Hello, and welcome to HPRS 1206, Essentials of Medical Terminology ITV course. This is your online orientation. My name is Tammie Petersen, and I will be your instructor for this course.
Please refer to the syllabus for current hours for this semester for my office. My email address is tpeterse@austincc.edu. My website is www.austincc.edu/tpeterse. For this course, the location is open campus. This course is available via video streaming, through video lecture tapes which are available in the library and learning resource centers. Lectures may also be viewed via cable air through Time Warner. Please refer to the telecourse information sheet for current cable air scheduling times. Course orientation is mandatory, and must be completed online or in the classroom. Please see the course schedule for classroom orientation times and locations. Students not attending orientation may be dropped from the course.
Prerequisites

**Prerequisites**: Student must have comprehension of reading, writing, and speaking the English language for successful completion of this course. Students not proficient in English should contact Retention and Student Support Services for remediation and assistance.

Students must have basic computer skills to successfully complete this course. For prerequisites, students must have comprehension of reading, writing, and speaking the English language for successful completion. Students not proficient in English should contact Retention and Student Support Services for remediation and assistance.
Course Description

- A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

- Course skills: R

The description for this course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. The skills level for this course is “R” for reading.
The required text for this course is Davi-Ellen Chabner, *The Language of Medicine* (with CD-ROM). Refer to syllabus for current edition being used.

Another text required for this course is the Espinosa Instructor's Guide: Medical Terminology, (Distance Learning). Refer to syllabus for current edition being used.

*(Optional)* Medical Dictionary (Taber’s Cyclopedic Medical Dictionary)

website: [http://library.austincc.edu](http://library.austincc.edu)
This medical terminology class will follow a fairly standard format from video productions. Class activities include lecture videos, completion of exercises at the end of each chapter, CD-ROM assignments, practice online quizzes, and general blackboard use.
Students are strongly encouraged to view video lectures. Lectures are presented via Time Warner on cable air. Please see the cable air schedule attached on Blackboard for current airing times. Lecture videos are also available on Blackboard via video streaming. That website is http://acconline.austincc.edu/. Tapes with video lectures are also available at the campus libraries. They may be checked out for two-hour intervals and are for library use only. You may also view tapes in the Learning Resource Centers.
Some of the course objectives include identifying and defining word parts such as prefixes, suffixes, and roots. We will also discuss diagnostic procedures, surgical procedures, as well as clinical laboratory testing and pathological diseases. This course is taught on a body systems approach. Please refer to your syllabus for a detailed list of course objectives. Upon completion of this course, students should meet all of the objectives listed in the syllabus.
Blackboard

- [http://acconline.austincc.edu/](http://acconline.austincc.edu/)
- Outside homework assignments
- Announcements
- Course information
- Faculty information
- Suggested homework exercises are available. These are not required for credit, and no extra credit will be given for turning them in.
- Lecture Videos are also available online via video streaming.

Blackboard is a very helpful tool and will be used regularly in this course. The website is [http://acconline.austincc.edu/](http://acconline.austincc.edu/). Outside homework assignments are found on Blackboard, those that are required for credit as well as those that are for practice. Announcements are also found on Blackboard, and will function as a means of communication between the student and the instructor. You will also find course information and faculty information. This gives the students times and methods of contacting the instructor. Suggested homework exercises are available but are for practice only. Suggested homework exercises are available. These are not required for credit, and no extra credit will be given for turning them in. These will assist the students in being better prepared for test taking. Lecture videos are also available via Blackboard through video streaming. Students must have an ACCeID to log on to Blackboard. If you have difficulty logging on, please contact the help desk.
The next topic I would like to discuss is grading. Exam content will be based on all lecture material, online practice quizzes, CD-ROM exercises, and all textbook exercises. There are five unit theory exams. Each exam is worth 100 points for a total of 500 points. Exams will consist of multiple choice, matching, true/false, short answer, labeling diagrams, word analysis, word building, abbreviations, and spelling. The grading process also consists of outside homework assignments. These are labeled “Outside Assignments Required for Credit” as well as the orientation quiz that is found online. These assignments together will total 80 points. This gives the total course point value of 580 points.
If a unit exam is missed, regardless of the circumstances, that unit exam cannot be made up. A grade of “zero” will be given for any missed unit exam.

At the end of every semester, students may exercise the option of taking Exam #6 to replace a “zero” or an unusually low exam score. Exam #6 is comprehensive, covering material from all units, and can be used to replace any one exam grade (see class schedule for Exam #6 date).
If a student exercises this option to improve his or her grade by taking Exam #6, and gets a lower grade, that lower grade will still be counted in place of the unit exam and will be included when calculating the course grade as stipulated under “grading” in this syllabus. Please remember that Exam #6 is optional and used only to replace an unusually low score or to replace a “zero” or missed exam. Exam #6 is comprehensive, covering all material from all units.
There will be five outside classroom assignments that will be performed using the included CD-ROM that accompanies your textbook.

- Online orientation quiz to be taken on Blackboard.
- Each of the outside assignments must be postmarked by the US Postal Service or Time Stamped at any campus duplication center/mail room.
- See syllabus for my current campus mailing address.
- No extra credit or bonus points will be given in this course.

There will be five outside classroom assignments that will be performed using the included CD-ROM that accompanies your textbook.

The online orientation quiz is to be taken via Blackboard. This quiz is to be completed by all students enrolled in this course by the first week of classes. Each of your outside assignments must be postmarked by the US Postal Service or Time Stamped at any campus duplication center or mail room. Please see the syllabus for my current mailing address. Remember that no extra credit or bonus points will be given in this course.
A zero will be given for any of the outside classroom assignments or exercises if they are not completed on time.

Grading Scheme:
- 580-519 = A
- 518-461 = B
- 460-403 = C
- 402-345 = D
- 344 or below = F

Health Science Programs at Austin Community College will accept a minimum grade of “C” as passing.

A zero will be given for any of the outside classroom assignments or exercises if they are not completed on time. Please see the grading scheme as noted in your syllabus.

580-519 = A
518-461 = B
460-403 = C
402-345 = D
344 or below = F

Please note that the Health Science Programs at Austin Community College will accept a minimum grade of “C” as passing.
Grading/Testing Center

- Testing center locations, telephone numbers, and hours of operation are attached. This information is current for this semester. Please note that the first four exams for this course may be taken at any of the campus testing centers.
- **Please refer to syllabus for testing center availability for exam #5 and the optional exam #6.**

On Blackboard, you will find a document attached including testing center locations, telephone numbers, and hours of operation. This information is current for this semester only. Please note that the first four exams for this course may be taken at any campus testing center. **Please refer to the syllabus for testing center availability for exam #5 and the optional exam #6.**
Students are encouraged to stay on task with deadlines and due dates. Refer to the syllabus for deadlines and due dates of homework assignments and unit exams. A “zero” is given for assignments and exams not completed by the due dates and deadlines as listed on your syllabus. Grades will be posted on ACC Blackboard within 7-10 days of the exam deadline or homework assignment deadline. I may be reached by email for any concerns or questions. I strongly encourage students to come and visit with me during my posted office hours to review his/her exam. Please note if you are not available to meet with me during my regular scheduled office hours, you may contact me and set up an appointment.
Withdrawals are the student’s responsibility. Students who do not progress satisfactorily, and do not keep up with deadlines and due dates are responsible for their own withdrawal. If the student is failing and does not withdraw, the student will be given the letter grade of “F.” Please see the withdrawal date on your syllabus. Incompletes are given at the discretion of the instructor if the student has completed the first three lecture exams with a passing average. It is also the student’s responsibility to inform the instructor that they wish to receive an incomplete for the course.
Discipline Policy/Academic Dishonesty

- The penalty for academic dishonesty is an automatic failing grade of “F” in the course. If the student withdraws from the course after the offense, the instructor will re-instate the student and assign the failing grade.

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of his/her individual thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. The penalty for academic dishonesty is an automatic failing grade of “F” in the course. If the student withdraws from the course after the offense, the instructor will re-instate the student and assign the failing grade.
Each ACC campus offers support services for students with documented physical or psychological disabilities.

Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes.

Students are encouraged to do this three weeks before the start of the semester.
Any student who has a complaint involving the course should first attempt to resolve the matter with the instructor directly involved.

If the student is unable to resolve the complaint with the person directly involved, the student should contact the Department Chair, Dr. R. R. Espinosa at respinos@austincc.edu in an attempt to resolve the matter.
Course Outline

- See attached on Blackboard.
- Purpose: guideline for the student to allow adequate preparation and study time for exams.
- Also contains due dates and deadlines for assignments and exams.

A course outline has been attached via Blackboard. Students are encouraged to use this course outline as its purpose is to serve as a guideline for the student to allow adequate preparation and study time for exams. The course outline also contains due dates and deadlines for assignments and exams.
Each student is required to complete the electronic student data sheet found on Blackboard during the first week of classes. This form is completed online and is sent directly to the instructor. Students will also find an Introduction to Health Professions flyer attached on Blackboard. This flyer discusses a course that is available to help assist students who are undecided on a major. Also attached on Blackboard, you will find an allied health science flyer. This flyer contains rules and regulations that apply to all students entering a health science program. Immunizations and vaccinations must be completed and up to date, and each student must complete and pass a criminal background check before being accepted into a health sciences program. Other attachments available on Blackboard include video viewing suggestions, testing center guidelines, prefix table, and plural rules.
Each student is required to complete the orientation whether it be online or in the classroom. After completing the orientation, each student must complete the online orientation quiz for this course during the first week of classes. The student should score 80% or 8/10 to have a proper understanding of the course, the syllabus, and his/her responsibilities in this course.

The quiz is available via Blackboard.

If the student scores less than 8/10 or 80%, he/she is strongly encouraged to meet with the instructor to ensure there is proper understanding of the material covered during orientation.
Good luck with this course and have a great semester! If you have any questions or concerns, please contact me. Again, my email address is tpeterse@austincc.edu.