

Department : Office Systems Technology
Course Title : Medical Terminology 1
Section Name : HITT 1205
Start Date : 08-27-12
End Date : 12-12-12
Modality : Web
Credits : 2

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426

Office Hours: Monday and Wednesday 8 am to 9 am
10 am to 12 pm

Tuesday and Thursday 9:30 am to 11:30 am

Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition/analysis, definitions, spelling, pronunciation and combination of medical terms from prefixes, suffixes, roots, and combining forms; identify correct pronunciation, spelling and definitions of medical terms; and interpret correctly the contents of a written patient scenario

Prerequisites/Corequisites

None

ICO- 1, 2, 3, 4

Course Objectives

- Demonstrate ability to work with diverse groups as a team or individually.
2. Demonstrate knowledge of integumentary system.
 3. Demonstrate knowledge of reproductive systems.
 4. Demonstrate knowledge of mental disorders and pharmacology.
 5. Demonstrate knowledge of nervous system.
 6. Demonstrate knowledge of urinary system.
 7. Demonstrate knowledge of digestive system.
 8. Demonstrate knowledge of respiratory system.
 9. Demonstrate knowledge of lymphatic and immune systems.
 10. Demonstrate knowledge of cardiovascular system.
 11. Demonstrate knowledge of muscular system.
 13. Demonstrate mastery of terminology with a minimum of a least 70 percent accuracy.
 14. Listen and speak well enough to explain procedures.
 15. Acquire and evaluate information.
 16. Communicate written thoughts.
 17. Read patient records.
18. Demonstrate use of correct language skills, grammar, and punctuation.
-

Required Materials

Medical Terminology Simplified 4th Ed
With Term Plus CD and 2 audio CD's
Barbara Gylys
ISBN 0-8036-2302

Course Requirements:

Computer with speakers/microphone (Or headset with microphone if the computer doesn't come with one)
Must have Internet Access
Ability to send/receive email
Ability to browse the internet
Ability to load a program on your own computer from a CD

Media Player (iTunes, QuickTime, Windows Media Player)
 Ability to use Skype/iChat/FaceTime (if you prefer to use this tool for communication)

Test, Vocabulary and Computer Assignments Due Date	Chapter Assigned	Description
Aug 31		Intro
Sept 10	1&2	Introduction/Body Structure
20	3	Integumentary System
30	4	Respiratory System
Oct 10	5	Cardiovascular/Lymphatic System
20	6	Digestive System
30	7	Urinary System
Nov 10	8	Reproductive Systems
17	9	Endocrine and Nervous Systems
30	10	Musculoskeletal System
Dec 7	11	Special Senses
Dec 10	Final	Final

Grading Policy

This class is graded on points system. Here is a breakdown of the points available.

Introduction on Discussion Board 5

Student info sheet 5

Discussion Board 5

Vocabulary 55

Computer 140

Tests 540

Final 256

Total points= 1006

Distribution:

905-1006= A

804-904 = B

704-803 = C

603-703 = D

602 and below= F

Success Coaches: 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.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

You have 5 days from the date that the grades are posted to dispute that grade. After that, I will not change your grade. It is up to you to check your grades weekly to make sure that assignment grades were posted correctly.

Scholastic Dishonesty (directly from the [Student Handbook](#))

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

1. Copying from another student's test paper
2. Using test materials not authorized by the person administering the test
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator
4. Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test
5. The unauthorized transporting or removal, in whole or in part, the contents of the unadministered test
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test
7. Bribing another person to obtain an unadministered test or information about an unadministered test

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

Netiquette & Discussion Expectations

There are definite differences between online classes and traditional classrooms. However, some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and require even more attention. Here are some guidelines which are adapted from Marylhurst University, Portland, Oregon.

Participate. In the online environment, it's not enough to show up during group discussions! Your group needs to hear your voice through your discussions -- to feel your presence, and they especially need your comments to add to the information, the shared learning, and the sense of community in each class.

Be persistent. Remember that we're all working in a fairly new environment. If you run into any difficulties, don't wait! Contact me immediately (see Contact Information above), or check with one of your classmates through Blackboard email/Cyber Cafe. Most problems are easily solved, but we have to hear from you before we can help.

Think before you push the "Send" button. During group discussions, did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.

Be Clear! Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So help us "see" you by explaining your ideas fully.

Ask for feedback! If you're not sure how your ideas and comments will be taken, ask! Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement.

Don't be inappropriate. "Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face-to-face classroom. Any derogatory or inappropriate comments regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you

have concerns about something that has been said, please let your instructor know immediately.

Be Honest. Plagiarism, cheating and other violations of ethical student behavior are serious actions in a learning community. The onus is on the student to understand the meaning of plagiarism, as well as to be aware of its consequences. Students who abuse the online learning system are subject to the OC policies regarding Students' Rights and Responsibilities, and may be removed from the course.

DEPARTMENTAL

POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY:

Class attendance and preparation are essential in order to gain a full understanding of this course.

Student attendance at EVERY class is expected. More than **five (5) absences** will jeopardize your grade. Your final grade average will drop one point for every absence over five.

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 me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

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

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability 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.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

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.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.**