

## BOTE 171 Medical Terminology 4 Credits

### Course Description

Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. Study of the location, functions, and terminology of the organs of the various systems of the body

### Required Text

***Medical Language Immerse Yourself, 3rd Edition.*** Turley, Susan M., Pearson Education Inc. This textbook is bundled with an access code specific to NDSCS so it must be purchased from the NDSCS bookstore to access textbook resources.

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or [coleen.thoe@ndscs.edu](mailto:coleen.thoe@ndscs.edu)). You may also visit the NDSCS Bookstore web site at [www.ndscsbookstore.com](http://www.ndscsbookstore.com) and search for book information by class by clicking the "Textbook" tab.

### Course Objectives

At the conclusion of this course, the student will be able to:

- Define the medical meaning of prefixes, suffixes, and combining forms for each body system.
- Apply knowledge of the meanings of word parts to build medical words.
- Analyze the meaning of medical words by breaking down word parts for various body systems.
- Use the correct plural, singular, and adjective forms of medical words.
- Interpret medical words in the context of medical reports and health records.
- Pronounce and spell medical words correctly for various body system.
- Translate common abbreviations, acronyms, and slang terms for each body system.

### Course Policies and Procedures

#### Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the [Computer Access Policy](#) to learn how you can take a proactive approach to your online success.

#### Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at [www.ndscs.edu/online-attendance](http://www.ndscs.edu/online-attendance).

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

## Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

## Assignments

A course schedule of assignments is posted under the Course Home within the online course. Assignments are expected to be submitted by the dates on the course schedule. If extenuating circumstances prevent you from following the schedule, it is the responsibility of the student to communicate with the instructor. Supporting documentation may be requested, and makeup work is at the discretion of the instructor. Students not completing content items by the due date in the schedule will not receive credit.

Each unit may consist of a combination of both online and offline reading and homework assignments, web based lecture, worksheets, study tools, quizzes, discussions, exams, and any other practical applications as determined by the instructor. Detailed information will be found in the assignment content item of each unit.

## Grading Scale and Policies

Letter grades will be awarded as follows:

LETTER GRADE	PERCENT
A	94-100%
B	86-93%
C	78-85%
D	70-77%
F	Below 70%

- A grade of a C (78%) or higher for the final course grade is required in some of the allied health programs, or the course will need to be repeated. Check the policy in your particular program with the program director.
- Homework assignments will be made, due dates assigned, assignments evaluated, and points assigned based on a point value indicated in the course at the beginning of the assignment and in the gradebook.
- The instructor reserves the right to add, change, revise, or delete any part of a unit as necessary to accomplish the objectives of the course.
- Regular participation is encouraged and expected.
- Late assignments are not accepted and will result in 0 points being awarded. Makeup work is at the discretion of the instructor.
- Homework assignments are allowed to be submitted only once unless otherwise indicated.
- The instructor will verify computer scored answers and award the correct number of points earned.
- Please do not contact the instructor for verification of points earned until the instructor notifies you via announcements/email that grades for a particular unit are posted.
- Each unit in this course will have an exam per the course schedule. The final exam will be comprehensive.

- When rubrics are used to grade an assignment, they will be posted with the assignment.

## Exam Proctor

To promote course integrity, to prepare you to follow a professional codes of ethics, and because you may write a certification examination upon completion of your program, it is essential that you follow this rule to be successful.

An examination proctor is required, and the proctor form must be completed, and approved by your instructor prior to the first exam. Access the Proctor Form in the Course Home.

Each exam must be taken in the presence of your approved proctor without use of any textbook, notes, internet web sites, etc.

- Exam Guard must be downloaded onto the testing computer prior to taking any exams.

Traditional on campus sections of this course will be proctored by their classroom instructor

## Submitting Assignments

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor to make other arrangements.

## Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

## Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at [www.ndscs.edu/lt-Setup](http://www.ndscs.edu/lt-Setup). If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or [ndscs.servicedesk@ndscs.edu](mailto:ndscs.servicedesk@ndscs.edu).

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the “preferred” box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

## **Academic Integrity**

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or [College Catalog](#) under College Policies and Basic Regulations of Conduct (page 32).

## **Types of Misconduct**

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

**Fabrication:** Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

**Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

## **Disabilities and Special Needs**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

## APPENDIX A ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved.** In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.
3. **Share tips, helps, and questions.** For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.
4. **Think before you push the Send button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Consider the context.** Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.
6. **Ask for feedback.** Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.
7. **Act with respect.** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.
8. **Exercise integrity.** Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.
9. **Recognize the consequences.** Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

\*Adapted with permission from Dr. C. A. Keller, San Antonio College