

MED 121-090—Medical Terminology I-- *Online*

Durham Technical Community College

Course Syllabus—Spring Semester 2015

Assignments are due each Sunday Evening by 6:00 PM

Instructor Information

Name: -----, RHIA

Office: Off Campus

E-mail Address: -----@durhamtech.edu

Instructional Method

This Medical Terminology Course is designed as an online course supported by audio-visual aids, exercises, and animation/simulation. This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Students are encouraged to use the various medical reference materials available in the Educational Resource Center as well as internet research.

Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

Required Textbook(s) and Material(s):

The textbook, *Medical Terminology Systems A Body Approach, Seventh Edition* by Barbara A Gyls and Mary Ellen Wedding, FA Davis. © 2013. (*Optional: Taber's Cyclopedic Medical Dictionary*)

Learning Outcomes:

Upon completion of this course, the student will be able to:

- 1) Define the origin and development of word roots, prefixes, and suffixes commonly used in medical records.
- 2) Categorize terms using anatomical and physiological terminology.
- 3) Use, spell, define, translate, and pronounce medical roots, prefixes, and suffixes.
- 4) Relate medical terminology to human organ systems and body functions.
- 5) Use the Internet for research of the whole body and healthcare systems terminology

Instructor Expectations

My expectations are:

- that you will read all course material as it is assigned;
- keep abreast of course announcements;
- complete and submit assignments when due;
- take quizzes and/or test when scheduled;
- observe course *netiquette* at all times—***no exceptions***. I have a **zero** tolerance for failing to use *netiquette*;
- use your Connect Mail address for **all** correspondence, **and**
- participate in discussions and/or exercises that will allow us to learn from one another. To fully participate in this course you will need to ***log into the class a minimum of twice a week*** and contribute to every discussion topic with “quality” contributions. *This will certainly involve more than just “I agree.” Thus, no credit will be given for responses of this nature.*

Communicating Via Email

- **Instructor to Students**

1. When sending email to the course email address (-----@durhamtech.edu), it must be sent from your Durham Tech Connect Mail account (connectmail.durhamtech.edu) *email sent from other accounts such as hotmail etc... will be ignored and not receive a response.*
2. Students should correctly indicate their **course name** in the subject line of the message; to expedite a response.

Assignment Delivery: All assignments, quizzes, tests, and participation in the discussion board **must** be completed *no later than Sunday Evening by 6 p.m.* If you cannot make an assigned deadline, you must notify your instructor of your situation **prior** to the deadline. *Late assignments are not accepted. Each week begins on Monday.*

Punctuality: Students are expected to check the course schedule of assignments for due dates.

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences **will** hurt your grade just as an absence for a physical class will hurt your grade. *If you do not take the quiz or test within the 6 calendar days scheduled, you will receive a zero (0) for that assignment, quiz, or exam. I will check your weekly attendance in the class by checking your postings and responses to the Discussion Board.*

Taking Quizzes and/or Tests: *Multiple attempts are not allowed.* If you should encounter a problem, contact the instructor immediately. If you continue to have problems, it **may** be necessary for you to come to campus to take the quiz or test and **may be given a different quiz and/or test.** *Do not open any quiz or test unless you are prepared to take in its entirety on your first attempt.*

- *When taking the quizzes and/or test, it is not necessary to send an email asking the instructor to review. The instructor automatically reviews **all** students' quiz or test once the week ends. This will help eliminate unnecessary emails.*

Course Evaluation:

Your final grade will be an average of total scores achieved during the semester. This following scale will be used in determining your final grade for the course.

A = 90 -100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = Below 60

Trouble Accessing the Course: If you should encounter difficulties accessing the course via Sakai, *first* troubleshoot your hardware and software. If there is a problem with Sakai, the Sakai administrator will post a notice on Sakai notifying you of any problems. If you are having difficulty with the course information email your instructor. I will respond within 24 hours, unless it is a weekend or holiday.

Excused Absences: Durham Technical Community College students are allowed one excused absence per class per term for a planned event or observance. Students who wish to use the excused absence must complete and submit an Excused Absence Notification form at least fourteen calendar days in advance of the day of the scheduled absence. All class work missed due to an excused absence must be made up.

The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the class, but no later than one week after the day of the scheduled absence. Download form @: <http://www.durhamtech.edu/html/current/ExcusedAbsenceNotificationForm.pdf>

Withdrawal Policy: "Students withdrawing from the college must officially withdraw through the Admissions and Registration office. Students may officially withdraw from one or all courses during the designated withdrawal days of each semester without the enrollment being shown on the transcript. After the close of the drop/add period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. Therefore, all students should refer to the instructor's attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

Any student with consecutive absences equaling or exceeding 15 percent of the instructional hours for the course prior to the official withdrawal date for the course will be withdrawn from the class with a grade of W.

Academic Integrity : According to the 2006-2007 Catalog and Student Handbook, "Durham Technical Community College demands complete academic integrity from each student. Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct" (24). Academic dishonesty includes the following:

- Registering for a course not approved by a student advisor;
- Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises;
- Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas, including material from the Internet, as one's own;
- Unauthorized possession of any academic material, such as tests, research papers, assignments, or similar materials; or
- Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

The Violation Procedure for the Academic Honesty Policy is available in the Catalog and Student Handbook. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

Student Code of Conduct: According to the 2006-2007 Catalog and Student Handbook, "All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action" (29). Examples of specific violations of and the grievance procedure for the Student Code of Conduct are available at the following link:

<http://www.durhamtech.edu/html/prospective/student-servicesb.htm#conduct>. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

The Center for Academic Excellence (CAE)

The Academic Alert Tutoring / Early Alert Counseling

Durham Technical Community College is dedicated to helping you achieve academic success. The Academic/Early Alert Program has been designed to help you if you are in danger of not completing a course successfully. If an instructor sends a referral form to the Academic Alert Tutor and/or Early Alert Counselor, you will be contacted by a member of the Center for Academic Excellence team, so we can help you stay on track. If you need help at any point in the semester, please let your instructor know. For more information, call 536-7231 ext. 2404 or consult the CAE web pages at:

<http://www.durhamtech.edu/html/prospective/cae/index.htm>

The Center for Academic Excellence Syllabus Statement

Free tutorial services at DTCC are housed in The Center for Academic Excellence (CAE). The CAE is located in room 1310 of the Wynn Center. This term's schedule of free tutorial services is available in the CAE and is posted on bulletin boards around campus. For more information, call 536-7231 x2404 or consult the CAE web pages at: <http://www.durhamtech.edu/html/prospective/cae/index.htm>

Disabilities Services: Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students who may require emergency medical attention due to a chronic health condition are encouraged to disclose this information to a disabilities services counselor within the first two weeks of the semester. Counselors can be contacted by calling 536-7207 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.

Additional Durham Technical Community College Policies: Library Access: Durham Tech has an extensive collection of print sources as well as online database collections. The library catalogue and online databases are available at <http://www.durhamtech.edu/library.htm> Remote access database passwords are available at the circulation desk or by email by clicking on the "Ask a librarian" link. The online catalogue and library hours are also available on the library's website. Librarians can be reached by telephone at 919-536-7211 or e-mail at library@durhamtech.edu.

Computer Lab Locations: The most up-to-date computer lab schedules can be accessed at the following link: <http://courses.durhamtech.edu/computerlabs.cfm>. Select computer lab information is below.

- Library (ERC) Computer Labs
- CAE Computer Lab, Phail Wynn Jr. Student Services Center Room 1305:

Food or Drink

When visiting the campus, **No** food or drink is allowed in the college's classrooms or computer labs.

Children

The College does not permit a student to attend class or labs with a child.



*Remember, Durham Tech is now **tobacco free**. Want to quit? Call the NC Tobacco-Use Quitline at 1-800-784-8669 or visit quitlinenc.com.*