CASPER COLLEGE COURSE SYLLABUS
School of Health Sciences
HLTK 1200 Medical Terminology H1 Hybrid Course

Semester/Year: Fall 2015

Lecture Hours: 3	**Lab Hours**: None	**Credit Hours**: 3
Class Time: 1800-1930	**Days: Tuesday**	**Room: HS 224**

Instructor's Name: Karen Buettner-Price

Instructor's Contact Information: Email will be checked (and answered) within 24-48 hours, with the exception of holidays and weekends.	**Office Phone: 307-268-2683** Messages will checked and returned within 24-48 hours with the exception of holidays and weekends	**Email:** kprice@caspercollege.edu Use the email option in Moodle for email communication. The instructor will respond within 24-48 hours, with the exception of holidays and weekends.

Office Hours: HS 223 Please see door schedule and 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.

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.
 Casper College General Education Outcomes:
1. demonstrate effective oral and written communication
2. demonstrate knowledge of diverse cultures and historical perspectives
3. use appropriate technology and information to conduct research

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.

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:

Course Component	Item Value	Total Points
Introductory Discussion (1)	10 points	10
Syllabus Quiz (1)	10 points	10
Unit Tests (4) – 50 questions	100 points	400
Spelling Quizzes (4) – 20 questions	20 points	80
Word Surgeries (4)	25 points	100
Threaded Discussions (4)	25 points	100
Final Exam – 100 questions	300 points	300
TOTALS		**1000**

Grading Scale:

Grade	Final Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	<599

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: Required textbook: Ehrlich, A. and Schroeder, C. (2013). *Medical Terminology for Health Professions, 7th ed.* Albany: Delmar-Thomson Learning.

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: Casper College academic calendar withdrawal date is November 12, 2015, by 5 pm; 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 see attached calendar. You may also view the calendar online in the MOODLE page. 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.

METHODOLOGY: This course is designed for the self-directed learner. It is delivered by classroom time and 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.

Additional Course information: 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 <u>do not</u> 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 under "Evaluation Criteria" below)
- ➢ adhering to the rules of common courtesy. Please reference http://www.albion.com/netiquette/corerules.html for a discussion of "netiquette."
- ➢ 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 <u>ONLY</u>
- ➢ backing up every piece of completed work on storage 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:

- ➢ CasperCollegeGoodstein Library
- ➢ ThorsonBusiness Building
- ➢ AdministrationBuilding

SaundersHealth Science Center, Multimedia CenterWoldPhysical Science Center