



**HPRS 1106  
Medical Terminology  
Fall 2012  
(Web) Syllabus**

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The instructor reserves the right to change any information contained in this document with adequate notice given to the student.

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**COURSE TITLE:** Medical Terminology  
**COURSE NUMBER:** HPRS 1106  
**CREDITS:** 1 sch  
**MODALITY:** On-line  
**START/END DATE:** August 27 – December 14, 2012

**INSTRUCTOR:** Bonnie Israel  
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**OFFICE LOCATION:** 201 W. University Dr.  
Wilkerson Hall, Room 106  
Odessa, TX 79764

**OFFICE HOURS**

M, F	11:00am – 1:00 pm
W	11:00am – 12:00pm
T, TH	4:00pm – 5:30pm

**PRE-REQUISITES**

None.

**REQUIRED TEXTS**

Rice, Jane. Medical Terminology: A Word-Building Approach. 7<sup>th</sup> edition. Pearson/Prentice Hall: 2012.

**COURSE DESCRIPTION**

A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**ICOs**

1, 2, 5

**COURSE OBJECTIVES**

1. Learner will be able to recognize and use the prefixes, suffixes, root words and plurals required for exploration in the scientific and medical fields.
2. Learner will be able to recognize and use the vocabulary words, and the definitions of the vocabulary words, required for exploration in the scientific and medical fields.
3. Learner will be able to recognize and use the abbreviations and symbols required for exploration in the scientific and medical fields.
4. Learner will be able to identify the basic surgical procedures used in the medical fields.
5. Learner will be able to identify the basic medical specialties used in the medical fields.
6. Learner will be able to identify the basic diagnostic procedures used in the medical fields.
7. Learner will be able to identify the basic structure and functions of the eleven organ systems of the human body.

## COURSE EVALUATION

There are 7 Module Exams and a Comprehensive Final Exam covering all of the course material.

7 Module Exams	50%
1 Final Exam	50%

Grades will be based on a percentile scale. At the end of the semester, earned points will be divided by the total number of available points and multiplied by 100 to give a final average percentile score.

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = Below 60%

## SCHEDULE

Medical terminology is not a self-paced course. There are specific due dates for each assignment as outlined in this syllabus and in the course schedule. It is the instructor's responsibility to ensure that Wordlists and Exams are available per outlined in posted schedule. It is the sole responsibility of the student to keep up with Wordlist Schedule and Module Tests.

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
Bio and Contact Information			The student will submit a brief bio with current photo and phone number and an alternative email address (not OC) during the first week of class.
Assignment: Quiz Over Syllabus			Aug. 27 – Sept. 1 (by 9:00 pm)
Module 1	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	Aug. 27 (opens at 8:00 am) – Aug. 30 (closes at 9:00:pm)
Module 1 Exam			Aug. 30 (opens at 9:05 pm) – Sept. 06 (closes at 9:00 pm)
Module 2	Chapters 5, 6, & 7	Chapters 5, 6, & 7	Sept. 06 (opens at 9:05 pm) – Sept. 13 (closes at 9:00 pm)
Module 2 Exam			Sept. 13 (opens at 9:05 pm) – Sept. 20 (closes at 9:00 pm)
Module 3	Chapters 8, 9, & 11	Chapters 8, 9, & 11	Sept. 20 (opens at 9:05 pm) – Sept. 27 (closes at 9:00 pm)
Module 3 Exam			Sept. 27 (opens at 9:05 pm) – Oct. 04 (closes at 9:00 pm)
Module 4	Chapters 10, 12, & 13	Chapters 10,12, & 13	Oct. 04 (opens at 9:05 pm) – Oct. 11 (closes at 9:00 pm)
Module 4 Exam			Oct. 11 (opens at 9:05 pm), – Oct. 18 (closes at 9:00 pm)
Module 5	Chapters 14, 15, & 16	Chapters 14, 15, & 16	Oct. 18 (opens at 9:05 pm) – Oct. 25 (closes at 9:00 pm)
Module 5 Exam			Oct. 25 (opens at 9:05 pm) – Nov. 01 (closes at 9:00 pm)
Module 6	Chapters 17 & 18	Chapters 17 & 18	Nov. 01 (opens at 9:05 pm) – Nov. 08 (closes at 9:00 pm)
Module 6 Exam			Nov. 08 (opens at 9:05 pm), – Nov.15 (closes at 9:00 pm)
Module 7	Chapters 19, 20, & 21	Chapters 19, 20, & 21	Nov. 15 (opens at 9:05 pm) – Nov. 26 (closes at 9:00 pm)
Module 7 Exam			Nov. 22 (opens at 9:05 pm) – Dec. 03 (closes at 9:00 pm)
Comprehensive Final Exam		Chapters 1 - 22	Date: December 07 (Friday) The Final Exam will be on-line. Test will be open from: 6:00 am – 9:00 pm Must be taken during this time. No exceptions.

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.

## **MODULE EXAMS**

The Medical Terminology class is organized into seven learning Modules. Each Module has a **Wordlist**. The Wordlist is a table of material obtained from your Medical Terminology textbook. Each Module Exam will test your knowledge of the wordlist for that Module. Each Module Exam has a specific opening date and closing date. Check the schedule for all open and close dates. Once the Module Wordlist or Module Exam is closed, it will not be re-opened. You **must** open the Module Exam **no later than 9:00 pm of the date listed on the schedule or a grade of zero will be recorded.**

To take a Module Exam, click on the "Test" toolbar and open the exam by clicking on it. Follow the directions from there.

- Once you open an exam, you are committed to completing it.
- Each exam is 'timed,' and to obtain full credit you must complete the exam in 60 minutes or less. You will lose one point for each minute taken over 60 minutes.
- Spelling must be correct in Medical Terminology. No credit is given for any misspelled word.

### **Module Exam Information**

**Questions are displayed one at a time and there will be 100 Questions.**

#### **Instructions:**

- **Displaying the question.** When the exam opens, Question #1 will automatically load and a timer will appear in the upper right hand corner of the test window.
- **Answering the question.** Select your answer to a question by clicking on the empty circle to the left of the answer you choose. When you click the empty circle a green dot should appear in the circle to let you know the selection was entered.
- **Proceeding to the next question.** Clicking the single forward arrow button only one time will cause a new box to appear asking you to confirm question submission; select ok. This will automatically save your answer and advance you to the next question.
- **Going back to the previous question.** If you need to go back to a question, click the single back arrow button.
- **Submitting your completed exam.** After Question 100 (the last question of the exam), you will see a Submit button in the lower right corner of the test window. Click the Submit button only one time to submit the exam.
- **Unanswered Questions.** If you leave any question blank, a new window will appear after you click Submit stating "the following questions may be incomplete". A list of questions which have not been answered will be seen in the window. You will have a choice at this point to answer the unanswered questions or submit the exam with the questions unanswered. Select cancel if you want to answer the questions that were skipped. If you are prepared to submit the exam, select OK. A box will then appear asking you to confirm assessment submission; click OK.
- **Skipping quickly to Question #1 or Question #100.** If at any time during the test you select the double back arrow, you will automatically advance to Question #1. If you select the double forward arrow, you will automatically advance to Question #100. This may be helpful if you have skipped a question and need to advance to the final question to submit the test.
- **Should you use your textbook when taking the exam?**  
When it comes to using your textbook during a Module Exam, you have a choice as to whether you make it an "open-book" or a "closed-book" test. The obvious advantage of making it an "open-book" exam in which you allow yourself the option of referring to your textbook is that you may very well get a much higher test score than if you took the exam as "closed-book." Disadvantages are that you may be less prepared for the final exam (which is "closed-book") and may not know where you are struggling in order to better focus your studies for the final. Remember: The final exam is comprehensive and is 50% of your overall course grade.

## **MODULE TESTS**

- The student will email the instructor outlining the issue **immediately** upon technical problems with Module Tests.
- **If this email is not received immediately, then no reset of the Module Test will be made available.**
- It is strongly recommended that if the student experiences technical problems in Module Tests, he take the exam on-campus on a desktop computer during the second attempt.
- The exam will be reset for a second (and final) attempt on the following **Monday from 6am to 9pm.**
- **If a Module Test is reset, it can only be reset once.**
- **With reasonable exceptions to be determined by the instructor, each student will be limited to a maximum of three Module Test resets throughout the semester, with no more than one reset per Module Test.**

## **FINAL EXAM**

- The Final Exam is comprehensive and will cover all the Wordlists from the seven Modules.
- The Final Exam is "closed book."
- The Final Exam is 200 questions with a time limit of 2 hours.
- The Final Exam will be administered on-line on **Friday, December 07 from 6:00am – 9:00pm.**
- **You must take the exam during this time or you will receive a "0" on your final exam score. No exceptions.**
- On test day, instructor will check email periodically as allowed by his teaching schedule in order to address technical problems with the Final Exam. The Final Exam must be taken on the scheduled date. Technical problems should be emailed to the instructor immediately so the exam may be reset for completion that same day. No exceptions.

## **EXPECTATIONS FOR ENGAGEMENT – Online Learning**

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - getting “kicked off” of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don’t understand; and,
  - access my course several times during the week to keep up with assignments and announcements.

## **COMMUNICATION**

OC policy is that students must use OC email. After the first week of class, emails sent from private email accounts will receive no response. To obtain an OC student email account, go to the OC homepage ([www.odessa.edu](http://www.odessa.edu)), click on “student email,” and follow the instructions.

**When you send me an e-mail, please include in the subject heading all of the following: (a) your full name, (b) your course number and section (e.g., HPRS 1106.WB9), and (c) the subject of the email. Messages without the required information will not receive a timely response.**

**General communication during the course.** In general, emails sent Monday through Thursday will receive a response within 24 hours (except on school holidays). Do not count on communication during the weekend. Emails sent on holidays and weekends will be answered on the “next business day.”

**Specific communication during exam periods.** If you encounter a technical problem during an exam, send me an email **immediately** describing the problem. The exam will be made available as outlined above only if this email is sent to me at this time.

## **STUDENT SUCCESS**

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

## **BROWSERS**

This is a web course. This technology will be utilized for communication, delivery of assignments, and on-line testing.

### **Firefox or Internet Explorer**

Do not use AOL as a browser because it will cause many difficulties when you go to Blackboard to take your tests. You can get online with AOL, but you should then transfer to a different browser. I recommend Firefox. You can download a copy of Firefox (free) from the internet. Click on the FAQs (Frequently Asked Questions) button to learn how.

**Student Grievances.** Student grievances should first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor.

**Special Needs.** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact the Office of Disability Services at 432.335.6861 to request assistance and accommodations.

**Learning Resource Center (Library).** The Library, known as the Learning Resource Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and data bases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

**Student Email.** Please access your Odessa College student email by following the link to either set up or update your account: <http://www.odessa.edu>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Technical Support.** For Blackboard username and password help and for help accessing your online courses and student email account, contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

**Important School Policies.** Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students and instructor's right to academic freedom can be found in the Odessa College Student Handbook.