

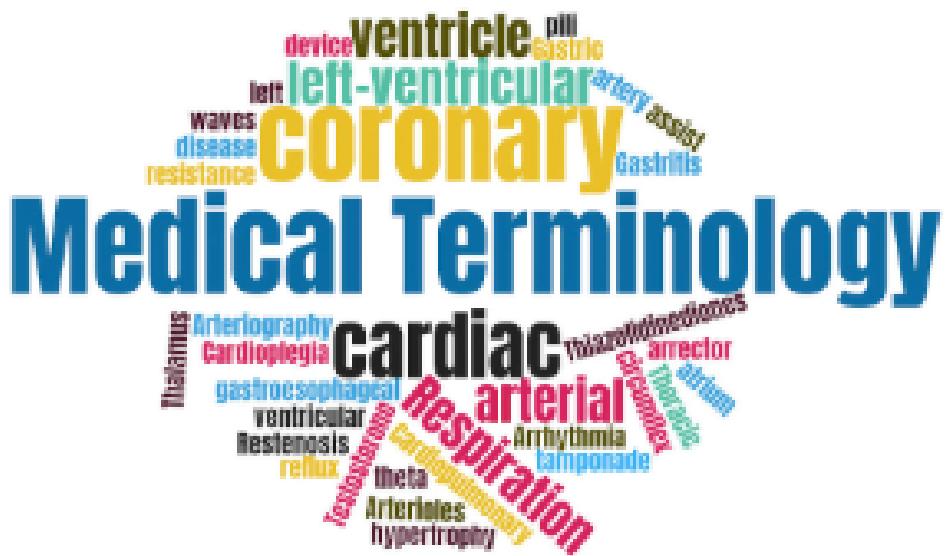
HIT 130 – 16279

Medical Terminology I

Winter, 2026

Instructor: Desiree Crothers
dcrothers@tacomacc.edu

Canvas Class Direct Link:<https://tacomacc.instructure.com/courses/2668352>



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Professor Information

Desiree Crothers, RHIA

Email: dcrothers@tacomacc.edu

Office Hours: Wednesday 6pm to 7pm or by appointment.

Zoom Link: Will be linked in Course

Welcome Message

Hello students. Welcome to HIT 130. I am so excited to be working with you this quarter, introducing you to medical terminology, and being a part of your journey through HIT/HIM. I am a Tacoma native, born and raised. I am also a TCC alumni. I went through the same program and I am very passionate about the field. I have my BA in Health Information Management and a MS Certificate in Health Informatics. Data is my world. I have three kids, a dog and they keep me very busy. I value my student and I know I will be learning from you as much as you learn from me. Feel free to contact me if you experience any difficulties or challenges throughout the quarter. I aim to be a resource for you while you move through the class.

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 5:30 p.m. will receive a response before 6 p.m., and emails received after 5:30 p.m. 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 16279

Course Modality

This Class is 100% Online

Catalog Description

This course covers the study of roots, prefixes, suffixes; principles of word building, study of diagnostic, operative, and symptomatic terms of body systems, emphasis on accurate spelling and pronunciations; study of medical abbreviations, selected eponyms, clinical laboratory and radiology terminology. The course covers multiple systems with a focus on musculoskeletal, respiratory, and cardiovascular systems

Prerequisites

Recommend Preparation: ENGL&101, English Composition with grade C or higher

Textbooks & Supplemental Materials: No textbook required.
This class utilizes a free OER (Open Educational Resource) Textbook.

Technology Required

This is a web-enhanced course meaning that our course materials are available online via Canvas. You will need regular access to a computer and internet. Some assignments can be completed on your phone but others will be easier if done from a desktop, laptop, or tablet. 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](#).

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 medical terms.
3. Define medical terms
4. Form singular, plural, and adjective forms of medical terms.
5. Identify selected and significant medical abbreviations and symbols.
6. Decipher terms used in medical reports
7. Identify frequently encountered diagnostic and therapeutic procedures and describe conditions for which they are performed.
8. Identify basic structures of anatomy and physiology

To learn about TCC's Degree Learning Outcomes, visit the College Catalog

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 recorded lectures and/or videos
- Discussion board postings
- Exploration of topics and written assignments

- Practice assessments
- 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. within one week after the stated due date.
- Grade projects (if assigned) and hand them back to students in class no later than one week after the stated due date.
- Answer email within one business day.
- 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:

- Attend class: Class time is when we make meaning of the readings and assignments. It is important that you come to class and engage in discussions and activities.
- Engage in class: Attending class is the first step – coming to class ready to actively participate in the next step. Ask relevant questions. Take notes. Work cooperatively with other students.
- Check Canvas: Assignments and other 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](#) webpage.

Recommended Study Habits

You can expect to devote an average of two hours outside of class to the subject matter (readings and preparation, as well as substantive assignments and participation exercises) for every 50 minutes in class (i.e. one class session). As this is a five-credit class, you can reasonably expect an average of 10 hours of reading/homework each week. Before each class, read the chapter sections that correspond to that class day. Formulate questions about the content that you cannot answer on your own. Come to class prepared to ask those questions and deepen your understanding of the content.

I have tried to ensure that the workload is evenly distributed throughout the class, but if you find you have less than the normal amount of work one week, I suggest meeting with a classmate, going to the Writing and Tutoring Center, and/or attending a Supplemental Instruction (SI) session to review the concepts. Students who do well in this class are able to connect concepts within the class and beyond the class to their other classes and their personal experiences. The more time you spend building connections with the class material to other areas of your life, the better!

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](#) that support this important work. Some of these policies include Religious Accommodations, Withdraw/Retakes, and the Student Code of Conduct.

Class Policies and Procedures

- Attendance: Attendance is not tracked in this class. However, there are certain in-class activities and group quizzes that you can only get points for if you are present. These happen frequently (at least three times a week) and are not announced prior to class.
- Due Dates: All assignments are due by 11:59pm the day of the due date, unless otherwise listed on Canvas.
- Late work: Late work is accepted within the same unit. For example, if you miss a Chapter Review, you can still turn it in up to the test on that particular chapter.
- 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. You may be asked to watch videos in place of in-class time or complete an additional assignment to stay on schedule. In the event you are unable to access Canvas via the Portal, please use this direct link: <https://tacomacc.instructure.com/courses/coursenumberhere>.

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](#).

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](#).

Graded Items

Grading Policy

Final grades will be assigned using the following scale:

Table 2: HIM BAS 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 HIM BAS program.

Meaning of Letter Grades

The meaning of letter grades in the HIM BAS program are:

- A (92 – 100%) Exceptional - Student has shown a deep and thorough comprehension of concepts and/or techniques with exceptional use of those concepts and techniques in satisfying course requirements and competencies.*A grade A means doing an excellent job and showing originality in what was asked for.
- B (83 – 91.9%) Proficient – Student has shown very good understanding of concepts and/or techniques with a fairly high degree of skill in the use of those concepts and techniques in satisfying course requirements and competencies. *A grade B means

doing a very good job in what was asked for.

- C (76 - 82.9%) Acceptable – Student has shown a fair level of knowledge of concepts and/or techniques with reasonable skill in the use of those concepts and techniques in satisfying course requirements and competencies. *A grade C means doing what was asked for.
- D (64 – 75.9%) Not Passing – Student did not show an acceptable level of knowledge of concepts and/or techniques needed to satisfy the course requirements and competencies.
- E (0 – 63.9%) Failing – Student did not display minimum level of knowledge of concepts and/or techniques needed to satisfy the course requirements and competencies.

Graded Item Submission Guidelines

Describe how students will submit assignments (e.g. via Canvas, in class, via email, etc.) and in what format.

Late Work

You can expect a heavy workload in this class. A habit of repeatedly missing work WILL affect your grade. 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.

Graded Assignments will be accepted up to 48 hours late with a late submission penalty of 10% per day, with the following exceptions:

- Discussion Board postings are not accepted late
- Chapter Tests and Exams are not accepted late
- Extra Credit is not accepted late

• The only exception is a documented emergency. In the case of a documented emergency, the following criteria apply:

Student must notify instructor BEFORE the due date/time. (email or voice mail)

Student must be able to provide proof of emergency upon request.

Documented emergency is defined as:

Severe illness such as ED visit or hospitalization, severe injury such as vehicle accident of yourself or family member

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](#) course to learn about some of these excellent resources.

Access and Accommodations

TCC is committed to ensuring access for students with disabilities in the online and physical learning environments. If you have already established approved disability accommodations with the Access Services office, please remember to request that your Accommodation Letter is sent to me. If you have a disability or health condition and have not yet established services, please contact the Access Services office at access@tacomacc.edu or by submitting the "[New Student Application](#)" located on their webpage to begin the process required to establish accommodations. Access Services can work with students remotely and in-person through a variety of different methods. Please refer to their [TCC Access Services Website](#) for more information.

* Please note that accommodations are not retroactive, which means they begin the day that your accommodation letter is sent to me, so please work with Access Services accordingly.

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](#). Additionally, please watch [this brief video](#) 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!](#) to receive emergency notifications to your cell phone.

COVID-19 Safety

The following statement must be included in your syllabus without changes.

Required Text:

TCC continues to follow safety protocols based on guidance from public health agencies. We encourage you to wear a mask, but mask-wearing is not required. Washing hands is also a reliable way to keep you healthy. If you are feeling unwell or experiencing Covid-like symptoms, please stay home and alert your instructor. If you test positive for Covid, please follow the [TCC flowchart](#) that provides instructions about what actions to take. TCC is committed to protecting the health and safety of the campus community. By participating in this course, you agree to abide by TCC's ongoing safety protocols."

[Covid-19 FAQs and TCC Information](#)

Course Outline

The following course outline is subject to change as each instructional period is dynamic

Table 3: Course Outline

<u>Topic(s)</u>	<u>Learning Activities (reading, lectures, formative assessments, etc)</u>	<u>Assessment (graded Assessments)</u>

Module 1	Read Chapters 1 & 2 Interactive lectures Study Aids, PPTs, Videos Practice Activities	Intro Discussion Matching & Spelling Word Surgery Body Directions Body System & Specialty M1 Test
Module 2	Read Chapter 13 Interactive Lectures Study Aids, PPTs, Videos Practice Activities	Word Surgery Diseases & Fracture Matching Create a Body System Scenario Pronunciation of Terms Analyze Medical Report Label Skeletal Structures M2 Test
Module 3	Read Chapter 14 Interactive Lectures Study Aids, PPTs, Videos Practice Activities	Word Surgery Diseases & Fracture Matching Create a Body System Scenario Pronunciation of Terms Analyze Medical Report Label Skeletal Structures M3 Test
Module 4	Read Chapter 9 Interactive Lectures Study Aids, PPTs, Videos Practice Activities	Word Surgery Diseases & Fracture Matching Create a Body System Scenario Pronunciation of Terms Analyze Medical Report Label Skeletal Structures M4 Test
Module 5	Read Chapter 4 Interactive Lectures Study Aids, PPTs, Videos Practice Activities	Word Surgery Diseases & Fracture Matching Create a Body System Scenario Pronunciation of Terms Analyze Medical Report Label Skeletal Structures M5 Test
Final Exam	Final Exam	

Syllabus Subject to Change

Please note: 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.