

HPRS 1106 (Web) Syllabus – Spring 2011

Course Duration: Jan. 18 – May 12, 2011
Modality: Online
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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.

Prerequisites: None

SCANS 1

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.

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.

Required Text:

Medical Terminology: A Word-Building Approach. 6th edition, by Jane Rice; Pearson/Prentice Hall, 2008

This textbook is quite good, containing both explicit pictures of certain medical conditions AND an audio glossary on the CD. Be sure to take advantage of this feature. I have also included an external link to a companion website for your textbook. You will find this link under “External Links” on your toolbar. Please, take a moment and visit this website. It has some very useful information. You can find out information about your book and even order one online by going to www.odessacollegebookstore.com

BROWSERS – 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.

COMMUNICATION – must use OC student e-mail

OC policy is that students must use OC e-mail. I cannot and will not be able to respond to private e-mail accounts after the first week of class. Obtaining an OC student e-mail account will only take you a few minutes. Go to the OC homepage and click on student e-mail. Follow the instructions.

When you send me an e-mail please sign your name in full.

General Communication during the course. I check my e-mails Monday through Thursday (except on school holidays). In general, I will respond to e-mails sent Monday, Tuesday, Wednesday or Thursday within 24 hrs. It is not advisable to send e-mails on holidays, Fridays, Saturdays or Sundays since they may not be responded to for several days.

Specific Communication during exam periods. If you encounter a technical problem during an exam, send me an e-mail describing the problem. You can also call my office and leave a detailed message giving your full name and phone number. I will do my best to respond to you quickly and resolve the problem. Please note, however, that I have evening classes from 6:00 to 9:00 pm on Tuesdays and Thursdays and will generally not be available those evenings to respond either by e-mail or by phone.

Should you use your textbook when taking the exam?

When it comes to using your textbook during a Module Test you have a choice as to whether you make it an “open-book” or a “closed-book” test.

The advantage in making it an “open-book” Module Test where you let yourself refer to your textbook for answers is that you may very well get a much higher test score than if you took the test as a “closed-book” test.

The disadvantage in letting yourself take the Module Tests as an “open-book” test is that you will not be prepared to take the Final Exam, which is proctored and no textbooks or notes are

permitted. If you allow yourself to take the Module Tests as “open-book”, then you will never find out what you know and what you don’t know...so you won’t have any direction for what to study to do well on the Final Exam.

Course Requirements: There are 2 Assignments near the beginning of class; 7 Module Tests and a Comprehensive Final Exam covering all of the course material.

This is a web course and we will utilize the technology for communication, delivery of assignments, and on-line testing.

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
1. Who are You			Jan. 18 (opens at 8:00 am) – Jan. 23 (closes at 9:00:pm), 2011
2. Become Familiar with this Website			Jan. 23 (opens at 9:05 pm) – Jan. 30 (closes at 9:00 pm), 2011
Module 1	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	Jan. 18 (opens at 8:00 am) – Jan. 23 (closes at 9:00:pm), 2011
Module 1 Test			Jan. 23 (opens at 9:05 pm) – Jan. 27 (closes at 9:00 pm), 2011
Module 2	Chapters 5, 6, & 7	Chapters 5, 6, & 7	Jan. 27 (opens at 9:05 pm) – Feb. 3 (closes at 9:00 pm), 2011
Module 2 Test			Feb. 3 (opens at 9:05 pm) – Feb. 10 (closes at 9:00 pm), 2011
Module 3	Chapters 8, 9, & 11	Chapters 8, 9, & 11	Feb. 10 (opens at 9:05 pm) – Feb. 17 (closes at 9:00 pm), 2011
Module 3 Test			Feb. 17 (opens at 9:05 pm) – Feb. 24 (closes at 9:00 pm), 2011
Module 4	Chapters 10, 12, & 13	Chapters 10,12, & 13	Feb. 24 (opens at 9:05 pm) – Mar. 3 (closes at 9:00), 2011
Module 4 Test			Mar. 3 (opens at 9:05 pm), – Mar. 10 (closes at 9:00 pm), 2011
Module 5	Chapters 14, 15, & 16	Chapters 14, 15, & 16	Mar. 10 (opens at 9:05 pm) – Mar. 24 (closes at 9:00 pm), 2011
Module 5 Test			Mar. 24 (opens at 9:05 pm) – Mar. 31 (closes at 9:00 pm), 2011
Module 6	Chapters 17, 18, & 19	Chapters 17, 18, & 19	Mar. 31 (opens at 9:05 pm) – Apr. 7 (closes at 9:00 pm), 2011
Module 6 Test			Apr. 7 (opens at 9:05 pm), – Apr. 14 (closes at 9:00 pm), 2011
Module 7	Chapters 20, 21, & 22	Chapters 20, 21, & 22	Apr. 14 (opens at 9:05 pm) – Apr. 21 (closes at 9:00 pm), 2011

Module 7 Test			Apr. 21 (opens at 9:05 pm) – Apr. 28 (closes at 9:00 pm), 2011
Comprehensive Final Exam		Chapters 1 - 22	Where: Room 109 Wilkerson Hall Date: May 6, 2011 (Friday) Times: 2:00 – 4:30 pm or 6:00 – 8:30 pm

Grading Policy:

2 Assignments	10%
7 Module Tests	40%
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%

Each Assignment and Module Test has a specific opening date and closing date. See the “Course Information” page for these dates. You must submit the Assignment or the Module Test no later than 9:00 pm of the date listed on the schedule or a grade of zero will be recorded.

This 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 Test will test your knowledge of the wordlist for that Module. The Module 1 Wordlist will open on the first day of class. The Module 1 Test will open a week later.

Check the schedule for all open and close dates. Remember: once the Module Wordlist or Module Exam is closed, it will not be re-opened.

INSTRUCTIONS FOR TAKING TESTS

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

- Once you open a Test, you are committed to completing the Test.
- Each Test is ‘timed’ and to obtain full credit you must complete the Test in 60 minutes or less. You will lose one-half point (1/2) for each minute taken over 60 minutes.
- Spelling counts in Medical Terminology. No credit is given for any misspelled word.

FINAL EXAM

- The final exam is comprehensive and will cover all the Wordlists from the seven Modules.
- You must attend the final exam in person.

- The final exam will be held on the OC campus in Rm. 109, Wilkerson Hall.
 - The final exam will be proctored and you will not be allowed to use your textbook or notes.
 - The final exam questions will include multiple choice and fill-in-the-blanks.
 - If you live more than 70 miles from the Odessa College campus you may request a travel exemption and take the test at an appropriately proctored facility nearer to your home.
- **You may request a travel exemption by sending me an e-mail before March 18, 2011 with your home address, the distance from your home to OC and the name and address of the high school, community college or University where you propose to take the Final Exam.**
 - **I will send you a return e-mail letting you know if you qualify for a travel exemption.**
 - **If you qualify for a travel exemption you must arrange for a proctor by April 18, 2011 and send me their name, their address, e-mail information and their telephone number.**

Module Test Online Exam Information

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

Instructions:

Log on to Blackboard
 Enter the course name
 Click on the Test tab

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 pervious 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 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.

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 me to discuss your concerns. You may also call the Office of Disability Services at 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 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 assignments or 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 assignments or correspondence will be submitted using your Odessa College email.**

Technical Support: For Blackboard username and password help and for help accessing you 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 students and instructor's right to academic freedom can be found in the Odessa College Student Handbook.