

New Hampshire Technical Institute  
MEDICAL TERMINOLOGY – 100% Online Course  
HS101-eStart

**Course Description:** A course designed to promote the understanding of the proper use, spelling, pronunciation and meaning of medical terms. This course is designed for the student who is highly motivated, has good organizational and time management skills, self-disciplined and has the ability to adapt to a new learning environment. The course requires the student to have access to a computer with Internet access and a valid e-mail account. E-mail and Internet access and proficiency is required for communication with the instructor, submission of exams and contact with other students participating in the class as desired. The course work must be completed not later than the dates outlined in the course schedule, which is posted on the BlackBoard site.

**Instructor:** Winnona Vachon, MHA, RHIA. CCS, CCS-P  
E-mail: [wvachon@ccsnh.edu](mailto:wvachon@ccsnh.edu)  
Phone: provided on the Blackboard course site

**Course Prerequisites:** None **Credits:** 3

**Required Text:** *The Language of Medicine, 8<sup>th</sup> Edition, Davi-Ellen Chabner, WB Saunders Company*  
*Both the Course Text and a document access code for the modules on Blackboard are required – Please order your textbook from the NHTI Concord Campus Bookstore and ask for the “package for the HS101ZZ on line course”.* This will insure that you purchase the correct text package for the online course. You must purchase a new textbook/access code package since the code is only one-use, [you cannot purchase a used textbook for this course.](#)

**Supplemental Text:** Medical Dictionary of your choice  
Dorlands, Tabors, Stedmans are all excellent dictionaries  
Websites with [free](#) searchable medical dictionaries are listed on Blackboard  
*The Quick Look Drug Book*, current edition, Lippincott is suggested, but not required, may be useful as an additional reference  
Websites with [free](#) drug search information listed on Blackboard  
*Merck Manual*, current edition, suggested but not required.  
*You will find a link to the [free](#) on-line searchable version of this publication on Blackboard*

**Course Objectives:** Upon completion of this course the student will be able to:

- 1) Correctly define, identify, pronounce and spell terminology related to the field of medicine by understanding the construction of terms using prefixes, suffixes and root words.
- 2) Use medical references and other resources to research medical terminology
- 3) Demonstrate understanding and correct usage of medical terminology through identification of terms and phrases utilized in medical reports

**Method of Instruction:** Textbook, chapter modules in Blackboard contain a variety of on-line exercises, on-line videos and pronunciation, a number of online references related to medical terminology are posted on Blackboard for the student's use, self directed study utilizing this syllabus as a guide and materials posted to Blackboard. A CD is provided with the textbook to assist the student with correct pronunciation of the medical terms and to be used as an additional study aid. Instructor interaction is via e-mail or phone on a one-to-one basis. Students may interact with each other via e-mail. Class participants are listed on Blackboard. All exams are completed via the Internet, are timed and can be taken only once; these are the equivalent of the on campus homework assignment for each chapter. Self-study (practice) quizzes are not timed and may be taken more than once if desired to ensure comprehension prior to the required exams.

**Attendance:** The student is expected to complete online class work within the timeframes noted in the assignment schedule (available on Blackboard). Since there are no on-campus classes for this course, it is important to follow the timeframes outlined in the assignment schedule in the same manner you would if attending classes on campus.

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**Method of Evaluation:** Practice quizzes following each chapter/module (a pretest which is not timed & may be taken more than once, to insure your understanding prior to taking the exam for each chapter – the practice quiz grade is not a part of the course grade since it can be taken multiple times)  
Timed exam for each chapter/module (the test of your knowledge of the chapter content, a timed exam which can be taken only once – the exam grade is a cumulative 30% of your grade). If a grade does not appear in your grade book for a timed exam that you have completed please notify me immediately.  
Mid-term and Final examinations (timed and may be taken only once) Each count as 30% of your grade  
Course participation – you are required to access the course within 3 days of the course start date and at least weekly thereafter. Course participation is 10% of your grade.

**Policy for Make-up Quizzes/Exams:** There should be no need for make-up quizzes/exams or other course work since all course material is posted at the beginning of the course.

### Accessing your course and materials:

**Note:** Instructions with your access code may direct you to go to the Elsevier Evolve Learning site; do not follow this instruction – follow instructions listed below:

1. Your student Blackboard (BB) username and password:
  - a. If you have an existing username and password from taking a prior course on Blackboard, please use them to sign on. I will not change them. If you cannot remember your password, at the Blackboard log in page, click Login, enter username, and click “Forgot Password”. The BB system will send an email to the email address you have stored on Blackboard with instructions for creating a new password.
    - i. Go to Blackboard by either [Clicking Here](#) or pasting <http://www.ccsnh.blackboard.com> in your browser
    - ii. Enter your username and password (your user name is your first initial, last name and last 5 digits of your student ID – your user name should look like this jsmith12345 use all small letters, no spaces)
    - iii. If you are unable to access Blackboard, click on the Distance Learning Support Center on the log on page. If you are unable to access the course contact me immediately by email
  - b. If you are new to Blackboard, [Click Here](#) for the Distance Learning Support Center or paste <https://supportcenteronline.com/ics/support/default.asp?deptID=4208> in your browser
2. Access NHCTC System Online Learning website by [Clicking Here](#) or paste the following in your browser
  - a. <http://www.ccsnh.edu/distancelearning/index.htm>
    - i. Student Guide to Online Learning
    - ii. Hardware and Software necessary to use Blackboard 6
    - iii. Essential Instructions for Blackboard
    - iv. What Makes s Successful Online Student?
    - v. Self evaluation for Potential Online Students
    - vi. Online courses offered for current semester and associated dates
    - vii. Library resources for all colleges

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Once logged on follow the steps listed below:

1. Go to "Start Here"
  - In this location is information to help you find your way around the site.
  - Remember to scroll down to the Scavenger Hunt quiz and take the quiz after you've looked around the site and reviewed the syllabus. The Scavenger Hunt counts as Bonus Points in your final course grade.
  - I have also posted under "Managing Your Time" a study schedule developed by a previous student.
2. Go to "Student Tools" button. Click "Personal Information"
  - Verify that your e-mail address is correct – this is a very important step since all communication will be through e-mail. Your e-mail address will be your NHTI student e-mail unless you have a preferred e-mail that you would like to use instead of the ccsnh.edu address.
3. Go to "Course Documents" button.
  - You will be asked to enter your "keycode" or "access code". This is different than your Blackboard sign on. It can be found in the shrink-wrapped textbook package. This is one sheet of paper – use care when opening your textbook that you do not discard the code. Once you enter it you will have access to all the course modules, quizzes and exams. You will not be asked to enter this code again
  - Click on Course Orientation - Click the + to expand the threads and select the section titled "Plug Ins". This contains setup information that will check your computer to make sure you have all the applications necessary to utilize all functions of the course (Adobe Reader for the .pdf files; Quick Time for the videos, Shockwave for the audio). It will also give you directions to make sure your display is set correctly so that you can see all the information on your screen and don't have to scroll back and forth.
  - Read the remaining information in the "Course Orientation" section
  - Read the information titled "Before you begin your modules"
4. Go to "Course Syllabus"
  - Be sure to open, read and/or print the Course Assignment Schedule. Pay particular attention to the dates and when you are required to get your chapters/modules completed.
  - Course expectations for timely completion of course work are no different than if you were in a classroom, with the exception that you have the opportunity to move forward to other chapters if you finish one early.
  - Open and read the Syllabus so that you are clear as to the expectations of the course.
5. If after doing all this, you still have questions be sure to contact me sooner than later – don't procrastinate.

### Course Evaluation

At the end of the course please click on the "Course Evaluation" button. This is an important step in insuring that this course, and I as the instructor, is meeting your needs. The results of this survey are available to me in a summary format – I do not know who said what and there is no impact on your grade. I do pay attention to the suggestions you make about improving the course or what you liked about it. Suggestions from prior students have been instrumental in improving the quality of the course presentation, so please take the 15 minutes or less that it takes to answer the survey --- your opinion is valuable and it counts.

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## ∞ NHTI ACADEMIC AFFAIRS NOTICES ∞

### COURSE DROP/WITHDRAWAL AND REFUND

A course must be dropped by notifying the Registrar's Office (for day classes) or the Division of Continuing Education (for evening classes) prior to the end of the eighth calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a DROP form to the Registrar's Office but no refund will be granted. Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a grade of "F". Officially dropping a course prior to the completion of 60% of the scheduled duration of a course will result in a grade of "W". After that time, a grade of "WP" or "WF" will be issued depending on the student's standing at the time of the drop. Note: Dates are prorated for courses offered in an alternative format; contact the Registrar or Division of Community Education for details. Dates for the 2009-2010 Academic Year are as follows:

	<u>Fall 2009</u>	<u>Spring 2010</u>
Last day to drop with a full refund	<i>September 8*</i>	<i>January 26 *(except on line)</i>
Last day to withdraw with a grade of "W"	<i>November 4</i>	<i>March 29</i>

### CLASSROOM ETIQUETTE

Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that supports effective instruction. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior in the classroom may compromise the learning and performance of all students present. Such inappropriate behaviors include, but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones, computers (other than for legitimate academic use), iPods (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the Student Code of Conduct, published in the NHTI Student Handbook and are subject to sanctions as described therein for any violations.

### CIVIL RIGHTS/EQUITY ISSUES (discrimination and harassment)

NHTI – Concord's Community College does not discriminate in the administration of its admissions, educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, or marital status. The college is sensitive to the fear and/or embarrassment an individual may experience in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the Civil Rights/Equity Coordinator (Kathleen Dotter, North Hall Room N106, [kdotter@ccsnh.edu](mailto:kdotter@ccsnh.edu) 271-6960) or other Institute representative.

### THE LEARNING CENTER

The Learning Center, located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The LC offers peer tutoring in most subjects; professional drop-in tutoring in writing, math, study skills & critical reading, and A&P/biological sciences; Disabilities Services; and a computer learning lab. For more information, call 271-7725 or check the LC web site.

### DISABILITIES SERVICES

Students with documented disabilities are eligible to receive reasonable accommodations that address individual learning needs. To receive services, students must contact the Coordinator of Disabilities Services, whose office is in the Learning Center. For details, please refer to the *Policies and Procedures Manual for Services Available for Students with Disabilities*, which is available in print and on the NHTI Web site ([www.nhti.edu](http://www.nhti.edu)).

Students with documented disabilities should be aware that simply noting in writing or in discussions with faculty that one's disability affects academic skills does NOT constitute formal disclosure of a disability. Once a student develops a Reasonable Accommodation Plan (RAP) with the Coordinator of Disabilities Services, that student is responsible for discussing the RAP with the instructor. Students should make requests for specific accommodations at least one week prior to when the accommodations are needed. Call Beverly Boggess at 271-7723 or e-mail her at [bboggess@ccsnh.edu](mailto:bboggess@ccsnh.edu) for more information

### CROSS-CULTURAL EDUCATION and ENGLISH-for SPEAKERS-of-OTHER-LANGUAGES (ESOL) SERVICES

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The Director of Cross-Cultural Education and the ESOL Coordinator, located in Sweeney Hall, Room S301, work together to provide the tools necessary for successful integration of cultures, whether for academic or business purposes. Students may arrange to take the TOEFL exam or the institutional ESOL assessment test at NHTI to allow for appropriate course registration and ESOL course placement. ESOL courses are offered for college credit throughout the year. A gradual merging process allows students to take ESOL courses and courses required in the chosen program simultaneously. Individual tutoring in ESOL and other test-taking accommodations can be arranged through the ESOL Coordinator. Programs are also offered that assist members of the international and immigrant communities to better understand American culture and that help the community develop awareness and understanding of the growing diversity of our communities. Call 271-8928 for more information.

### PLAGIARISM/CHEATING POLICY

As stated in the Student Handbook: Honesty is expected of all NHTI students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. *Cheating* includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as *facilitation*). *Plagiarism* includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.

Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate.

### CANCELLATION/DELAYED START OF CLASSES

When the President deems it prudent to cancel all classes at the college, the announcement will be made on WMUR-TV, Channel 9. In addition, the announcement will be made on local radio stations and posted to the NHTI Web site, where it will scroll across the top. Students checking the Web page for cancellation announcements should be aware that the page must be repeatedly "refreshed" to obtain the latest information.

Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 AM, the student should come to that class at 10:00 AM for the remaining 50 minutes of class; classes that are normally completed before 10:00 AM would be cancelled.

### GRADE REPORTING

Faculty submits grades electronically to the Registrar's Office within a few days following the end of each final exam period. FINAL GRADES ARE NOT MAILED to students. It is the student's responsibility to review his/her final grades via the Student Information System as soon as grades are available. Students who receive an "I" (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved "I" grades will convert to an "F" (Failing) grade automatically at the end of the third week of the following semester. A grade of Incomplete will place a student's financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full "Incomplete Grade Policy."

### STUDENT ATHLETES

NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team MUST provide each of their instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing, or other sorts of accommodations related to the team schedule. This documentation must be presented in advance of any special requests.

Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as

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clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

### STUDENT EMAIL

Official Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for ALL of your electronic communication with the college. This practice will ensure that all students are able to comply with the email-based requirements specified by faculty. Students are responsible for checking their official student email regularly and reading college-related communications. The electronic mail system is college property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

**Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college's Web site at: <http://www.nhti.edu/academics/academicrequirements.html>**