



## Medical Terminology II HSC 121-W001

### 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](mailto: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:

Course prerequisite of HSC-120 Medical Terminology I strongly recommended; or work experience in a medical setting. This three credit hour course is a continuation of HSC-120 Medical Terminology I. A brief review of basic medical terminology followed by a systems approach to learning terms associated with the anatomical, physiological, and pathological aspects of the body

#### Learning Materials:

*Davi-Ellen Chabner: The Language of Medicine, 11th Edition. Saunders, an imprint of Elsevier Inc.* This is the same text that was used for NIACC's Medical Terminology I offerings. Note that you will not need a publisher access code as this course is a continuation of Medical Terminology I.

#### Measurable Course Objectives:

- 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.

- Recognize correct pronunciation of medical terms.
- Recognize parts of speech used in medical terminology and practice correct utilization.
- Recall the anatomical relationship of medical terms to body structure.
- Identify medical terms of pathological conditions and abbreviations associated with the various body systems.
- Demonstrate knowledge with acceptable scoring on periodic examinations.

**Course Units:**

We will cover Chapter 1 as a review, followed by Chapters 13 - 22.

**Overview of Major Assignments:**

This course offering will require the submission of weekly assignments/exams. All introductory assignments and weekly exam scores will be entered on 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](mailto: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](mailto: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](mailto:vancelis@niacc.edu), or the [disabilities website](#).  
<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/>.

A Disability Services Student Handbook can be found on our website at [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](#) (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/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"> <li>• Read the announcement message and understand the course syllabus and “How the Course Works”</li> <li>• Explore the course content found on “Canvas”.</li> <li>• <b>Introduce yourself in the discussion forum.</b> (10 points)</li> <li>• <b>Submit the Statement of Understanding</b></li> <li>• <b>Take the Pretest found in the first module.</b>(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 submitted before the deadline.</li> </ul>	<p><b>August 28 - September 5</b></p> <p><b>Pretest will be available until September 5 at midnight.</b> (It is not part of your grade.)</p>
<ul style="list-style-type: none"> <li>• <b>Reread and complete Chapter 1: Basic Word Structure as a review of Medical Terminology I</b></li> <li>• Complete Module 1 Online*</li> <li>• Complete Module 1 Practice Quiz Online*</li> </ul>	<p><b>August 28 – September 19</b></p>
<p>EXAM: Chapter 1 (50 questions)</p>	<p>Deadline: September 19 (by midnight) <b>(Ch 1 Exam will NOT be available after Sept 19)</b></p>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 13: Blood System</b></li> <li>• Complete Module 13 Online*</li> <li>• Complete Module 13 Practice Quiz Online*</li> </ul>	<p><b>September 20 - 26</b></p>
<p>EXAM: Chapter 13 (50 questions)</p>	<p>Deadline: September 26 (by midnight) <b>(Ch 13 Exam will NOT be available after Sept 26)</b></p>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 14: Lymphatic and Immune Systems</b></li> <li>• Complete Module 14 Online*</li> <li>• Complete Module 14 Practice Quiz Online*</li> </ul>	<p><b>September 27 - October 3</b></p>
<p>EXAM: Chapter 14 (50 points)</p>	<p>Deadline: October 3 (by midnight) <b>(Ch 14 Exam will NOT be available after Oct 3)</b></p>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 15: Musculoskeletal System</b></li> <li>• Complete Module 15 Online*</li> <li>• Complete Module 15 Practice Quiz Online*</li> </ul>	<p><b>October 4 – October 10</b></p>

EXAM: Chapter 15 (50 points)	Deadline: October 10 (by midnight) <b><u>(Ch 15 Exam will NOT be available after Oct 10)</u></b>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 16: Skin</b></li> <li>• Complete Module 16 Online*</li> <li>• Complete Module 16 Practice Quiz Online</li> </ul>	October 11 - October 17
EXAM: Chapters 16 (50 questions)	Deadline: October 17 (by midnight) <b><u>(Ch 16 Exam will NOT be available after Oct 17)</u></b>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 17: Sense Organs: The Eye and the Ear</b></li> <li>• Complete Module 17 Online*</li> <li>• Complete Module 17 Practice Quiz Online*</li> </ul>	October 18 - 24
EXAM: Chapters 17 (50 questions)	Deadline: October 24 (by midnight) <b><u>(Ch 17 Exam will NOT be available after Oct 24)</u></b>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 18: Endocrine System</b></li> <li>• Complete Module 18 Online*</li> <li>• Complete Module 18 Practice Quiz Online*</li> </ul>	October 25 - October 31
EXAM: Chapter 18 (50 questions)	October 31 (by midnight) <b><u>(Ch 18 Exam will NOT be available after Oct 31)</u></b>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 19: Cancer medicine (Oncology)</b></li> <li>• Complete Module 19 Online*</li> <li>• Complete Module 19 Practice Quiz Online*</li> </ul>	November 1 – November 7
EXAM: Chapter 19 (50 questions)	Deadline: November 7 by midnight) <b><u>(Ch 19 Exam will NOT be available after Nov 7)</u></b>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 20: Radiology and Nuclear Medicine</b></li> <li>• Complete Module 20 Online*</li> <li>• Complete Module 20 Practice Quiz Online*</li> </ul>	November 8 - November 14
EXAM: Chapter 20 (50 questions)	Deadline: November 14 (by midnight) <b><u>(Ch 20 Exam will NOT be available after Nov 14)</u></b>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 21: Pharmacology</b></li> <li>• Complete Module 21 Online*</li> <li>• Complete Module 21 Practice Quiz Online*</li> </ul>	November 15 - November 21

EXAM: Chapter 21 (50 questions)	Deadline: November 21 (by midnight) <u>(Ch 21 Exam will NOT be available after Nov 21)</u>
<ul style="list-style-type: none"> <li>• <b>Read and complete Chapter 22: Psychiatry</b></li> <li>• Complete Module 21 Online*</li> <li>• Complete Module 21 Practice Quiz Online*</li> </ul>	November 21 - November 28
EXAM : Chapters 22 (50 questions)	Deadline: Nov 28 (by midnight) <u>(Ch 21 Exam will NOT be available after Nov 28)</u>
<ul style="list-style-type: none"> <li>• Review Chapters 1, 13 -22</li> <li>• Review Chapter Module Activities*</li> </ul>	November 29 – December 12
Comprehensive Final Exam  (50 questions selected from Chapter 1 & 13 - 22)	Deadline: December 12 (at midnight)  <u>(Final Exam will NOT be available after Dec 12)</u>
You have now completed the course.	<b>Enjoy your holidays!</b>

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

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