Course Number: HLTK 1200-N1
Course Title: Medical Terminology (Internet)
Semester/Year: Summer 2006
Credit Hours: 3
Instructor: Heidi Loucks, MS, RN, CNE
Office: HS 204
Office Phone: 268-2234
Email: hloucks@caspercollege.edu

Office Hours: As posted on the WebCT homepage.

Course Description: This course is designed to introduce the student to medical terminology. The use of abbreviations, word roots, prefixes, suffixes, and combining forms is stressed.

Prerequisites: None

Course Goal: The students will possess a basic working knowledge of medical terms.

Course Outcomes:
1. Identify and define the four word parts.
2. Define the anatomical terms for each system under study.
3. Build, analyze, define, and spell the related diagnostic, surgical, and diagnostic-procedural terms for each body system under study.
4. List and describe the major diseases and disorders of each system under study.

Methodology:
This course is designed for the self-directed learner; it is delivered by internet through WebCT. Students need to work independently through exercises in order to learn the material, complete assignments within the prescribed timeframe, and complete the examinations during the scheduled dates. The student should expect to spend at least as much time studying and preparing for this course as s/he would for a campus-based course. In addition to email, communication between other students enrolled in the course and the instructor is encouraged via telephone and/or personal contact.

NOTE: This is an Internet-based class and computers malfunction. Be prepared. Don’t wait until the last minute to complete your assignments or exams. YOU are responsible for making sure your work gets done on time and for scheduling yourself to keep pace. Internet courses are not easier than regular classes. I am here to help you understand the material and answer questions. If the
information online and in the text is insufficient, please post questions in the discussion section of the course.

Evaluation Criteria:

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

Four (4) spelling quizzes and four (4) closed-book unit exams will be administered online. These assessments will have a time limit for completion; and each quiz or exam will be open ONLY during the dates specified in the Course Outline. A final spelling and comprehensive unit exam will be administered near the end of the semester.

STUDENTS WILL NOT BE ALLOWED TO MAKE UP QUIZZES OR EXAMS. Extended illnesses will be considered on an individual basis (with physician’s excuse), and the student MUST notify the instructor prior to the quiz or exam which will be missed.

Final Course Grade:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Item Value</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Tests (4)</td>
<td>100 pts</td>
<td>400</td>
</tr>
<tr>
<td>Spelling Quizzes (4)</td>
<td>30 pts</td>
<td>120</td>
</tr>
<tr>
<td>Word Assignments (4)</td>
<td>25 pts</td>
<td>100</td>
</tr>
<tr>
<td>Threaded Discussions (4)</td>
<td>25 pts</td>
<td>100</td>
</tr>
<tr>
<td>Final Tests (2)</td>
<td>220/60 pts</td>
<td>280</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>--------</strong></td>
<td><strong>1000</strong></td>
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Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>910-1000</td>
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<tr>
<td>B</td>
<td>830-909</td>
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<tr>
<td>C</td>
<td>750-829</td>
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<tr>
<td>D</td>
<td>700-749</td>
</tr>
<tr>
<td>F</td>
<td>&lt;700</td>
</tr>
</tbody>
</table>

Required Text:


Recommended Texts

(any ONE of these):


Computer & Internet Requirements:

In order to participate in this course, the student must have access to the internet and to a compatible internet browser such as Microsoft® Internet Explorer or Netscape® Navigator. 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 email. For more information regarding technical requirements, see the Casper College Distance Education
This course is conducted in a WebCT environment. While WebCT has a self-contained email system, students should also have an active personal email account. If you do not have a personal email account, you can setup a free email account with certain providers like Hotmail or Yahoo. (http://www.hotmail.com) or (http://www.yahoo.com).

If, at any time, you experience computer difficulties, please contact the instructor. If you fall behind in this course, it will be difficult to catch up.

Available Computer Labs: If students who do not have access to a personal computer at home, the following Casper College computer labs offer internet access:
- Casper College Library
- Thorson Business Building, 4th floor
- Administration Building, Room 6
- Saunders Health Science Building, Multimedia Center, 2nd floor. Please check with Jill Hughes, the academic assistant, for available hours (268-2235).

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

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 may result in the offender failing the course in which the offense was committed. Please refer to the Casper College Student Code of Conduct.

ADA Accommodations: 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.

Conduct Statement: There is an expectation that students will conduct themselves in a civil and respectful manner during class sessions and in individual sessions with their instructors and peers.