



MEDICAL TERMINOLOGY I HIM 111-35/36 Online

INSTRUCTOR INFORMATION

Name: Toni Bowman
Email: tbowman@nr.edu
Office: Online
Office hours: Virtual

COURSE DESCRIPTION

Description: Introduces the student to the language used in the health record. Includes a system-by-system review of anatomic disease, and operative terms, abbreviations, radiography procedures, laboratory tests, and pharmacology terms.

Credits: 3
Submissions: 31
Online Activities: Required

COURSE MATERIALS

Textbook: Comprehensive Medical Terminology, 4th Edition, written by Betty Davis Jones and published by Delmar Cengage Learning.

Note: NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

Additional resource materials for some NRCC classes can be found on the NRCC Web-based learning site at www.nr.edu/learninglinks.

The Student's Guide to Distance Education is available at <http://www.nr.edu/de/pdf/stuguide.pdf>.

I. COURSE INFORMATION

Prepared By: Toni Bowman/Debbie Bond

Approved By: Mr. Dan Lookadoo

A. INTRODUCTION

This is a Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

B. COURSE OBJECTIVES

Objectives are listed at the beginning of each chapter. This semester, we will be using the basics of medical terminology (roots, prefixes, suffixes) as they are applied to the various body systems and specific areas of medicine. We will identify and learn practical applications and use of the roots, suffixes, and prefixes pertaining to medical terminology.

1. Definition of medical terms (breaking the terms down into their components) used in reference to each system or medical specialty.
2. Abbreviations used in referring to each system or medical specialty.
3. Correct spelling of medical terms.
4. Selected case studies concerning areas of study.
5. Structure and function of the Integumentary, Skeletal, Muscular, Nervous, Blood & Lymphatic, Cardiovascular, Respiratory, Digestive and Endocrine Systems.
6. Description of major disorder of the above-listed systems and treatment of these disorders.
7. Review of diagnostic procedures and treatments related to system specific areas in medicine.

C. COURSE CONTENT

In HIM 111, the student will complete the following:

Introductory Email
Comprehensive Medical Terminology Chapters 1-14 (Review Sheets and Chapter Tests)
Proctored Exams (3)

D. GRADING/EVALUATION

There is no final exam. The student is finished with the course upon completion of assigned chapters and exams.

In order to receive a final grade in HIM 111, the student must complete all assigned chapters and assignments. If all work is not completed, a grade of "F" will be given unless there are mitigating circumstances to warrant an "I" (incomplete) grade. After all work is completed, the HIM 111 student will receive a grade of A, B, C, D, or F, which will be based on the following components of the course:

Introductory Email	5% of grade
Chapter Review Sheets	10% of grade
Chapter Tests	20% of grade
Proctored Exams	65% of grade

E. WITHDRAWAL POLICY**Student Initiated Withdrawal Policy**

A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of "W" implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
- c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Student Services.

Instructor Initiated Withdrawal

Students who have not attended class or picked up/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable. Students who fail to submit work by the deadlines will be withdrawn after they have missed two assignment deadlines. Students who

are withdrawn in this manner after the withdrawal date set each semester receive a grade of “F” in the course.

F. CHEATING/PLAGIARISM POLICY

Cheating will not be tolerated. Students who are found cheating on any required work will receive a grade of “F” for the semester. Cheating includes, BUT IS NOT LIMITED TO, the following:

- Copying from another student’s test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating, without authority, with another student during an examination or in preparing academic work.
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part, or possessing, the contents of an unadministered test.
- Substituting for another student, or permitting another student to substitute for oneself, when taking a test or preparing other academic work.
- Bribing or soliciting another person to obtain an unadministered test or information about an unadministered test.
- Appropriating another’s work without acknowledging the incorporation of another’s work in one’s own written work (plagiarism).

For more information refer to page 69 of the Student Handbook/Planner.

G. DIVERSITY STATEMENT

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

H. DISABILITY STATEMENT

If you are a student with a documented disability who will require accommodations in this course, please register with the Center for Disabilities Services located in the Counseling Center in Rooker Hall for assistance in developing a plan to address your academic needs.

- I. New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.