CASPER COLLEGE COURSE SYLLABUS
HLTK 1200 N3 MEDICAL TERMINOLOGY (ON LINE)

Semester/Year: Spring 2016

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

Class Time:  Days:  Room:

Instructor’s Name: Sheri Roumell, B.S., CPhT, RPT

Instructor's Contact Information: Both email & voicemail will be checked (and answered) within 24 hours, with the exception of holidays and weekends. If I will be gone for any length of time I will let you know.

Office Phone: 307-268-3033  Email: Use the email option in Moodle for ALL email communication. The instructor will respond within 24 hours, with the exception of holidays and weekends. If I will be gone for any length of time I will let you know.

Office Hours: By appointment only.

Course Description: (3L)(3CR) An introduction to medical vocabulary and terminology. The use of abbreviations, suffixes, and combining forms are stressed to give the student a working knowledge of medical terms.

Statement of Prerequisites: None

Goal: The student will demonstrate basic knowledge, usage, 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, spell, and analyze the related diagnostic, surgical, and procedural terms for each assigned unit;
4) list and describe the major diseases and disorders of each body system under study.

General Education

6. Use appropriate technology and information to conduct research

Course Objectives: Student will demonstrate basic knowledge, usage, and spelling of common medical terms with a 70% accuracy or better. Student will use appropriate technology and information to conduct research in discussion activities via Moodle

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 Mozilla Firefox for Moodle. 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 within the chapter powerpoints.
- 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 under “Evaluation Criteria” below)
- 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
- backing up every piece of completed work on diskette 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
- Administration Building
- Saunders Health Science Center, Multimedia Center
- Wold Physical Science Center

Evaluation Criteria:
Students will complete a combination of assignments including threaded discussions, word surgeries, spelling quizzes, unit exams and a comprehensive final exam. The assignments are described in detail in the “Course Overview” section of the class. **No late assignments will be accepted so pay attention to due dates and times.** The grading scale utilized by some of the health science programs is used in this course and is a higher standard than the campus at large. From a percentage standpoint this means an A = 91-100%, B = 83-90%, C = 75-82%, D = 70-74% and F = 0-69%. **Please note this course is based on a points system. There is a total of 1000 points available to be earned in this course.** Grades will be awarded according to the number of points achieved.

There will be a syllabus/course overview quiz and an introductory discussion worth 10 points each. There will be four (4) threaded discussions and four (4) word surgery assignments. In addition, 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. **The material for the quizzes and exams needs to be thoroughly studied as there is not time to look material up in the textbook during these assessments.** A final comprehensive exam will be administered near the end of the semester, consisting of fill in the blank spelling, T/F, matching, and multiple choice.

**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 which will be missed. Word surgeries and discussions must be posted on time to receive credit. **No late postings of assignments will be accepted.**
### 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>
</tr>
<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>
</tr>
<tr>
<td>Threaded Discussions (4)</td>
<td>25 points</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam – 100 questions</td>
<td>300 points</td>
<td>300</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>1000</strong></td>
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### Grading Scale:

<table>
<thead>
<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;600</td>
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Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

### 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 Change to Audit Status or to Withdraw with a W Grade: April 14, 2016 at 5:00 p.m. Instructor permission 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” icon (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.