

GRAYSON COLLEGE

16 Week Medical Terminology

Course Syllabus

Course Information

HPRS 2302, Medical Terminology, ??? Semester, 3 hours credit

Type of Course/Delivery Mode/Testing Requirements

Internet Class, delivered online, no on-campus testing required

Professor Contact Information

Steve Davis, (H) 940-315-4689, (C) 940-231-0289,

E-mail: (if you need to email me PLEASE use the email function in Canvas)

Office Hours: No campus office. I will visit with any of you, one-on-one, by appointment via “Course Chat”, course email or by phone numbers provided (PLEASE, no calls before 7 AM CST or after 10 PM CST. My wife is not a morning person and if you call too early she might not be nice to you as this is how she is with me when I wake up all happy and animated in the mornings.)

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Basic keyboarding and computer skills

Course Description (3-0-3)

A study of medical terminology, word origin, structure, and application with an emphasis on building a professional vocabulary required for employment within the allied health care field. 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.

Student Learning Outcomes (Below are the course outcomes – see each chapter for more specific learning outcomes)

- Build a comprehensive medical vocabulary
 - Apply guidelines for medical term formation, pronunciation, and spelling
 - Define and use medical word elements
 - Use commonly-used medical abbreviations and eponyms correctly
 - Identify directional terms associated with the body
 - Explain terms used in documenting patient wellness
 - Identify commonly used pharmaceuticals
 - Identify medical laboratory procedures associated with specific body systems
 - Identify diagnostic procedures associated with specific body systems
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Required Materials – absolutely mandatory as you will need this to be able to access the “Check Yourself” weekly activities as well as the unit exams and the final.

Cengage Unlimited Access – If you only wish to have access to the course material for the spring purchase **Cengage Unlimited, 1 term (4 months), 1st Edition (ISBN – 9780357700006)**. You can purchase either **Cengage Unlimited, Multi-term (12 months), 1st Edition (ISBN – 9780357700013)** or **Cengage Unlimited, Multi-term (24 months) 1st Edition (ISBN – 9780357700020)** if you will be using ANY Cengage textbooks during the next year or two. Cengage Unlimited provides access to all learning material for ANY course that is using a Cengage published textbook.

Access to a computer with Microsoft Word and Internet.

If you do not have a personal computer and need to use Grayson College Library computers, check with the library for available days and hours.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework. (This should not be an issue with this class since it is 100% online). The following is a tentative schedule for the semester. Any changes will be communicated to the student through Canvas.

Week	Date	Topics
1	???	Introductions (go to Discussion Board)
2	???	Chapters 1-2
3	???	Chapter 3
4	???	Chapter 4 Discussion 1
5	???	Chapter 5 & Unit Exam 1
6	???	Chapter. 6
7	???	Chapter 7 Discussion 2
8	???	Chapter 8
	???	Spring Break (If applicable)
9	???	Chapter 9 & Unit Exam 2
10	???	Chapter 10 Discussion 3
11	???	Chapter 11
12	???	Chapter 12 & Unit Exam 3
13	???	Chapter 13 Discussion 4
14	???	Chapter 14
15	???	Chapter 15 & Unit Exam 4 Discussion 5
16	???	Comprehensive Final Exam

- Unit Exam #1**, Dates, Chapters 1-5
- Unit Exam #2**, Dates, Chapters 6-9
- Unit Exam #3**, Dates, Chapters 10-12
- Unit Exam #4**, Dates, Chapters 13-15
- Comprehensive Final Exam**, Dates, ALL Chapters

ALL exams will consist of 100 multiple choice/matching questions.

All tests and discussions are through Canvas and grades are posted in Canvas

Grading

The final grade will be determined by averaging the grade for each of the areas below and using the following percentages of that average grade:

Check Yourself Assignments/Quizzes	10%
Discussions	5%
Unit Exams	55%
Comprehensive Final Exam	30%

Grade Scale:

- A= 100% to 89.5%
- B= 89.4% to 79.5%
- C= 79.4% to 69.5%
- D= 69.4% to 59.5%
- F= 56.4% and below

Methods of Instruction

- Read the textbook as assigned and complete assignments
- Contact the Professor for questions via Canvas Inbox
- Post questions/comments on the Canvas Discussion Board

Course & Professor Policies

Missed exams—If an exam is missed because of a verifiable excused situation, you will be allowed to make-up the exam. This is at the discretion of your professor.

Extra Credit—There is no extra credit available for this course.

Attendance/Participation—Students are expected to participate in online classes just like you would if it were a face to face class. There are assignments due every week. The professor is required to submit your attendance in the course on a weekly basis. In order to

be counted as attending for the week, the student must have completed the assignments due that week. Attendance is not part of the course grade.

GC Attendance Policy

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-semester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course.

Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Attendance in this online course is based upon submission/completion of identified activities. There is something due EVERY week of the semester. If you have not completed the material due for the week you will be counted as absent.

Student Conduct & Discipline

Students are expected and required to maintain online decorum that includes respect for other students and the professor. Students are expected to have regular attendance, and an attitude that seeks to take full advantage of the educational opportunity. Any behavior that disrupts the learning environment will not be tolerated.

Student conduct in an Internet course is expected to be the same as for a face to face class. Each student should always show respect and consideration for other students in the class and for the professor.

Netiquette rules are posted in Canvas Modules Area.

Additional Explanations

Communication: Communication between the professor and students will primarily be through the course site in GC Canvas. Frequent announcements, comments in the course discussions, and responses to Canvas Inbox, will be provided regularly. Students will primarily communicate with one another through the course discussions tool. Students will be required to post discussions regularly in the Discussions area.

Participation: In an online course, regular routine participation is extremely important and requires self-discipline. Online participation is assessed through a variety of methods including timely submission of assignments in Canvas, posting on the Discussion Board, as well as logging in and checking the course site regularly.

Monitoring online activities: Online course activities will be monitored through a variety of methods including active participation by the professor in various course areas as well

as utilization of the Course Tracking tool in GC Canvas. The Course Tracking tool provides detailed statistics for each student for various activities in the course.

Standard of appropriate online behavior: All students are expected to be polite and respectful. It is not only common sense, but also obligatory for a productive and supportive online environment. Do not use offensive language. Adhere to the same standard of behavior online that you follow in real life. Failure to do so could result in being denied access to your online class.

Level of technical competence— Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GC Canvas. Software requirements include Google Chrome or Firefox web browser (**Canvas does not work well with Internet Explorer**), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. No other software is necessary.

Technical breakdowns: Please do not wait until the last minute to submit assignments! Allow enough time before the due date and time to submit your assignments. Should there be a technical problem, first try to resolve the issue with the Canvas Help Desk. Next notify the professor (before the assignment is past due) via Canvas Inbox if possible, external e-mail if Canvas is not functioning or via my home/cell phone. If you are having computer or internet issues remember the campus has several computer labs available. Also, free Wi-Fi is readily available in many locations. Be resourceful.

On-campus meeting requirements: There will be no required on-campus meetings or testing. All assignments will be completed in Canvas.

Academic honesty enforcement: Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and professors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veteran's status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator 903.463.8714
 - Brad Bankhead, Title IX Deputy Coordinator 903.415.2601
 - Mike McBrayer, Title IX Deputy Coordinator 903.463.8753
 - Jennifer Becherer, Deputy Title IX Coordinator 903.463.8648
 - Barbara Malone Sexual Misconduct Liaison 903.463.8695 or 903.463.8730
 - Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
 - GC Police Department: 903.463.8777 (Main Campus) 903.415.2501 (South Campus)
 - GC Counseling Center: 903.463.8695
 - For Any On-campus Emergencies: 911
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Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>