Non-Health Care Provider Medical Terminology

Semester/Year: Fall 2006

Credit Hours: 1

Class Times: Online

Dates: August 28-October 22, 2006

Instructor's Name: Kelly Z. Politte, MS, RN, CNE

Instructor's Contact Information: My office is in Saunders Health Science Center, Room 223.

Office Phone: 307-268-2485

E-mail: Use the e-mail option in Web CT for all e-mail communication. I will respond within 24 hours with the exception of weekends and holidays. If I will be gone for any length of time, I will let you know.

Office Hours: Monday 0900-1200; Wednesday 0900-1100; & Friday by appointment.

Course Description: This course enables non-clinical health care personnel to recognize and understand hundreds of medical terms based on newly gained knowledge of how words are constructed. This course will NOT meet the requirements for any Casper College Health Science curriculum.

Statement of Prerequisites: None.

Goal: The goal of this course is to introduce students to medical language, including vocabulary, abbreviations, and translation of medical language into “normal” English.

Outcomes:
1. Learn to recognize and identify medical terms and abbreviations.
2. Recognize basic structure of medical terms.
3. Review word parts used in medical terms.
4. Improve linguistic skills.
5. Communicate confidently, accurately and efficiently with health care professionals, patients and others.
6. Develop their ability to read, understand, and write the medical language.

Required Text, Readings, and Materials:
The student must have access to the Internet. A Pentium class computer is recommended but not required. The preferred software browser is Internet Explorer version 5.5. If you do not have e-mail, you may get a free account from hotmail or other services but you need an Internet connected computer to access them. If you cannot do this, you probably should not be taking an Internet based section of this course. All attachments being submitted for grading must be in Rich Text Format (.rtf) or in Word (.doc) format.

**Methodology:** This course will be done entirely on the Internet. The material for this course will be accessed by text reading along with content provided online. An online course requires a minimum of two hours per week on-line for assignments and 6-8 hours of prep time.

**NOTE:** This is an Internet based class. **YOU** are responsible for doing your work and scheduling yourself to keep pace. Computers malfunction. Be prepared. Contrary to wishful beliefs, Internet classes are not easier than regular classes. You do not have the luxury of a teacher who will spoon-feed the material to you 3 days a week. I am here to help you understand the material and answer questions, not to lecture. I am happy to help as much as possible. If the information in the text and that available online are not enough, post questions in the “Questions” discussion board.

**Grading:** Students will earn points throughout the semester toward their final grade. There is a total of 500 points available to be earned in this course. Grades will be awarded according to the number of points achieved.

<table>
<thead>
<tr>
<th>Number of Points Earned</th>
<th>Grade Earned</th>
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<tbody>
<tr>
<td>455-500 points</td>
<td>A</td>
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<td>415-454 points</td>
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<tr>
<td>375-414 points</td>
<td>C</td>
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<tr>
<td>350-374 points</td>
<td>D</td>
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<td>0-349 points</td>
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**Evaluation Criteria:** Students will be graded based on participation in a syllabus quiz, eight weekly assignments, and eight weekly tests.

There will be one syllabus quiz, consisting of 10 questions.

There will be eight weekly tests consisting of 25 questions each.

Each test/quiz question will be worth 2 points.

There will be eight weekly assignments that will be worth 10 points each.

**Class Policies:**

**Late Assignments:** All assignments/quizzes are due by Wednesday night at midnight. Assignments will NOT be accepted late. Please see the calendar for complete information on due dates.

**Testing Policies:** All tests must be completed by Sunday night at midnight. Tests and quizzes will be done on the computer. The eight weekly tests are not designed to be open-book. Please see the section on Academic Dishonesty. Timing on tests begins when you first
enter the test link. The tests will be limited to a time of 30 minutes. Students will be given only one opportunity to complete each test. That score will earn students points toward their final grade.

**Missed Tests:** If a test is not completed by the deadline listed on the calendar, a make-up test may be given at the instructor’s discretion. It may be in an essay format or offered during the final week of the course.

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** N/A due to the brief nature of the course.

**Questions:** If you have a question about the course, chances are somebody else has that same question. Please put any questions you have about the course in the section of the discussion area marked “Questions”. If your question is in reference to a grade or to a personal matter, please e-mail me directly, using Web CT.

**Announcements:** The section of the course named "Announcements" is the first place you should stop to check when you enter the course. That is where I will post any changes in due dates or any changes to the syllabus.

**Student Rights and Responsibilities:** Please refer to the [Casper College Student Conduct and Judicial Code](http://www.onlinenetiquette.com/netiquette_101.html) for information concerning your rights and responsibilities as a Casper College Student. If you are caught cheating or participating in academic dishonesty, appropriate action will be taken.

In addition, the student is responsible for:

- Checking the course site at least 2 times a week.
- Common courtesy. I expect you to follow the rules of common courtesy in all your e-mail messages and your discussions. I do not expect you to agree with everything that your peers have to say, and you may disagree, but you may not be disrespectful. If I deem any of the discussion postings to be inappropriate or offensive, I will forward the message to the chair of the Health Sciences division and the Director of Distance Education and appropriate action will be taken, not excluding expulsion from the course. Please reference [http://www.onlinenetiquette.com/netiquette_101.html](http://www.onlinenetiquette.com/netiquette_101.html) for a brief explanation of netiquette.
- Distance Learning is self-directed learning. It requires a high level of responsibility, dedication and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress, and your own grade. In order to succeed, you will need to:
  - Participate in all online class activities and the timely submission of assignments due via e-mail.
  - Back-up every piece of work you do on disk, and make a hard copy. If you experience computer difficulties, you are responsible for solving your own technical problems. Heavy Internet use occurs during the evening hours of 8-10 pm. You might want to consider logging on at other
times if possible.

- Computers do crash. This is not a legitimate excuse to miss an assignment or quiz. It is your responsibility to access the course on another computer in the event of hardware or software problems. This can be done in any of the computer labs on campus, using a friend's, or at any public library.

**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 appropriate college department head.

**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](#).

**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 the Individual Learning Specialist, at your earliest convenience.

**Calendar:** For the purposes of this course, one week runs from Monday through Sunday.

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<td>Appendix I: Body Systems</td>
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<td>Chapter 5: Medical Specialists &amp; Case Reports</td>
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**Note:** This document is subject to change. Any changes in the syllabus will be posted in the "Announcements" section of the course.