CASPER COLLEGE COURSE SYLLABUS
HLTK 1200-02 Medical Terminology

Semester/Year: Fall 2006
Lecture Hours: 3 hours  Lab Hours: 0  Credit Hours: 3 credit hours
Class Time: 10:00-11:15am  Days: Tuesday and Thursday  Room: HS 227
Instructor’s Name: Darlene Pisani  MS, RN
Instructor's Contact Information: Office Phone: 268-2258  Email: dpisani@caspercollege.edu
Office HS 206

Office Hours: Refer to door schedule or by appointment.

Course Description: This course is designed to give students an introduction to medical vocabulary and terminology. The use of abbreviations, word roots, suffixes, prefixes and combining forms is stressed to give the student a working knowledge of medical words.

Statement of Prerequisites: None

Goal: The student will demonstrate basic knowledge, usage, pronunciation, and spelling of common medical terms.

Outcomes: Upon successful completion of the course, the student should be able to:
1) define the anatomical terms associated with each body system;
2) identify and define word parts for assigned medical terminology;
3) build, define, pronounce, spell, and analyze the related diagnostic, surgical, and procedural terms for each assigned unit

Methodology: Lecture, discussion, readings from the text, utilization of the text CD ROM to enhance learning and pronunciation of medical terms, unit handouts, weekly spelling quizzes, unit exams, and final exam.

Evaluation Criteria:
1) EXAMINATIONS: eight (8) unit exams and (1) cumulative final will be administered. The lowest grade for one unit test will be dropped. Make-up exams will not be offered. A first missed exam earns zero points. Points for a second missed unit exam will be added to the value of the final exam. It is strongly recommended that any missed exam be reviewed by appointment with the instructor for up to two weeks following the exam.

2) SPELLING TESTS: twenty (20) spelling tests will be administered as noted on the class calendar. If the student chooses to leave class following the spelling test, the grade for that test will be forfeited. Spelling tests cannot be made up. It will be in the student’s best interest to switch from classroom medical terminology to an internet course if there is foreseeable conflict with taking the spelling tests and unit exams as posted on the calendar.

3) Bonus points: Five randomly selected spelling tests will offer a 2 point bonus word dissection opportunity. The word must be correctly dissected identifying the prefix, word root, and suffix where applicable. The 5 randomly selected spelling tests will be chosen from spelling tests #4 through #20.
4) FINAL COURSE GRADE is comprised of:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Unit exams (7) - 100 points each</td>
<td>700</td>
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<tr>
<td>Spelling tests (20) - 10 points each</td>
<td>200</td>
</tr>
<tr>
<td>Final exam (1) - 300 points</td>
<td>300</td>
</tr>
<tr>
<td>Total points for course</td>
<td>1200</td>
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<tr>
<td>Bonus Word dissections (10) - 2 points each</td>
<td>20</td>
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Course grade point range               Unit exam point range
A = 1092-1200                              A = 91-100
B = 996-1091                               B = 83-90
C = 900-995                                C = 75-82
D = 840-899                                D = 70-74
F = 0-898                                  F = 0-69

Calendar or schedule indicating course content: See Attached.


Recommended texts: Any one of the most current medical dictionaries available through the Casper College bookstore or local/online bookstores.
1. Dorland’s Illustrated Medical Dictionary
2. Mosby’s Medical and Nursing Dictionary
3. Stedman’s Concise Medical Dictionary for the Health Professions
4. Taber’s Cyclopedic Medical Dictionary

Computer and Internet Requirements: In order to use the optional review and study software (available with the textbook) computer access will be necessary. Students may choose to use their personal computers or those provided for student access on the Casper College campus. Computer labs are located in the following buildings:

- Casper College Goodstein Library
- Thorson Business Building
- Administration Building
- Saunders Health Science Center, Multimedia Center
- Wold Physical Science Center

Last date to withdraw or change to an audit status: Friday, November 3, 2006 5 PM

Class Policies: Course attendance and punctuality are expected. Cellular phones and pagers must be turned off or set to “vibrate” during regular class periods. These devices are NOT allowed in the classroom on test days.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Conduct: There is an expectation that students will conduct themselves in a civil and respectful manner during class sessions and in individual interactions with their instructors and peers.
Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Course schedule: Please refer to the attached tentative lecture and examination schedule which is subject to change during the semester. All deviations from the schedule will be announced during class time. Also, be sure to regularly check the bulletin board outside the classroom for important course-related announcements and learning activities.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience and prior to the first scheduled exam.