American Public University System

The Ultimate Advantage is an Educated Mind

School of Health Sciences
HIMA100
Medical Terminology
Credit Hours: 3
Length of Course: 8 weeks
Prerequisite: None

Table of Contents

Instructor Information

Please refer to the Syllabus tab for your instructor's contact information and biography.

Course Description (Catalog)

This course is a basic study of the professional language of medicine. It is designed to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service and health related professions. The course uses a systems based approach that provides students with the skills and knowledge necessary to derive meaning from common medical terms. Students will deconstruct medical word construction and language, as well as the derivation, roots, prefixes, and suffixes. Various structures and organization of bodily systems will also be examined.

Course Scope

This course is designed to introduce students to medical terms used in the health record with emphasis on spelling, definition, and pronunciation. It covers the basic rules for interpreting, constructing, and spelling medical terms used in the health care field and provides medical vocabulary including anatomy, physiology, systems, diagnostic testing and pharmacology. The course includes common terms, definitions and pronunciations for terms which relate to each body system, including terms for anatomic diseases, pathology, pharmacology, radiography procedures, laboratory tests, and surgical test and procedures. Emphasis is upon learning word roots, prefixes and suffixes and how they are combined rather than learning each individual term.

Course Objectives

After successfully completing this course, students will be able to:

1. Identify prefixes, suffixes, word roots, and combining vowels to build and define common medical terms.

2. Apply medical terminology (such as anatomic, pathological, diagnostic, and treatment medical terms) in medical record reports.

3. Interpret medical terminology accurately when describing anatomical structure and function, pathological conditions, laboratory tests, and clinical procedures.

4. Define and use specialized medical vocabulary and accepted medical abbreviations and symbols needed in health information management.

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due weekly as noted on the course outline and can include Forum questions and written assignments. Assigned faculty will support the students throughout this eight-week course.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Materials

Required Course Textbook:

Leonard, P. (2012). *Building a medical vocabulary: With Spanish translations* (8th ed.). St. Louis, Mo.: Elsevier.

Required Textbook for the degree program:

Candidates are expected to adhere to APA style throughout the program. The *Publication manual of the American Psychological Association (*Currently 6th ed.) should be purchased and used in all courses.

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

AHIMA Home - American Health Information Management Association. (n.d.). Retrieved December 2, 2014, from http://www.ahima.org/

HIMSS - Healthcare Information and Management Systems Society. (n.d.). Retrieved December 2, 2014, from http://www.himss.org/

Evaluation Procedures

Forum
Please join the forums each week. Replies must be posted in the week due and replies after the end of the each week will not be graded. The Forums are for student interaction and input should be submitted before the week ends in order to fully participate in the discussions. Students should demonstrate their own knowledge in the forums and avoid copying and pasting from websites.

   Guidelines:

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- Post the initial response to each forum by 11:55pm, ET, Thursday.
- Initial responses should be no less than 300 words.
- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to at least 2 of your classmates in each forum by 11:55pm, ET, Sunday.
- Replies to classmates should be no less than 200 words.
- Responses to classmates are significant to advance the forum.
- All forums can be accessed in the Forums section of the course.

Forum Rubric

Course Grading Outline

Grading Instrument	Percentage of Final Grade
Weekly Quizzes	20
Lab Assignments	20
Semester Project	20
Final Examination (Comprehensive)	20
Forum	20
TOTAL	**100%**

Course Outline					
Lesson	**Topic**	**Course Objective(s)**	**Reading(s)**	**Assignment(s)**	**Forum(s)**
1	Introduction to Medical Terminology	2	1. Tools for Building Medical Terms 2. Building on Familiar Terms	• Quiz #1	Week 1 Forums: -Introduction - Medical Terms
Lesson	**Topic**	**Course Objective(s)**	**Reading(s)**	**Assignment(s)**	**Forum(s)**
2	Using Suffixes to Build Medical Terms	1,3,4,6	3. Diagnostic, Therapeutic and Surgical Terms 4. Diseases and	• Quiz #2 • Disease Selection Submitted for semester project	Week 2 Forum: Diseases & Disorders

Lesson	Topic	Course Objective(s)	Disorders Reading(s)	Assignment(s)	Forum(s)
3	Using Prefixes, Suffixes, and Combining Forms to Build Medical Terms	1,2,3,6	5. Prefixes 6. Organization of the Body 7. Body Fluids and Immunity	• Quiz #3 • Disease Selection Approved	Week 3 Forum: Organization of the Body
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
4	Circulatory & Respiratory Systems	1,2,3,4,5,6	8. Circulatory System 9. Respiratory System	• Quiz #4 • Lab Assignment #1	Week 4 Forum: One Breath - Diseases or Disorders of the Circulatory or Respiratory Systems
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
5	Digestive & Urinary Systems	1,2,3,4,5,6	10. Digestive System 11. Urinary System	• Quiz #5	Week 5 Forum: Your Gut! Diseases or Disorders of the Digestive System Diseases and Disorders of the Urinary System
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
6	Reproductive System & Sexually Transmitted Diseases	1,2,3,4,5,6	12. Reproductive System 13. Reproduction	• Quiz #6 • Lab Assignment #2	Week 6 Forum: Disease or Disorder affecting the Reproductive System

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Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
			and Sexually Transmitted Diseases		
7	Musculoskeletal & Nervous System Disorders	1,2,3,4,5,6	14. Musculoskeletal System 15. Nervous System and Psychological Disorders	• Quiz #7 • Semester Project	Week 7 Forum: Musculoskeletal & Nervous System Disorders

Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
8	Integumentary & Endocrine System Disorders	1,2,3,4,5,6	16. Integumentary System 17. Endocrine System 18. Review by Chapter	• Final Examination (Comprehensive)	Week 8 Forum: The Skin Reflection of Learning and Completion of Course Objectives

Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

Drop/Withdrawal Policy
Plagiarism Policy
Extension Process and Policy
Disability Accommodations

Citation and Reference Style

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Attention Please: Students will follow the American Psychological Association (APA) manual (6th edition) as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA manual (6th ed). See http://www.apastyle.org/ and http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Websites: Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.

Documents/Files: When uploading assignments, make sure they are in doc, docx, or RTF format. Make sure to properly format papers (or PowerPoint) with a cover sheet. Use black 12 Times New Roman, Arial, or other appropriate font. Adhere to the essentials of Standard American English grammar, word choice, spelling, and punctuation and APA 6th edition.

Plagiarism
Plagiarism is a serious violation of APUS's code of academic conduct. The Student handbook explains specific policies and penalties. Here is the link to the policy:

http://www.apus.edu/student-handbook/writing-standards/index.htm#Academic_Dishonesty

Additionally, the School of Education offers further clarification. Specifically, all students in this course are to follow these guidelines:

• Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.

• Do not insert parts of class lectures, online modules, or tutorials, including examples, into your own work, without permission or citation. These are published by the instructors, who properly cite the sources of any externally published sources.

• Do not insert parts of previous students' work or current students' work into your own work, without permission and/or citation.

You are expected to use your own words to demonstrate your understanding of the content of this course. While it is appropriate to reference experts and outside resources, students should do so judiciously to avoid simply summarizing and paraphrasing what all other sources have stated about a given topic. Remember to always cite any work that is not your own intellectual property. Failure to do so may result in failing an assignment and/or course; and ultimately may result in being removed from the program due to a violation of professional dispositions.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

Disclaimer Statement
Course content may vary from the outline to meet the needs of this particular group.

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- ***Charles Town Library and Inter Library Loan:*** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- ***Electronic Books:*** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- ***Electronic Journals:*** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- ***Tutor.*com**: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

Request a Library Guide for your course (http://apus.libguides.com/index.php)
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

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