

**Medical Terminology**

**COURSE:**  HMDT 1170 MEDICAL TERMINOLOGY (online course)

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 1/0/1

**CONTACT HOUR (Lecture/Lab/Total):** 15/0/15

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

**PREREQUISITES:** None

## LEARNING OUTCOMES:

Upon completion of this with a minimum of 70% accuracy, the student will

1. Identify medical terms by analyzing their components.
2. Define medical prefixes, root words, suffixes, and abbreviations.
3. Combine prefixes, root words, and suffixes to develop medical terms.

**ASSESSMENT MEASURES:** Student assessments will be based upon tests, quizzes, classroom activities, lab activities, projects, homework

## TEXTBOOK/S:

FA Davis, Medical Terminology in a Flash with learning language lab. ISBN: 978-0-8036-8953-4

Dean Vaughn – online. Cost is with student fees

**SUPPLIES AND EQUIPMENT:**

Respondus LockDown Browser Download

<https://download.respondus.com/lockdown/download.php?id=754648385> (Links to an external site.)

**System Requirements for LockDown Browser**

Operating Systems

· Windows: 10, 8, 7

· Mac: MacOS 10.15 to 10.12, OS X 10.11, OSX 10.10 · iOS: 11.0+ (iPad only). Must have a compatible LMS integration. Details (Links to an external site.).

Memory

Windows: 75 MB permanent space on the hard drive

Mac: 120 MB permanent space on the hard drive

Chromebook: Some Chromebooks may support Respondus LockDown Browser; however, some do not, so please make sure if you are planning to use a Chromebook that it will support all functions required as above.

***Browser Requirements***

LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that is already installed.

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress
2. Discuss topics and issues with fellow students
3. Turn in assignments, quizzes, and tests
4. Check for any updates, changes or alterations to the course
5. Access all course materials to include presentations, assignments, quizzes, and tests.

**Grading Requirements:** Students must complete this class with a 70% or better competency to obtain credit for this class.

**Grading Scale:**

90-100 A

80-89 B

70-79 C

60-69 D

59-Below F

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **10/29/2021**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)