



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

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

COURSE TITLE: Medical Terminology
COURSE NUMBER: HPRS 1106
CREDITS: 1 sch
MODALITY: On-line
START/END DATE: June 04 – August 09, 2012

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PRE-REQUISITES

None.

REQUIRED TEXTS

Rice, Jane. Medical Terminology: A Word-Building Approach. 7th 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.

SCANS

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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.

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
Assignment 1 Who are you?			June 04 (opens 8:00 am) – June 11 (closes at 9:00 pm)
Assignment 2 Become Familiar with this Website			June 11 (opens at 9:05 pm) – June 18 (closes at 9:00 pm)
Module 1	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	June 04 (opens at 9:05pm) – June 14 (closes at 9:00:pm)
Module 1 Exam			June 14 (opens at 9:05 pm) – June 21 (closes at 9:00 pm)
Module 2	Chapters 5, 6, & 7	Chapters 5, 6, & 7	June 14 (opens at 9:05 pm) – June 21 (closes at 9:00 pm)
Module 2 Exam			June 21 (opens at 9:05 pm) – June 28 (closes at 9:00 pm)
Module 3	Chapters 8, 9, & 11	Chapters 8, 9, & 11	June 21 (opens at 9:05 pm) – Feb 28 (closes at 9:00 pm)
Module 3 Exam			June 28 (opens at 9:05 pm) – July 05 (closes at 9:00 pm)
Module 4	Chapters 10, 12, & 13	Chapters 10,12, & 13	June 28 (opens at 9:05 pm) – July 05 (closes at 9:00 pm)
Module 4 Exam			July 05 (opens at 9:05 pm), – July 12 (closes at 9:00 pm)
Module 5	Chapters 14, 15, & 16	Chapters 14, 15, & 16	July 05 (opens at 9:05 pm), – July 12 (closes at 9:00 pm)
Module 5 Exam			July 12 (opens at 9:05 pm) – July 19 (closes at 9:00 pm)
Module 6	Chapters 17 & 18	Chapters 17 & 18	July 12 (opens at 9:05 pm) – July 19 (closes at 9:00 pm)

Module 6 Exam			July 19 (opens at 9:05 pm), – July 26 (closes at 9:00 pm)
Module 7	Chapters 19, 20, & 21	Chapters 19, 20, & 21	July 19 (opens at 9:05 pm), – July 26 (closes at 9:00 pm)
Module 7 Exam			July 26 (opens at 9:05 pm) – August 02 (closes at 9:00 pm)
Comprehensive Final Exam		Chapters 1 - 22	Date: August 09 (Thursday) The Final Exam will be on-line. Test will be open from: 8:00 am – 9:00 pm Must be taken during this time. No exceptions.

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.

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 **Thursday, August 09 from 8:00am – 9:00pm.**
- **You must take the exam during this time or you will receive a “0” on your final exam score. No exceptions.**

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), 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, and (c) the subject of the email. Messages without the required information will receive no response.

General communication during the course. In general, emails sent Monday through Thursday will receive a response within 24 hours (except on school holidays). 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. I will do my best to respond to you quickly and resolve the problem. Please note, however, that I will not be available to you while fulfilling other course responsibilities. For this reason, do **NOT** wait until the last possible moment on the last day to try to complete the exam. If you get locked out for any reason that late in the process, I will not be able to help you, and you will receive a “0.” **No exceptions.**

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.

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.