NHTI SYLLABUS

Department Course Number __HS-101 ES__
Course Title __Medical Terminology________________

Semester __Fall 2013________________
Web Site __www.nhti.edu______________________

Class Sessions __0__ Online Sessions __14__
Contact Hours per Week __n/a__ Credits __3__

Instructor __Martin Jean, N.R.EMT-P, MEd.__
E-mail __mjean@ccsnh.edu_____________________

Required Texts and Materials:

Davi-Ellen Chabner The Language of Medicine, 10th Edition, WB Saunders Company, St. Louis, MO (ISBN numbers may vary)

Both the Course Text and a password for access to the modules on Blackboard are required – You must tell the bookstore that you are taking the 100% online version of this course to ensure your purchase includes the text and access code combination package.

Supplemental Texts and Materials (Optional):

Medical Dictionary of your choice:
Dorland’s, Taber’s, and Stedman’s are all excellent dictionaries
Websites with free searchable medical dictionaries are listed on Blackboard

Drug Reference of your choice: (suggested as useful reference but not required)
The Quick Look Drug Book
Merck Manual (Link to the free on-line searchable version of this publication on Blackboard)
Websites with free drug search information are also listed on Blackboard

Catalog Description:

This 100% online course is designed to promote the understanding of the proper use, spelling, pronunciation, and meaning of medical terms and abbreviations. This course is best suited for students who are highly motivated and self-disciplined, have good organizational and time management skills, and have the ability to adapt to the online learning environment. The course requires students to have use of a computer (and speakers) with internet access and a valid NHTI e-mail account. Proficiency in using e-mail and the internet is required for completion of learning modules, submission of exams, and communication with the course instructor and other students participating in the course.

Course Purpose Objectives:

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

- Describe the construction of medical terms by conveying an understanding of prefixes, suffixes, root words, and their combining forms
- Correctly define, identify, pronounce, and spell terminology related to the field of medicine
- Demonstrate understanding and correct usage of medical terminology through identification of terms, phrases, and abbreviations utilized in medical reports
- Use medical references and other resources to research medical terminology
Instructional Methods:

This course offers a variety of delivery methods suited for 100% online learning experiences. The core of the course is primarily driven by self-directed study utilizing a syllabus guide to scheduled weekly learning activities posted on Blackboard. The course cartridge supporting weekly lessons is designed to meet the needs of all types of learners by utilizing a wide variety of instructional methods which include:

- Online lecture in the form of self-paced audio and visual modules complimented by a student workbook and CD
- Online discussion and interaction
- Review exercises including fill-ins, labeling, video exercises, game playing, and practice quizzes
- Practical application with the incorporation of scenarios, medical cases, vignettes, and audio pronunciation guides

Course Assessment Methods:

- Attendance by completing weekly course assignments are tied to course grade
- Timed exams from the correlating course cartridge will be administered following each lesson
- A one-time cumulative final exam will be administered at the end of the course

Grading System:

- Attendance / Participation See Attendance Policy
- 18 Course Cartridge Exams* 80%
- 1 Cumulative Final Exam 20%
- Course Evaluation Must be completed in order to successfully pass this course
- Enrichment / Extra Credit See Enrichment guidelines following “Semester Schedule” section

Cut scores for grading are listed below. Students are responsible for monitoring their own progress.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
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<tr>
<td>B-</td>
<td>80-83</td>
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<td>C+</td>
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<td>D+</td>
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<td>D</td>
<td>64-66</td>
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<tr>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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</tbody>
</table>

*Required for course grading purposes. Do not open any module exam until you are prepared to take it. Once, opened, you are committed to take it and will be forced to complete it under a time limit. Module quizzes, on the other hand, are not a course requirement, do not count toward course grading, serve only as practice quizzes, and can be taken multiple times over.

Also Note: Within each module, you may find references to exercises you are directed to submit to the course instructor or answers to questions to submit on the discussion board. Neither of these are requirements for the course. Please disregard those instructions.

Course Policies and Procedures:

**Attendance:** Credit for this course is based on the minimum number of planned contact hours it should take for students to satisfactorily complete each week’s online lesson. On-line attendance will be tracked by evidence of the completion of weekly exams corresponding to weekly lessons and their due dates. Failure to confer with the course instructor in advance regarding online course absences or online lapses in deadlines will translate into no credit for any missed work. For other information on the college’s attendance policy, please refer to that section outlined in the Student Handbook.
**Computer Crashes and Printer Mishaps:** Technology is great when it works. Sometimes it doesn’t. Plan your time well so that you are not faced with such a problem the night before something is due. Assignments may be submitted early or ahead of schedule. No late work will be accepted.

**Make-Up:** There should really be no need for make-ups since the course is designed to be completed at the student’s pace within a defined beginning and ending time frame for each lesson. Make-ups will only be administered if the student makes arrangements with the instructor prior to or on the original day that the item is due. Make-ups should be completed within one week of the item’s original due date, unless alternate arrangements have been made. Make-ups will not be permitted beyond the time of the final exam. Lack of follow-up by the student to complete make-ups accordingly will result in an issued score of 0 for each missing gradable item. No late work will be accepted.

**Homework:** Students are expected to complete all course work within the timeframes noted in this syllabus and as also posted on Blackboard under each week listed. Because this is a 100% online course, it is important to follow the timeframes outlined in the semester schedule much in the same manner as you would if attending classes on campus. Module exams not submitted by their deadlines will result in no credit and a posted grade of 0 will automatically be posted in the grade book. No late work will be accepted.

**Academic Honesty:** Honesty is expected of all students. For further information, please see the Student Handbook.

**Semester Schedule:** (Note: For recommendations on how to best budget your time for this course, please refer to the FAQ’s section posted on this course site)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING ASSIGNMENTS</th>
</tr>
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<tbody>
<tr>
<td>September 4</td>
<td>Course Introduction</td>
<td>Chabner, Chapter 1</td>
</tr>
<tr>
<td></td>
<td>Basic Word Structure</td>
<td>Chabner, Chapter 2</td>
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<td></td>
<td>Terms Pertaining to the Body as a Whole</td>
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<td>September 11</td>
<td>Suffixes</td>
<td>Chabner, Chapter 3</td>
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<tr>
<td></td>
<td>Prefixes</td>
<td>Chabner, Chapter 4</td>
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<td>September 18</td>
<td>Digestive System – Terms and Abbreviations</td>
<td>Chabner, Chapters 5 &amp; 6</td>
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<tr>
<td>September 25</td>
<td>Urinary System – Terms and Abbreviations</td>
<td>Chabner, Chapter 7</td>
</tr>
<tr>
<td>October 2</td>
<td>Female Reproductive System - Terms and Abbreviations</td>
<td>Chabner, Chapter 8</td>
</tr>
<tr>
<td>October 9</td>
<td>Male Reproductive System – Terms and Abbreviations</td>
<td>Chabner, Chapter 9</td>
</tr>
<tr>
<td>October 16</td>
<td>Nervous System – Terms and Abbreviations</td>
<td>Chabner, Chapter 10</td>
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<tr>
<td>October 23</td>
<td>Respiratory System – Terms and Abbreviations</td>
<td>Chabner, Chapter 12</td>
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<tr>
<td>October 30</td>
<td>Cardiovascular System – Terms and Abbreviations</td>
<td>Chabner, Chapter 11</td>
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</tbody>
</table>
November 6  Musculoskeletal System – Terms and Abbreviations  Chabner, Chapter 15
November 13 The Skin and Sense Organs – Terms and Abbreviations  Chabner, Chapters 16 & 17
November 20 Endocrine System – Terms and Abbreviations  Chabner, Chapter 18
November 27 Blood System – Terms and Abbreviations  Chabner, Chapter 13
Lymphatic & Immune Systems – Terms and Abbreviations  Chabner, Chapter 14

December 4  FINAL EXAM – Taken On-line – Due no later than December 6th

Note:  This schedule is subject to reasonable modification by the instructor in response to the needs of the class. Changes will be communicated in a timely manner.

Enrichment / Extra Credit Guidelines:  The scope of this course covers a review of systems up through Chapter 18. The remaining four chapters are dedicated to specialty areas and students are invited to complete any number of these four modules for extra credit. Two points for each successfully completed “enrichment” module (with exam grade of 60 or better) will be added to your overall course grade. Exam grades for these chapters will not count against your final grade but rather, can only add to your grade. As with all chapters, these exam grades will automatically be entered into the Blackboard grade book. These chapters may be completed at any time during the course but before administration of the final exam. You may elect to complete any enrichment chapter(s) of your choosing or none at all. Enrichment chapters include the following:

- Cancer Medicine  Chabner, Chapter 19
- Radiology and Nuclear Medicine  Chabner, Chapter 20
- Pharmacology  Chabner, Chapter 21
- Psychiatry  Chabner, Chapter 22

Academic Affairs Notices:  Please read the “Academic Affairs Notices” found on the link under the button “Syllabus.”