3. Ch. 1 Basic Elements of a Medical Word Assignment 4-6. Medical Word Parts Quizzes 1-3 7. Module A-2: Mini Quiz 8. Module A-3: Mini Quiz 9. Module A Exam 10. Building Medical Words Discussion</b>
	Module B-1: Nervous System	Read Ch.13	

	Module B-2: Endocrine System	Read Ch. 20	
	Module B-3: Respiratory System	Read Ch. 7	
<b>2/23/24 Friday</b>	<b>Module B Exam</b>		<ol style="list-style-type: none"> <li>1. Module B-1: Mini Quiz</li> <li>2. Module B-2: Mini Quiz</li> <li>3. Module B-3: Mini Quiz</li> <li>4. Module B Exam</li> <li>5. Endocrine System Discussion</li> </ol>
	Module C-1: Lymphatic & Immune Systems	Read Ch. 14	
	Module C-2: Cardiovascular System	Read Ch. 12 & Ch. 13	
<b>3/22/24 Friday</b>	<b>Module C Exam</b>		<ol style="list-style-type: none"> <li>1. Module C-1: Mini Quiz</li> <li>2. Module C-2: Mini Quiz</li> <li>3. Module C Exam</li> <li>4. Lymphatic System Discussion</li> </ol>
	Module D-1: Digestive System	Read Ch. 15	
	Module D-2: Urinary System & Male Reproductive System	Read Ch. 8 & Ch. 9	
	Module D-3: Female Reproductive System & Obstetrics	Read Ch. 10 & Ch. 11	
<b>4/12/24 Friday</b>	<b>Module D Exam</b>		<ol style="list-style-type: none"> <li>1. Module D-1: Mini Quiz</li> <li>2. Module D-2: Mini Quiz</li> <li>3. Module D-3: Mini Quiz</li> <li>4. Module D Exam</li> <li>5. Digestive/Urinary System Discussion</li> </ol>
	Module E-1: Skeletal System	Read Ch. 16	
	Module E-2: Muscular System	Read Ch. 17	
	Module E-3: Sensory System	Read Ch. 18	
<b>4/26/24 Friday</b>	<b>Module E Exam</b>		<ol style="list-style-type: none"> <li>1. Module E-1: Mini Quiz</li> <li>2. Module E-2: Mini Quiz</li> <li>3. Module E-3: Mini Quiz</li> <li>4. Module E Exam</li> <li>5. Scientific Discoveries Discussion</li> </ol>

<b>5/3/24 Friday</b>	<b>Comprehensive Final Exam</b>		<b>Comprehensive Final Exam</b>
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## **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Assignments/Labs/Quizzes: **20%**
- Participation / Discussion Boards: **20%**
- Unit Exams (5): **45%**
- Comprehensive Final Exam: **15%**

## **GRADING 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](mailto: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](http://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.

## **COURSE POLICIES**

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. Students must log onto Blackboard and access this course a minimum of three times per week.
3. Students must respect one another and all faculty.
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
5. Cheating of any kind will not be tolerated.
6. All assignments and exams will be taken on the scheduled dates. If an assignment or exam is submitted late, then an automatic -11 points will be deducted from your grade.
7. 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.
8. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.
9. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy.
10. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
11. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course or no longer complete the assigned work and you intend to drop the class, you MUST complete the course drop process through Student Services. If you do not officially drop the course, then you will receive an “F” grade for the course.

12. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date.

### **COURSE REQUIREMENTS**

Students can complete this course without physically visiting the institution offering the course.

1. Completion of interactive chapter exercises including multiple-choice quizzes, true/false quizzes, drag and drop in addition to fill-in-the-blank.
2. The student will post discussions as instructed along with any other assignments instructed to complete.
3. The student will complete online quizzes, discussions, and unit exams by the due dates shown on the course calendar.
4. The student will complete the comprehensive final exam at the posted time.
5. The student will correspond with the instructor if there are any questions or issues regarding the course material or meeting due dates.

### **ADDITIONAL COURSE POLICIES/INFORMATION (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, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.