Semester/Year: Spring 2016

Lecture Hours: 3 Lab Hours: None Credit Hours: 3

Class Time: Days: Room:

Instructor: Patti S. Legler, MSN, RNC, CHSE, CNE

Instructor’s Contact Information: plegler@caspercollege.edu - email will be checked (and answered) within 48 hours, with the exception of holidays and weekends. If you need your email answered faster, please use the Casper College email rather than Moodle.

Phone: 307-268-2277 Location: Casper College, 125 College Drive, Casper, WY 82601; Saunders Health Science Center, Office #207.

Email: The email option in Moodle may be used for email communication. The instructor will respond within 48 hours, with the exception of holidays and weekends.

Office Hours: Monday 10:00 AM – 12:00 PM, Wednesday 8:00 AM – 11:00 AM, Friday – by appointment

Course Description: This course is designed to introduce the student to medical vocabulary and terminology. The use of abbreviations, suffixes, prefixes, and word roots is stressed to provide the student with a working knowledge of medical terms.

Statement Of Prerequisites: None.

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

Casper College General Education Outcomes:
1. Demonstrate effective oral and written communication.
2. Use the scientific method.
4. Use appropriate technology and information to conduct research.
5. Describe the value of personal, civic, and social responsibilities.

Course Objectives: Upon successful completion of the course, the student should be able to:
1) Define the anatomical terms associated with each body system (CCGEO #1, 3);
2) Identify and define word parts for assigned medical terminology (CCGEO #1, 3);
3) Build, define, spell, and analyze the related diagnostic, surgical, and procedural terms for each assigned unit (CCGEO #1, 3, 4);
4) List and describe the major diseases and disorders of each body system under study (CCGEO #1, 3, 4).
Methodology:
This course is designed for the self-directed learner. It is delivered by internet through Moodle. In order to participate in this course, the student must have access to the internet and to a compatible internet browser. It is recommended that you use Google Chrome for Moodle. The spelling quizzes include audio and it works best when you use Chrome. You may also need to download a new version of Java. You can find a link to download that at http://www.caspercollege.edu/distance_ed/index.html and then click on technical requirements. It is also helpful for the student to have a basic working knowledge of computer operations and to be familiar with internet navigation and the use of e-mail. For more information regarding technical requirements, see the Casper College Distance Education webpage at http://www.caspercollege.edu. Click on “Distance Education.” Completing the online Moodle tutorial is recommended.

If, at any time, you experience computer difficulties, please contact the instructor or the Distance Education Team at 268-3882. If you fall behind in this course, it will be difficult to catch up. Students need to work independently through reading and learning exercises in order to understand the material, complete assignments within the prescribed timeframes, and complete the examinations during the scheduled dates. Contrary to popular thinking, internet courses are not “easier” than campus-based courses. The student is expected to exhibit a high level of responsibility, dedication, and self-discipline in order to succeed in the course. The student should expect to spend at least as much time studying and preparing for this course as s/he would for a traditional class presented in the classroom.

Tips for student success include:
- Checking the course at least 3 times per week
- Reading each assigned chapter, paying close attention to each chapter’s objectives and key medical terms. These will be important in testing.
- Completing chapter exercises and review activities. These do not have to be turned in; however, if you have questions, please contact the instructor. The only “dumb” question is the one not asked! The answers for textbook exercises and reviews are available on Moodle by clicking the “Chapter Exercise Answers” link on the course homepage.
- Using the flash cards and other learning resources (such as the CD-ROM that is included with the textbook) to give yourself practice
- Calling, emailing, or making an appointment with the instructor to seek additional assistance (if needed)
- Posting an original comment (and reply) for each threaded discussion (see guidelines)
- Participating in all online course activities, including responding to threaded discussions and submitting all assignments on time
- Submitting all attachments for grading in rich text (.rtf) or MS-Word (.doc) formats ONLY. Other formats cannot be opened and you will be given a grade of 0 for the assignment.
- Backing up every piece of completed work on a jump drive and making a hard copy. In the event of computer difficulties, the student is responsible for solving his/her own technical problems. Students may contact the Distance Education Department at Casper College for assistance if needed (307-268-3882). Heavy internet use occurs during the evening hours of 8-10 p.m. The student may wish to consider logging into the class during other times (if possible).
Taking responsibility for problem-solving course issues: Computers DO crash. This is NOT a legitimate excuse to miss an assignment or exam. In the event of hardware/software problems, it is the student’s responsibility to access the course from another computer. This can be done from any of the computer labs on the Casper College campus, using the public library, or requesting to use a friend’s computer, etc. Please plan ahead, giving yourself additional time in case technical issues arise!

Available Computer Labs at Casper College:
- Casper College Goodstein Library
- Thorson Business Building
- Liesinger Hall
- Saunders Health Science Center, Multimedia Center
- Wold Physical Science Center

Evaluation Criteria: Students will complete a combination of assignments. The assignments are described in detail in the “Course Overview” section of the class:

There will be a syllabus quiz and an introductory discussion worth 10 points each. Four (4) spelling quizzes and four (4) unit exams will be administered online. These assessments will have a time limit for completion; each quiz or exam will be open ONLY during the dates specified in the Course Outline. A final comprehensive exam will be administered near the end of the semester, consisting of spelling questions, T/F, and multiple choice questions.

STUDENTS WILL NOT BE ALLOWED TO MAKE UP QUIZZES OR EXAMS. Extenuating circumstances will be considered on an individual basis, and the student MUST notify the instructor prior to the quiz or exam that will be missed. Word Surgeries will be deducted 1 point for each day late and then after 7 days late will not be accepted. Discussion posts must be completed by the due date.

Final Course Grade:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Item Value</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Introductory Discussion (1)</td>
<td>10 points</td>
<td>10</td>
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<tr>
<td>Syllabus Quiz (1)</td>
<td>10 points</td>
<td>10</td>
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<tr>
<td>Unit Tests (4) – 50 questions</td>
<td>100 points</td>
<td>400</td>
</tr>
<tr>
<td>Spelling Quizzes (4) – 10 questions</td>
<td>20 points</td>
<td>80</td>
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<tr>
<td>Word Surgeries (4)</td>
<td>25 points</td>
<td>100</td>
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<tr>
<td>Threaded Discussions (4)</td>
<td>25 points</td>
<td>100</td>
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<tr>
<td>Final Exam – 100 questions</td>
<td>300 points</td>
<td>300</td>
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<tr>
<td>TOTALS</td>
<td></td>
<td>1000</td>
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Grading Scale:

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<tr>
<th>Grade</th>
<th>Final Points</th>
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<tbody>
<tr>
<td>A</td>
<td>900-1000</td>
</tr>
<tr>
<td>B</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>600-699</td>
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<tr>
<td>F</td>
<td>&lt; 599</td>
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**Required Text, Readings, and Materials:**


**Recommended textbook(s):** Any medical dictionary, including those available through the Casper College Bookstore (and local area bookstores). The instructor recommends the following titles:

- *Stedman’s Concise Medical Dictionary for the Health Professions*
- *Taber’s Cyclopedic Medical Dictionary*
- *Mosby’s Medical and Nursing Dictionary*
- *Mosby’s Pocket Dictionary of Medicine*
- *Dorland’s Illustrated Medical Dictionary*

**Class Policies:**

**Last date to withdraw or change to audit status:** Thursday, April 14, 2016; instructor permission is required to change to audit status.

**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.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Interim 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 for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting
accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content**: Please refer to the “Calendar” and “Course Schedule” icons (on the course homepage) for a tentative course schedule, which is subject to change during the semester. All deviations from the schedule will be announced on the course homepage.

**Calendar/Schedule Indicating Course Content**:

The following schedule is a guide to help keep you on track with this course. You may work ahead as desired, however Quizzes and Exams will be opened on the dates specified in the schedule. It is recommended that you complete the assignments prior to the due date in case any technical issues arise.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignments</th>
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| **Week 1** | January 19 – January 23, 2016 | **Reading**: All information under the General File in the Navigation Section. This includes the syllabus, course outcomes, discussion grading rubric, course overview, student introduction, start here, netiquette example and see what is available on the MediLexicon and the Medical Terminology Self Quizzes available on Medical Jargon. You may also begin reading the assigned readings for Unit I this week.  
**Discussion**: Post to the Student Introduction Site and respond to at least two peers to receive full credit for this discussion.  
**Quiz**: The Syllabus Quiz is due by 2355 on Saturday 1/23/15 |
**Discussion 1**: Open for initial posting and responses. Initial post should be completed by 2/6/16.  
**Quiz**: Unit I Spelling Quiz is open – due 2/13/16  
**Word Surgery**: Unit I Word Surgery is open – due 2/13/16  
**Exam**: Unit I Exam is open – due 2/13/16 |
| **Week 3** | January 31 – February 6, 2016 | **Reading**: Unit I – Chapter 1, Chapter 2, and Chapter 15  
**Discussion 1**: Initial post due 2/6/16  
**Quiz**: Unit I Spelling Quiz due next week  
**Word Surgery**: Unit I Word Surgery is due next week  
**Exam**: Unit I Exam due next week |
| **Week 4** | February 7 – February 13, 2016 | **Reading**: Complete reading for Unit I – Chapter 1, Chapter 2, and Chapter 15  
**Discussion 1**: response to at least 2 peers due by 11:55 PM on 2/13/16  
**Quiz**: Unit I Spelling quiz due by 11:55 PM on 2/13/16  
**Word Surgery**: Unit I Word Surgery due by 11:55 PM on 2/13/16  
**Exam**: Unit I exam due by 11:55 PM on 2/13/16 |
| **Week 5** | February 14 – February 20, 2016 | **Reading**: Unit II including Chapter 3 – The Skeletal System, Chapter 4 – The Muscular System, Chapter 5 – The Cardiovascular System, Chapter 5 – The Lymphatic and Immune System  
**Discussion 2**: Open for initial posting and responses. Initial post should be completed by 2/27/16  
**Quiz**: Unit II Spelling Quiz is open – due 3/12/16  
**Word Surgery**: Unit II Word Surgery is open – due 3/5/16  
**Exam**: Unit II Exam is open – due 3/12/16 |
<table>
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<tr>
<th>Week/Date</th>
<th>Assignments</th>
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| **Week 6** February 21 – February 27, 2016 | **Reading**: Unit II – Chapter 3, Chapter 4, Chapter 5, and Chapter 6  
**Discussion 2**: Initial post due this week on 2/27/16  
**Quiz**: Unit II Spelling Quiz due 3/12/16  
**Word Surgery**: Unit II Word Surgery due next week 3/6/16  
**Exam**: Unit II Exam due 3/12/16 |
| **Week 7** February 28 – March 5, 2016 | **Reading**: Unit II – Chapter 3, Chapter 4, Chapter 5, and Chapter 6  
**Discussion 2**: Response to at least two peers due by 11:55 PM on 3/5/16  
**Quiz**: Unit II Spelling Quiz due next week 3/12/16  
**Word Surgery**: Unit II Word Surgery due this week by 11:55 PM on 3/7/15  
**Exam**: Unit II Exam due by 11:55 PM on 3/12/15 |
| **Week 8** March 6 – March 12, 2016 **MIDTERM** | **Reading**: Complete Unit II – Chapter 3, Chapter 4, Chapter 5, Chapter 6  
**Discussion 3**: Open for initial posting and responses – initial post due 4/2/16 – complete postings due 4/9/16  
**Quiz**: Unit II Spelling Quiz due by 11:55 PM on 3/12/16  
**Word Surgery**: Unit III Word Surgery open – due 4/2/16  
**Exam**: Unit II Exam due by 11:55 PM on 3/12/15  
I hope to have Midterm Grades posted by March 14, 2016. |
| **Week 9** March 13 – March 19, 2016 | **SPRING BREAK!! Enjoy your week off!** |
| **Week 10** March 20 – March 26, 2016 | **Reading**: Unit III including Chapter 7 – The Respiratory System, Chapter 8 – The Digestive System, Chapter 9 – The Urinary System, Chapter 10 – The Nervous System  
**Discussion 3**: Initial post due next week 4/2/16  
**Quiz**: Unit III Spelling Quiz is open – due 4/9/16  
**Word Surgery**: Unit III Word Surgery due next week 4/2/16  
**Exam**: Unit III Exam due next week 4/9/16 |
| **Week 11** March 27 – April 2, 2016 | **Reading**: Unit III - Chapter 7, Chapter 8, Chapter 9, Chapter 10  
**Discussion 3**: Initial post due this week by 11:55 PM on 4/2/16  
**Quiz**: Unit III Spelling Quiz due next week – 4/9/16  
**Word Surgery**: Unit III Word Surgery due next week 4/2/16  
**Exam**: Unit III Exam due next week 4/9/16 |
| **Week 12** April 3 – April 9, 2016 | **Reading**: Complete for Unit III – Chapter 7, Chapter 8, Chapter 9, Chapter 10  
**Discussion 3**: Response to peers due by 11:55 PM on 4/9/16  
**Quiz**: Unit III Spelling Quiz is due by 11:55 PM on 4/9/16  
**Word Surgery**: Unit IV Word Surgery open – due 4/30/16  
**Exam**: Unit III Exam due by 11:55 PM on 4/9/16 |
| **Week 13** April 10 – April 16, 2016 **WITHDRAWAL DEADLINE**: Thursday, April 14, 2016 | **Reading**: Unit IV including Chapter 11 – Special Senses – The Eye and Ear, Chapter 12 – The Integumentary System, Chapter 13 – The Endocrine System, Chapter 14 – The Reproductive System  
**Discussion 4**: Initial posting due next week 4/23/16; response to peers due 4/30/16.  
**Quiz**: Unit IV Spelling Quiz now open – due 5/7/16  
**Word Surgery**: Unit IV Word Surgery due 4/30/16  
**Exam**: Unit IV Exam now open – due 5/7/16 |
| **Week 14** April 17 – April 23, 2016 | **Reading**: Unit IV – Chapter 11, Chapter 12, Chapter 13, and Chapter 14  
**Discussion 4**: Initial posting due this week by 11:55 PM on 4/23/16  
**Quiz**: Unit IV Spelling Quiz due 5/7/16  
**Word Surgery**: Unit IV Word Surgery due next week on 4/30/16  
**Exam**: Unit IV Exam due 5/7/16 |
| **Week 15** April 24 – April 30, 2016 | **Reading**: Unit IV – Chapter 11, Chapter 12, Chapter 13, and Chapter 14  
**Discussion 4**: Responses to peers due this week by 11:55 PM on 4/30/16  
**Quiz**: Unit IV Spelling Quiz due next week 5/7/16  
**Word Surgery**: Unit IV Word Surgery due this week by 11:55 PM on 4/30/16  
**Exam**: Unit IV Exam due next week 5/7/16  
**FINAL EXAM**: Now open – due by 11:55 PM on 5/12/16 |
<table>
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<tr>
<th>Week/Date</th>
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| **Week 16**     | **Reading:** Complete for Unit IV – Chapter 11, Chapter 12, Chapter 13, Chapter 14  
                     **Quiz:** Unit IV Spelling Quiz due this week by 11:55 PM on 5/7/16  
                     **Exam:** Unit IV Exam due this week by 11:55 PM on 5/7/16  
                     **FINAL EXAM:** Due by 11:55 PM on 5/12/16                                                                                                                                 |
| May 1 – May 7, 2016 |                                                                                                                                                                           |
| **Finals Week** | **FINAL EXAM:** Due by 11:55 PM on 5/12/16                                                                                                                                 |
| May 8 – May 13, 2016 |                                                                                                                                                                           |

Revised 12/14/15 – psl