



Medical Terminology I HSC 120-W002

Course Information Basics

Semester Hours: 3 Credit Hours

Semester and Year: Fall 2017

Type of Course: Online

Location: NIACC's Canvas Learning Management System

Meeting days and times: None – totally online

Time Commitment Expectations: It is necessary to spend 1 – 2 times the credit hours/week in preparation of course content. Since this is a 3 credit hour course, a minimum of 3 - 6 hours is expected.

Instructor Contact Information

Instructor: Toby VanDenBosch

Email: toby.vandenbosch@niacc.edu

Phone: 641.422.4185

Office location: MH206K

Office hours: M – F 10:00 am – 11:00 am

Preferred Method of Communication: E-mail

Expected Response Time: When contacting me through e-mail, I will reply within 24 hours, Monday – Friday.

Course Information Specifics

Course Description:

No prerequisite required. This course presents a study of basic medical terminology related to selected body systems. A word-building system will be used to learn word parts utilized to construct and/or analyze new terms. Emphasis is placed on spelling, definitions, usage and pronunciations. Abbreviations will be introduced as related terms are presented.

Learning Materials:

Davi-Ellen Chabner: The Language of Medicine, 11th Edition. Saunders, an imprint of Elsevier Inc. Note that you will also need an access code. Because of a grant received by the college, this code will be provided to you in an e-mail from you instructor. Therefore, there is no need to purchase one.

Measurable Course Objectives:

- Introduce the student to Greek and Latin word elements, their meanings and correct spelling.
- Present abbreviations used in the medical profession and their meanings.
- Explain the importance of anatomical and physiological relationships associated with medical terms.

- Acquaint the student with the medical dictionary as a resource for correct pronunciations, spelling, and defining of medical terms.
- Identify medical terms by analyzing their Greek and Latin components.
- Construct medical terms from Greek and Latin prefixes, suffixes, word roots, and combining forms.
- Spell medical words correctly.
- Use a medical dictionary as a reference source.
- Pronounce medical words correctly.
- Recall acceptable abbreviations and their meanings for medical terms and phrases.
- Recognize parts of speech used in medical terminology and practice correct utilization.
- Recall the anatomical relationship of medical terms to body structure.
- Demonstrate knowledge with acceptable scoring on periodic examinations.

Course Units:

This course will cover the first twelve (12) chapters of the required textbook.

Overview of Major Assignments:

This course offering will require the submission of weekly chapter assignments and exams. Assignment and exam scores will automatically be entered Canvas course gradebook upon submission.

Course Calendar:

See the proposed course agenda at the end of this document and also found on the Canvas course module.

Grading:

Assignment and Exams scores as well as class participation will contribute to your earned course grade. Be sure to access your grades on Canvas frequently to keep apprised of your progress. Your cumulative percentage earned for assignments, exams, and participation will be converted to a letter grade using this grading scale.

93%-100%	A	73%-76%	C
90%-92%	A-	70%-72%	C-
87%-89%	B+	67%-69%	D+
83%-86%	B	63%-66%	D
80%-82%	B-	60%-62%	D-
77%-79%	C+	59% or less	F

Late Work Policy:

If you fail to submit an assignment or exam by the deadline, a one-time extension **may be considered upon request** within the same week of the deadline.

If allowed, there will be a 10% reduction from your score earned on the assignment or exam.

Submission Policy:

All required assignments/exams will be submitted online. You are expected to make your submissions before each scheduled designated deadline.

Academic Integrity Policy:

It is expected that you complete each assignment and exam independently. According the Student Conduct Code, (see the NIACC Student Handbook, found at <http://www.niacc.edu/student-life/>) academic dishonesty, including but not limited to cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or misuse of college documents or records shall be subject to disciplinary procedures.

Disclaimer Statement:

I reserve the right to alter this course’s syllabus, policies, grading scale, texts, and calendar as needed at any time during the semester. I will alert you to any changes.

Division Chair Information:

Division Chair: Laura Wood
Email: laura.wood@niacc.edu
Phone: 641.422.4355

Tech Expectations and Support:

One of the many advantages of an online course is that it is available from any location at any time. However, it is essential that you have access to a reliable computer and internet to be successful in this course. Do not rely on a smart phone to adequately access and submit exams. Be aware that NIACC has several computer labs available for your use. Also, many local libraries have excellent internet service and computers available for your use, free of charge.

Technical Support:

NIACC’s Helpdesk can help with technical problems related to NIACC passwords, logging in to lab computers, MyNIACC, E-mail, Canvas (online course management system), NIACC wireless, WebAdvisor, lab computers, office computers for staff, software issues, and more. NIACC Technology Services does not repair nor support personal computers. For many problems you may get the fastest results if you call our toll-free number below (24 hours – seven days per week).

On campus: 641-422-4357 Toll free: 866-614-5020 helpdesk@niacc.edu

[Technology Support Access](#)

<http://www.niacc.edu/student-life/technology-services/help-desk/>

College Policies

If you have questions regarding issues like grade appeals, grievance policies, and academic probation, refer to the NIACC Student Handbook, which can be accessed at [Student Life](#)
<http://www.niacc.edu/student-life/>.

Nondiscrimination Policy

It is the policy of North Iowa Area Community College to not discriminate on the basis of race, color, national origin, sex (including pregnancy) , disability, age, sexual orientation, gender identity, genetic information, creed, religion, actual or potential parental, family or marital status or veteran’s status in its programs, activities or employment practices as required by the Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Shelly Schmit, EEO/AA Officer, 500 College Drive, Mason City, IA 50401 or via telephone at 641-422-4211. Inquiries may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

Disability Services

North Iowa Area Community College strives to provide an accessible environment for students, faculty, and staff. A student needing accommodations should register with NIACC Disability Services and speak to Lisa Vance, the Disability Services Counselor, in the Student Access Office, AB106. For additional information, contact us at 1-888-466-4222, Ext. 4413, and ask for a brochure regarding Disability Services or to request a meeting with the Disability Services Counselor. You may also contact Lisa Vance directly at 641-422-4296 or vancelis@niacc.edu, or the [disabilities website](http://www.niacc.edu/student-life/disability-services/).
<http://www.niacc.edu/student-life/disability-services/>.

If you have concerns regarding equal access to NIACC's services, programs, and activities you may contact NIACC Disability Services or learn more about filing a grievance at the [grievance-procedures website](http://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/)
<http://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/>.

A Disability Services Student Handbook can be found on our website at [disability services student handbook](http://www.niacc.edu/student-life/disability-services/disability-services-student-handbook/) (full link below) or can be provided in hard copy (or an alternate format), upon request, and lists contact information for NIACC's ADA Coordinator and ADA Compliance Officer, along with other helpful information.
<http://www.niacc.edu/student-life/disability-services/disability-services-student-handbook/>

Inclement Weather:

Here is the [inclement-weather information on the website](http://www.niacc.edu/about/campus-safety/inclement-weather/) (full link below). NIACCAlerts is a free service that alerts you immediately when a decision is made to close campus or delay classes due to weather conditions. This is your best and most accurate means of communication. Sign up here for [NIACC Alerts](http://www.niacc.edu/about/campus-safety/niaccalerts/).
<http://www.niacc.edu/about/campus-safety/niaccalerts/>

<http://www.niacc.edu/about/campus-safety/inclement-weather/>

(NOTE: Since this is an online course, you will continue to have access to the course even in the event of any potential campus closing. Please be aware that this is a COLLEGE course, and although I will try to be considerate of weather-related issues, the course agenda does not follow your individual high school schedule.)

Please see the detailed semester agenda on the next few pages. You will also find an agenda outline in the beginning module. This agenda will be your guideline throughout the semester. Remember that the Practice Quizzes* and Exams* for each of the chapters are only for your help in learning the course content and gauging your preparation for the Required Chapter Exams (found at the bottom of each week's module.)

TOPIC	SUGGESTED DATES
<ul style="list-style-type: none"> • Read the announcement message and understand the course syllabus and “How the Course Works” • Explore the course content found on “Canvas”. • Introduce yourself in the discussion forum. (10 points) • Take the Pretest found in the separate folder under the Lessons/Exams tab. • (Note that this exam is NOT part of your grade. It is only to familiarize you with what you will be learning). You will earn 10 points for submitting within the designated time-frame. 	<p>August 28 - September 5</p> <p>Pretest will be available until September 5 at midnight. (It is not part of your grade.)</p>
<ul style="list-style-type: none"> • Read and complete Chapter 1: Basic Word Structure • Complete Module 1 Online* • Complete Module 1 Practice Quiz Online* 	<p>August 28 – September 12</p>
<p>EXAM: Chapter 1 (50 questions)</p>	<p>Deadline: September 12 (by midnight) (Ch 1 Exam will NOT be available after Sept 12)</p>
<ul style="list-style-type: none"> • Read and complete Chapter 2: Terms Pertaining to the Body as a Whole. • Complete Module 2 Online* • Complete Module 2 Practice Quiz Online* 	<p>September 13 - 19</p>
<p>EXAM: Chapter 2 (50 questions)</p>	<p>Deadline: September 19 (by midnight) (Ch 2 Exam will NOT be available after Sept 19)</p>
<ul style="list-style-type: none"> • Read and complete Chapter 3: Suffixes • Complete Module 3 Online* • Complete Module 3 Practice Quiz Online* 	<p>September 20 - 26</p>
<p>EXAM: Chapter 3 (50 points)</p>	<p>Deadline: September 26 (by midnight) (Ch 3 Exam will NOT be available after Sept 26)</p>
<ul style="list-style-type: none"> • Read and complete Chapter 4: Prefixes • Complete Module 4 Online* • Complete Module 4 Practice Quiz Online* 	<p>September 27 - October 3</p>
<p>EXAM: Chapter 4 (50 points)</p>	<p>Deadline: October 3 (by midnight) (Ch 4 Exam will NOT be available after Oct 3)</p>

<ul style="list-style-type: none"> • Read and complete Chapter 5: Digestive System • Complete Module 5 Online* • Complete Module 5 Practice Quiz Online 	<p>October 4 - 10</p>
<p>EXAM: Chapters 5 (50 questions)</p>	<p>Deadline: October 10 (by midnight) <u>(Ch 5 Exam will NOT be available after Oct 10)</u></p>
<ul style="list-style-type: none"> • Read and complete Chapter 6: Additional Digestive System Suffixes • Complete Module 6 Online* • Complete Module 6 Practice Quiz Online* 	<p>October 11 - 17</p>
<p>EXAM: Chapters 6 (50 questions)</p>	<p>Deadline: October 17 (by midnight) <u>(Ch 6 Exam will NOT be available after Oct 17)</u></p>
<ul style="list-style-type: none"> • Read and complete Chapter 7: Urinary System • Complete Module 7 Online* • Complete Module 7 Practice Quiz Online* 	<p>October 18 - 24</p>
<p>EXAM: Chapter 7 (50 questions)</p>	<p>October 24 (by midnight) <u>(Ch 7 Exam will NOT be available after Oct 24)</u></p>
<ul style="list-style-type: none"> • Read and complete Chapter 8: Female Reproductive System • Complete Module 8 Online* • Complete Module 8 Practice Quiz Online* 	<p>October 25 - October 31</p>
<p>EXAM: Chapter 8 (50 questions)</p>	<p>Deadline: October 31 (by midnight) <u>(Ch 8 Exam will NOT be available after Oct 31)</u></p>
<ul style="list-style-type: none"> • Read and complete Chapter 9: Male Reproductive System • Complete Module 9 Online* • Complete Module 9 Practice Quiz Online* 	<p>November 1 - 7</p>
<p>EXAM: Chapter 9 (50 questions)</p>	<p>Deadline: November 7 (by midnight) <u>(Ch 9 Exam will NOT be available after Nov 7)</u></p>
<ul style="list-style-type: none"> • Read and complete Chapter 10: Nervous System • Complete Module 10 Online* • Complete Module 10 Practice Quiz Online* 	<p>November 8 - 14</p>

EXAM: Chapter 10 (50 questions)	Deadline: November 14 (by midnight) <u>(Ch 10 Exam will NOT be available after Nov 14)</u>
<ul style="list-style-type: none"> • Read and complete Chapter 11: Cardiovascular System • Complete Module 11 Online* • Complete Module 11 Practice Quiz Online* 	November 15 - 21
EXAM : Chapters 11 (50 questions)	Deadline: Nov 21 (by midnight) <u>(Ch 11 Exam will NOT be available after Nov 21)</u>
<ul style="list-style-type: none"> • Read and complete Chapter 12: Respiratory System • Complete Module 12 Online* • Complete Module 12 Practice Quiz Online* 	November 22 - 28
EXAM : Chapters 12 (50 questions)	Deadline: November 28 (by midnight) <u>(Ch 12 Exam will NOT be available after Nov 28)</u>
<ul style="list-style-type: none"> • Review Chapters 1 through 12 • Review Chapter Practice Quizzes* 	November 29 – December 12
Comprehensive Final Exam (50 questions selected from Chapters 1 through 12)	Deadline: December 12 (at midnight) <u>(Final Exam will NOT be available after Dec 12)</u>
You have now completed the course.	Enjoy your holidays!

*Modules and Practice Quizzes are for assisting you in learning the chapter content and not part of your grade.

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