



# North Central Kansas Technical College

## Syllabus

**Date Syllabus Filed:** 01/2010

**Instructor:** Darsey Offutt, BS, MBA

**Office Hours:** Telephone or E-mail

**Office Phone:** 785-738-9020

**Where to Leave Messages:** Angel messaging, [doffutt@ncktc.edu](mailto:doffutt@ncktc.edu),  
or call 785-738-9020

**Course Number:** HS101A

**Semester Credits:** 2

**Course Title:** Medical Terminology II

**Building:** Online Course

### **Catalog Description:**

This course introduces students to the terms used in the medical field. The course includes words, anatomical terms, and body systems. It also includes conversion tables and written terminology.

- This course is designed to provide the Health Support Specialist Student with an advanced working knowledge of medical terminology. Topics to be covered include: Review Medical Terminology 1
- Vocabulary related to each body system
- Vocabulary related to pathology
- Medical specialties related to each body system
- Terminology related to Spanish communication
- Medical abbreviations and conversion charts

**Required purchases (texts, supplies, etc.):** None at this time

### **Method of Evaluation/Grades:**

Quizzes  
Mid-term  
Final

<b><u>Grading Scale:</u></b>	90 – 100 = A
	80 – 89 = B
	70 – 79 = C
	60 – 69 = D
	64↓ = F

**Course Dates:** April 12, 2010-May 21, 2010

**Due Dates for Assignments:** See Calendar

**Date of Final Examination:** See Calendar

**Late Assignment Policy:**

Submitting assignments after the due date will result in points being deducted. If you are not submitting a paper on the due date, submit an email explaining why the paper is not being turned in. It is your responsibility to be sure that the assignment reaches the instructor. **In cases where the assignment is not turned in, the course grade may be calculated without the assignment.**

**Attendance Policy:**

Each student will log in and submit assignments on as completed. Attendance by submissions is MANDATORY! All assignments must be completed by posted date.

**Services for Students with Disabilities:**

Students, with either a permanent or temporary disability, who require accommodation for more than one week, should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services (785) 738-2276 to make requests for accommodations.

**Policy Regarding Academic Dishonesty:**

Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.

**Course Objectives:**

- Recognize prefixes, suffixes, and word roots as word parts used to write medical terms
- Differentiate the meaning of terms
- Spell medical terms correctly
- Analyze and write medical terms that use prefixes for numbers, quantities, measurement, position and directions

## **Course Outline:**

- Module 1 – Review
- Module 2 – Body Structures
- Module 3 – Skeletal & Muscular
- Module 4 – Cardiovascular
- Module 5 – Digestive/Urinary
- Module 6 – Respiratory
- Module 7 – Reproductive
- Module 8 – Integumentary
- Module 9 – Nervous system/ Eyes and Ears
- Module 10 – Medical Abbreviations

## **Online Etiquette:**

According to Goldberg (2006) this type of etiquette is “called “Netiquette” (Net + etiquette), these new manners are really just the application of old manners in a new setting. Since going online may seem like traveling to a foreign country, pointing out a few guidelines may be useful”. In AARP online (2006), Goldberg states,

- The first and simplest guideline is to "[Follow the Golden Rule](#)," also known as the Ethic of Reciprocity, which is about treating people with the same courtesy you would expect from them. Without normal conversational cues such as body language, facial expression, and tone of voice, it's easy to misunderstand someone's intent in an e-mail. You may remember Emily Litella on Saturday Night Live, mis-hearing the need to reduce TV violence as "eliminating violins." Stranger miscommunication often occur online, so give others the benefit of the doubt.
- Another e-mail communication issue is "flaming," or out-of-control ranting between e-mail correspondents. Before responding angrily to an e-mail, consider how you'd react to receiving the note you're about to send. Remember that once sent, e-mail and other online communications may be saved, retrieved, and recycled forever, and with your name attached. By asking "Did you mean...?" you may avoid having to give Emily Litella's trademark response of "never mind" if your interpretation, and response, was off target. Replying calmly often gets a conversation back on track without triggering a "flame war," an unproductive exchange of angry notes.

Other worthwhile suggestions offered by Goldberg (2006) are:

- DON'T USE ALL CAPITAL LETTERS (it's hard to read and is considered shouting);
- Be brief;
- Use meaningful subject lines;

- Quote just enough from what you're answering to provide useful context;
- Don't forward to everyone you know jokes, rumors, hoaxes, chain letters, charity appeals, and such, even if the arriving note tells you to do so;
- Don't send "Me too" notes to discussion lists;
- Don't send attachments without getting the recipient's permission;
- Send plain text e-mail unless all your addressees prefer HTML format; and,
- Accept and cheerfully answer questions asked by people newly online — remember that we all started with the basics.

Not all tips are about what not to do:

- If you receive multiple replies to a question you ask online, summarize the answers for everyone else who saw the question;
- Be careful with humor — what's obvious and sidesplitting to you may baffle, annoy, or even offend someone else;
- When appropriate, and sparingly, use "smileys" or emoticon symbols like ;-)) to show that you're not serious; and,
- If you receive what seems to be a rumor, do the sender a favor by checking it out at a site like [snopes.com](http://snopes.com), and report what you find rather than just forwarding the information.
- Respond to all emails within 24 hours.