INSTRUCTOR INFORMATION

Name: Dianne Lacy
Email: dlacy@nr.edu
Office hours: Posted in Blackboard

IMPORTANT:

✔ The recommended browser to use with the current version of Blackboard is Mozilla Firefox. Other browsers are inconsistent in their performance with Blackboard. When taking tests or quizzes, USE a wired connection.

✔ Check your VCCS email regularly and respond/keep in touch with your instructor.

COURSE DESCRIPTION

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

Credits: 3
Submissions: 40
Online Activities: Required

COURSE MATERIALS


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

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

This course will assist the student in learning the language of healthcare. We will include the study and understanding of prefixes, suffixes, stem words, abbreviations and technical terms. Basic anatomy and physiology of each body system will be reviewed as well as causes and treatment of selected disease processes.

B. COURSE OUTCOMES

• Identification and practical application and use of the roots, suffixes, and prefixes pertaining to medical terminology.
• Definition of medical terms (breaking down the terms into their components) used in reference to each system and specialty.
• Abbreviations used in referring to each system and specialty.
• Correct spelling of medical terms.
• Selected case studies concerning individual systems and specialties.
• Structure and function of each system.
• Description of major disorders of systems.
• Review of diagnostic procedures and treatments related to disorders of systems and specialties.

C. COURSE CONTENT

• Chapter 1: Basic Word Structure
• Chapter 2: Term Pertaining to the Body as a Whole
• Chapter 3: Prefixes
• Chapter 4: Suffixes
• Chapter 5: Digestive System
• Chapter 6: Additional Suffixes and Digestive System Terminology
• Chapter 16: Skin (Integumentary)
• Chapter 15: Musculoskeletal System (will be divided into two parts, Skeletal and Joints and Muscles)
• Chapter 10: Nervous System
• Chapter 17: Sense Organs: The Eye and the Ear
• Chapter 18: Endocrine System
• Special Project
D. **GRADING/EVALUATION**

1. The final grade for the course will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Introductory Email</td>
<td>5%</td>
</tr>
<tr>
<td>Chapter Review Exercises (Self-Check Quizzes)</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>30%</td>
</tr>
<tr>
<td>Medical Topic Presentation/Paper</td>
<td>10%</td>
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<tr>
<td>Proctored Exams</td>
<td>45%</td>
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</tbody>
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2. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>91 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>81 - 90%</td>
</tr>
<tr>
<td>C</td>
<td>71 - 80%</td>
</tr>
<tr>
<td>D</td>
<td>61 - 70%</td>
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<tr>
<td>F</td>
<td>60% or below</td>
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3. **Student Privacy Protection.** Access to the Learning Management System (LMS) requires a student created ID and PASSWORD. NRCC’s internal intranet for testing center proctored requests has restricted access only to select DE Staff. No fees are assessed for verification of student identity.

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 revised and a decision made by the Coordinator of Admissions and Records.
No-Show Policy
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award.

Instructor Initiated Withdrawal
Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor's policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/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.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

F. CHEATING/PLAGIARISM POLICY
A grade of zero will be awarded to any writing assignments or tests that show cheating or plagiarism. To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

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.

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.

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 Advising Center in Rooker Hall for assistance in developing a plan to address your academic needs.