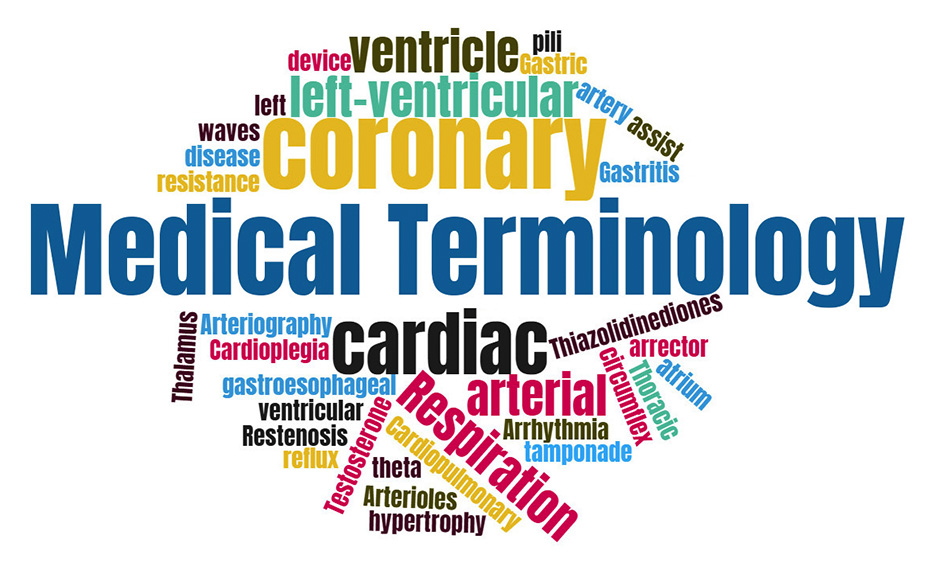
# HIT 130 01/02 #8038/8039

# Medical Terminology I

# Fall Quarter, 2025

**Instructor Contact Information**

|  |  |
| --- | --- |
| **A person with a beard smiling  Description automatically generated** | Jonathan Eastabrooks, MBA, RHIA  [jeastabrooks@tacomacc.edu](mailto:jeastabrooks@tacomacc.edu)  253-566-5242  Building 13, Room 109  Tacoma Community College  **Office Hours:** Mon and Thurs from 11:00-12:30pm and Wednesdays from 11:00-1:00pm in both my office in 13-109 and via my [personal Zoom room](https://tacomacc-edu.zoom.us/j/2535665242) |



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# Professor Information

A person with a beard smiling

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#### **WELCOME Message**

Hello and welcome to HIT 130! My name is Jonathan Eastabrooks and I live in the Lincoln District in Tacoma with my wife and two children. My son is medically complex (wheelchair/bed bound and trach/vent dependent) and has an amazing group of in-home nurses who help with his cares and therapies. While challenging, it has made me a better teacher having that experience of having to navigate our convoluted healthcare system in all of the settings. As a family we like to go on drives, attend low-key outdoor events, and go to the drive in often. Personally, I LOVE dark roast coffee, smoking meats, tinkering on projects around the home (our house is a historic 1908 home so there’s always something to do), swim/hike, and camping in our 1977 VW Bus.

-Jonathan

### **Communication Policy**

My preferred method of communication with you is email, which I check frequently. You can email me at any time, but you may not receive a response outside regular business hours. Generally, emails received before 3:00 p.m. will receive a response same day, and emails received afterwards will receive a response on the following business day. Business days are Monday–Friday, except for holidays.

Please set Canvas so that it sends you a message when I make a comment on your work. To do this, go to Canvas>Account>Notifications>Course Activities>Submission Comments. Click on the check mark for immediate notification to your home email or text, depending on what you prefer. You may also want to take a look at the other possible notifications and see what you would like to receive.

# General Class Information

### **Class Information**

### HIT 130 – Medical Terminology I, 3-credits

### **Course Modality**

Online, asynchronous

### **Catalog Description**

This course covers the study of selected roots, prefixes, and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems with emphasis on accurate spelling and pronunciation of all medical terms; study of medical abbreviations, selected eponyms, clinical laboratory, and radiology terminology.

### **Prerequisites**

ENGL/095 or equivalent.

### **Textbooks & Supplemental Materials**

### **The OER textbook is:**[**Medical Terminology 2e**](https://wtcs.pressbooks.pub/medterm)**from OpenRN is licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted. A workgroup of WTCS faculty, led by Chippewa Valley Technical College, created this second edition based on peer reviewer feedback received for the first edition of the WTCS Medical Terminology OER textbook.**

* You can purchase a low-cost paper copy of this book from the [Tacoma Community College bookstore](https://bookstore.tacomacc.edu/buy_textbooks.asp) through their Print-on-Demand program. It costs $16.75 as of Fall 2024 (please be sure to check online for any updated pricing that might have occurred!)

### **Technology Required**

This is an online, asynchronous course meaning that the course is facilitated and assessed through Canvas. You must have access to a computer, internet, and a quality webcam. If you need support using technology or learning how to use Canvas, please visit the Information Commons in Building 16 on the first floor at the end of the hallway.

### **Learning Outcomes**

Learning outcomes let students know what they are expected to know and be able to do upon completion of a course, a specific program, or a degree.

To learn about TCC’s Degree Learning Outcomes, visit the [College Catalog](https://www.tacomacc.edu/academics-programs/collegecatalog).

### **Course Learning Outcomes**

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

1. Form and analyze medical terms after memorizing word elements (suffixes, roots, and prefixes)
2. Spell and define medical terms
3. Form singular, plural, and adjective forms of medical terms
4. Identify selected and significant medical abbreviations and symbols
5. Decipher terms used in medical reports
6. Identify frequently encountered diagnostic and therapeutic procedures and describe conditions for which they are performed
7. Identify basic structures of anatomy and physiology

### **Instructional Methods Used**

This class uses a variety of learning activities designed to support course objectives, different learning   
styles, and build a community of learners. Instructional methods and learning activities include the   
following:   
• Textbook and other reading assignments   
• Viewing and/or listening to pre-recorded lectures and/or videos   
• Discussion board postings   
• Exploration of topics and written assignments   
• Graded assessments

# Professor and Student Expectations

### **Chosen Names and Pronouns**

Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity. Class rosters don't list gender or pronouns, so you may be asked to indicate the pronouns you use so that I don't make assumptions based on your name and/or appearance/self-presentation. However, you are not obligated to share your pronouns. If you use a chosen name, please let me know. Chosen names and pronouns are to be respected at all times in the classroom. Mistakes in addressing one another may happen, so I encourage an environment of seriousness and openness to correction and learning. Thank you.

### **Professor Expectations**

As your professor, we will work to create an atmosphere that will encourage and support your mastery of course concepts. As such, objectives for which I will strive to meet include to:

* Get to know you and what your goals are for this class.
* Meet with you individually at least one time during the quarter.
* Maintain a safe and supportive learning environment.
* Administer fair and equitable policies and procedures to all students.
* Provide a schedule of activities that is clear and communicate changes by email and on Canvas.
* Grade assignments, quizzes, etc. ideally within one week after the stated due date.
* Grade projects (if assigned) and hand them back to students ideally one week after the stated due date.
* Answer email within 1-2 business days.
* Provide feedback and comments that are thorough and meaningful.
* Be available for students during my office hours and by appointment and inform students of any changes to my office hours by email and Canvas.
* Equip students with general skills applicable to multiple career paths.

### **Student Expectations**

The general expectations of students in this class are:

* **Participate:** Participation means to be engaged. Engagement in the online class is a vital part of your success. Be an active learner, engage in the activities provided to you. Read and listen to lectures, videos, etc. Ask questions when needed. Take advantage of my office hours, or email me if you have any questions.
* **Check Canvas:** Lectures and assignments/assessments are in Canvas. Check Canvas at least three times per week to ensure you complete work on time and understand instructions.
* **Respect others:** Behave with respect toward each other including other students and your professor. Refrain from profane language or inappropriate/unrelated remarks. Refrain from wearing strong perfumes or colognes – this is a scent-free class.
* **Communicate with me:** Keep me updated of any circumstances that will not allow you to complete your work on time. I am here to help you learn and can be flexible if something unexpected comes up in your life.
* **Self-Advocacy:** Seek our resources you need to be successful. There are many resources available to help you succeed at TCC, for example the Writing and Tutoring Center, Access Services, and Counseling. Use the Student Resources Canvas page to access these resources and more.

If there is a concern with your behavior during this quarter, we will use the Student Code of Conduct to frame our discussion. For more information on TCC policies related to student behavior, please refer to the [TCC Classroom Standards and Culture](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) webpage.

**Recommended Study Habits**

Since we don’t meet at a specific time during the week in an online class, it can be very easy for time to slip away and students to get behind in coursework. I recommend planning adequate time every week for your credit load. The number of credits of each class will translate into the number of hours expected for each class.

You should plan time at least 5 hours per week for reading material, watching/listening to lectures or videos, communicating with your classmates and your instructor, and completing practice work. In addition, you can expect to devote an average of 1 to 2 hours per credit each week for completing activities and assignments. As this is a five-credit class, you can reasonably expect an average of 5 to 10 hours of reading/homework each week.

I also recommend that you don’t spend all of your online hours in the Canvas classroom on the same day. It’s important to visit the online class multiple times through the week in order to stay connected and on top of any messages or information I send out. Ideally, students will be able to schedule a little bit of time each day, or every other day to think about and work on this class.

# TCC Student Policies

TCC works hard to create a vibrant learning culture where you can succeed. Please refer to the [college-wide standards and policies](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) that support this important work. Some of these policies include Religious Accommodations, Withdraw/Retakes, and the Student Code of Conduct.

### **Class Policies and Procedures**

List your policies and procedures here to make your expectations clear. The following are examples and you can substitute your own, as needed.

**Example:**

**• Drop for Non-Participation:** It is extremely important that you log in and participate at least one time within the first 7 days of class. Students who do not participate by day 7 will be dropped from the class for non-participation. Participation can include: Posting to a discussion board, completing an assignment, or listening to a lecture or video.   
**• Due Dates:** All assignments are due by 11:59pm the day of the due date, unless otherwise listed on Canvas. **• Late work:** Application Exercises can be submitted up to 48 hours late no explanation needed.   
o Any assignment with the words Application Exercise in the title meets the criteria.   
o A penalty of 10% will be deducted from the final score **• Group work:** Group work is an element in this class. Please talk to me if you have any concerns or reservations about working in so we can discuss strategies to help you succeed.  **• Suspended operations:** In the event of the campus closing due to inclement weather, a power outage, or another unexpected event, please check your Canvas messages for updates on how we will adjust our course schedule. In the event you are unable to access Canvas via the Portal, please use this direct link: <https://tacomacc.instructure.com/courses/2164432>

### **Classroom Concerns/Disputes/Final Grade Appeal Process**

If you have questions or concerns about this class, please talk to me about them. If we are unable to resolve your concerns, you may talk next with the Program Chair, Corinne Jarvis at cjarvis@tacomacc.edu or 253.566.5077. Ms. Jarvis can assist with information about additional steps, if needed. If you think that your final grade has been given in error, please see the [final grade appeal process](https://www.tacomacc.edu/about/policies/final-course-grade-appeal-policy).

### **Academic Dishonesty**

In this class, academic dishonesty will result in a failing grade (“E”) for the assignment or the quarter. Direct copying is prohibited, while incorrect citation and referencing will result in points taken off. I also reserve the right to remove any inappropriate posts on Canvas such as, but not limited to, profanity or plagiarism. In such a case, you will lose posting privileges and be given alternate assignments. As stated in the TCC Catalog, “Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students”. The complete Administrative Procedure for Academic Dishonesty is available on the [TCC website](https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty).

# Graded Items

### **Assessment Structure**

The assessment structure of this course is designed to assess your learning of the course learning outcomes. Each assessment is intended to help you learn about professional development in HIM and progress toward our course learning outcomes.

Table 1 shows the points possible and weight of each assessment category.

Table 1: Assessment Structure

| **Categories** | **Points Possible** |
| --- | --- |
| Module 1 | 108.5 |
| Module 2 | 119.5 |
| Module 3 | 98 |
| Module 4 | 108 |
| Module 5 | 99 |
| Final Exam | 120 |
| **Total** | **653** |

### **Grading Policy**

Grades will be posted to Canvas as soon as assignments are graded, usually within two-four business days. If you think there has been an error, see me as soon as possible to have it corrected. Final grades will be assigned using the following scale:

Table 2: HIT AAS Program Grade Scale

| **Grade** | **Percent** |
| --- | --- |
| A | 92 to 100% |
| B | 83 to 91.9% |
| C | 76 to 82.9% |
| D | 64 to 75.9% |
| E | 63.9% and below |

Any final grade below 76% is considered a failing grade in the HIT AAS program.

### **Graded Item Submission Guidelines**

All assignments must be submitted through Canvas. Emailed assignments will not be accepted.

### **Late Work**

It is important to stay up to date on your assignments. Remember that falling behind only compounds the challenge in getting caught up and significantly increases your chances of poor performance. I have confidence that with regular participation and engagement in the material, you will succeed. The key is to manage your time wisely. Look ahead at upcoming assignments and analyze the requirements to be prepared for the amount of time each assignment will take. Stay organized and communicate with me regularly.   
   
The following work will be accepted late with the indicated late submission penalty

* **NO LATE WORK WILL BE ACCECPTED ON EXTRA CREDIT!**
* A standard tardy penalty of 10% per day will be deducted from any eligible assignment without prior permission for an extension.

Should an unexpected event or emergency prevent you from submitting any other assignment before   
the due date, the following policies will apply.

* In the case of a real, documented emergency, late submission will be accepted only if:   
  o You have contacted the instructor BEFORE the due date/time. Contact can be via voice   
  mail or email.   
  o You are able to provide proof of the emergency upon request.

An emergency is defined as: A severe illness, hospitalization, death, or vehicle accident of yourself or   
close family member.

**A caveat about extensions: Please note that the day after the final exam is due will result in Canvas not allowing any further submissions. I cannot override this.**

### 

### **Student Resources**

During this quarter, you may encounter a need that goes beyond this class that affects your academic performance. We are here to help you be successful. You have access to great resources on campus and people ready to support you. Login to Canvas and access the [Student Resources](https://tacomacc.instructure.com/courses/1687752) course to learn about some of these excellent resources.

### **Access and Accommodations**

Your access in the learning environment is important to me. If you have already established disability accommodations with the Access Services office, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course. You can request that Access Services email your Letter of Accommodation to me, or you can provide me with printed copies.

If you have a disability or health condition that may benefit from accommodations to ensure access and support success in this course—and have not yet established services, please contact Access Services at (253) 460-4437 or access@tacomacc.edu.

Access Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Services are established through an interactive process that begins with an intake appointment. Access Services is located in Building 7.

### **Safety**

We care about the safety of our campus and community and all of us are needed in order to create a safe and secure learning environment. Please review the full list of safety resources available to you, which are listed on our [TCC Ready website](https://www.tacomacc.edu/tcc-life/campus-services/tcc_ready). Additionally, please watch [this brief video](https://vimeo.com/99287407) to familiarize yourself with our general safety practices. Please **program the Public Safety number into your cell phone (253-566-5111)** or 5111 from any campus phone (If this number is inoperable due to an emergency, dial **253-495-4146**) and [sign up for TCC Alerts!](https://www.tacomacc.edu/tcc-life/campus-services/campus-safety) to receive emergency notifications to your cell phone.

# Course Outline

The following course outline is subject to change as each instructional period is dynamic. There are between 1-3 in-class assignments that will be handed out at the beginning of our physical class together that are not included in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Module | Learning Activities | Graded Assignments |
| 9/22-10/6 | Introduction to Medical Terminology | *Required Module Lectures & Readings*  *Review:*[**Module 1 Lecture(s)**](https://tacomacc.instructure.com/courses/2451855/pages/module-1-lecture-s)  [**Read: Textbook, Chapters 1-2**](https://tacomacc.instructure.com/courses/2451855/pages/read-textbook-chapters-1-2)  *Additional Resources*  [**Study Aids & Videos: Chapters 1-2**](https://tacomacc.instructure.com/courses/2451855/pages/study-aids-and-videos-chapters-1-2)  [**Practice Activities: Chapters 1-2**](https://tacomacc.instructure.com/courses/2451855/pages/practice-activities-chapters-1-2) | *Graded Discussion:*[**Discussion: Introductions**](https://tacomacc.instructure.com/courses/2451855/discussion_topics/17883518)  *Assignments:*  Module 1: Word-Part Appendix Search  [**Module 1: Matching & Spelling**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752016)  [**Module 1: Word Surgery**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752000)  [**Module 1: Body Directions**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752008)  [**Module 1: Body System & Specialty Matching**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752002)  *Quiz:*[**Ch 1 Test (Not Timed)**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752006) |
| 10/6-10/20 | Skeletal System | *Required Module Readings & Resources*  *Review:*[**Module 2 Lecture(s)**](https://tacomacc.instructure.com/courses/2451855/pages/module-2-lecture-s)  *Read:*[**Read: Textbook, Chapter 13**](https://tacomacc.instructure.com/courses/2451855/pages/read-textbook-chapter-13)  *Additional Resources*  [**Study Aids & Videos: Chapter 13**](https://tacomacc.instructure.com/courses/2451855/pages/study-aids-and-videos-chapter-13)  [**Practice Activities: Chapter 13**](https://tacomacc.instructure.com/courses/2451855/pages/practice-activities-chapter-13) | *Graded Discussion:*[**Module 2: Creating a Body System Scenario!**](https://tacomacc.instructure.com/courses/2451855/assignments/33038615)  *Assignments:*  [**Module 2: Word Surgery**](https://tacomacc.instructure.com/courses/2451855/quizzes/8751997)  [**Module 2: Analyze Medical Reports**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752018)  [**Module 2: Label Skeletal Structures**](https://tacomacc.instructure.com/courses/2451855/assignments/33038601)  [**Module 2: Pronunciation of Selected Terms (Skeletal)**](https://tacomacc.instructure.com/courses/2451855/assignments/33038616)  [**Module 2: Diseases & Fracture Types Matching**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752011)  *Quiz:*[**Module 2 Test**](https://tacomacc.instructure.com/courses/2451855/quizzes/8751995) |
| 10/20-11/3 | Muscular System | *Required Module Readings & Resources*  [**Review: Module 3 Lecture(s)**](https://tacomacc.instructure.com/courses/2451855/pages/module-3-lecture-s)  [**Read: Textbook, Chapter 14**](https://tacomacc.instructure.com/courses/2451855/pages/read-textbook-chapter-14)  *Additional Resources*  [**Study Aids & Videos: Chapter 14**](https://tacomacc.instructure.com/courses/2451855/pages/study-aids-and-videos-chapter-14)  [**Practice Activities: Chapter 14**](https://tacomacc.instructure.com/courses/2451855/pages/practice-activities-chapter-14) | *Graded Discussion:*[**Module 3: Creating a Body System Scenario!**](https://tacomacc.instructure.com/courses/2451855/discussion_topics/17883517)  *Assignments:*  [**Module 3: Word Surgery**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752020)  [**Module 3: Analyze Medical Reports**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752028)  [**Module 3: Pronunciation of Selected Terms (Muscular)**](https://tacomacc.instructure.com/courses/2451855/assignments/33038617)  [**Module 3: Anatomy & Pathology Matching**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752004)  *Quiz:*[**Module 3 Test**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752021) |
| 11/3-11/17 | Cardiovascular System | *Required Module Readings & Resources*  *Review:*[**Module 4 Lecture(s)**](https://tacomacc.instructure.com/courses/2451855/pages/module-4-lecture-s)  [**Read: Textbook, Chapter 9**](https://tacomacc.instructure.com/courses/2451855/pages/read-textbook-chapter-9)  *Additional Resources*  [**Study Aids & Videos: Chapter 9**](https://tacomacc.instructure.com/courses/2451855/pages/study-aids-and-videos-chapter-9)  [**Practice Activities: Chapter 9**](https://tacomacc.instructure.com/courses/2451855/pages/practice-activities-chapter-9) | *Graded Discussion:*[**Module 4: Creating a Body System Scenario!**](https://tacomacc.instructure.com/courses/2451855/discussion_topics/17883516)  *Assignments:*  [**Module 4: Word Surgery**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752010)  [**Module 4: Analyze Medical Reports**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752012)  [**Module 4: Circulatory Sequencing Exercise**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752003)  [**Module 4: Pronunciation of Selected Terms (Cardiovascular)**](https://tacomacc.instructure.com/courses/2451855/assignments/33038618)  [**Module 4: Pathology & Treatments Matching**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752013)  *Quiz:*[**Module 4 Test**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752027) |
| 11/17-12/5 | Respiratory System | *Required Module Readings & Resources*  *Review*[**Module 5 Lecture(s)**](https://tacomacc.instructure.com/courses/2451855/pages/module-5-lecture-s)  [**Read: Textbook, Chapter 4**](https://tacomacc.instructure.com/courses/2451855/pages/read-textbook-chapter-4)  *Additional Resources*  [**Study Aids & Videos: Chapter 4**](https://tacomacc.instructure.com/courses/2451855/pages/study-aids-and-videos-chapter-4)  [**Practice Activities: Chapter 4**](https://tacomacc.instructure.com/courses/2451855/pages/practice-activities-chapter-4) | *Graded Discussion:*[**Module 5: Creating a Body System Scenario!**](https://tacomacc.instructure.com/courses/2451855/assignments/33038611)  *Assignment:*  [**Module 5: Word Surgery**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752001)  [**Module 5: Analyze Medical Reports**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752005)  [**Module 5: Pronunciation of Selected Terms (Respiratory)**](https://tacomacc.instructure.com/courses/2451855/assignments/33038619)  [**Module 5: Anatomy & Pathophysiology Matching**](https://tacomacc.instructure.com/courses/2451855/quizzes/8752023)  *Quiz:*[**Module 5 Test**](https://tacomacc.instructure.com/courses/2451855/quizzes/8751996) |
| 12/8-12/11 | Final Exam to be taken online via Canvas | | |

### **Syllabus Subject to Change**

This syllabus is subject to change. Students will be notified of any changes as soon as possible using multiple means of communication. Please check Canvas for the most updated schedule and assignment list during the quarter.