



## **CCC Student Learning Outcomes Addressed in This Course:**

1. Effective oral and written communication skills.
2. Higher level of critical and creative thinking processes.
3. An awareness of personal wellness.
4. Ability to utilize the technology relevant to the learner's discipline.

## **Course Learning Objectives**

1. Develop the ability to read and understand the language of medicine.
2. Recall the elements of medical terms.
3. Develop the ability to spell medical terms.
4. Add words to your vocabulary by various memory approaches, including analysis, synthesis, element clues, and the use of a medical dictionary

## **Course Competencies**

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course.

This includes:

1. Recognize basic word structure, organization of the body, prefixes, roots, and suffixes.
2. Pronounce, spell and define medical terms.
3. Complete exercises following each lesson.
4. Complete Appendix exercises as assigned.
5. Document your knowledge of medical language through testing.
6. Complete a Final Comprehensive Exam

## **Course Competency Statement**

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Competency Project for this course.

## **Assessment for Colby Community College**

The CCC assessment plan meets the general education requirements by continually assessing its effectiveness through student outcomes. An example of your work, a paper, some testing questions, a presentation or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Through your cooperation, we are working to improve teaching and learning at Colby Community college.

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve students learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

## Method of Instruction

Online Discussion and Message boards  
Independent learning  
Written assignments  
Journal Writing

This course will be a collaborative effort **on and off campus through cutting edge technology** between the instructor and student.

## Method of Evaluation

The instructor's evaluation of the student will be based upon class discussion, examination, class attendance and student participation. Attend each class in person or online utilizing the [colbycc.edu](http://colbycc.edu) website option. **Independent studying and preparation are imperative to passing this class.**

Your final grade will be based on the following: (75%) 5 Chapter/Appendix Quizzes; (25%) Final Exam. The grading scale is as follows:

A 100-90  
B 89.9-80  
C 79.9 – 70  
D 69.9 – 60  
F 59.9-0

## Course Requirements

1. Study and learn the content of each of the 5 Chapters and Appendix body system assignments.
2. Complete exercises for each chapter and appendix body system.
3. Take a quiz following the discussion of each chapter and completion of appendix assignment.
4. Take a comprehensive final exam

## Assignment Policy

All assignments in the course must be completed at the designated times as determined by the instructor. This policy of meeting deadlines will encourage you to stay on schedule with your assignments. Just as you will have deadlines on the job as you enter your career, so you should strive to meet your deadlines in this course.

## Test/Quiz Policy

Tests/quizzes must be taken on the days that they are scheduled. Should you have to miss a class/test; students with excused absences will be allowed to take exams. You are expected to make up the work prior to the next scheduled class. Unexcused absences are not acceptable. No unit or final exams will be allowed for students with unexcused absences; you will receive a zero for that unit or final exam. Excused absences include those where you have communicated with the instructor in regards to the absence **prior** to the start of class. Once a test has started, no admittance into the class will be accepted.

\*In accordance with the mission of Colby Community College – to provide for the development of better futures for it's students-it is essential that the principles of academic honesty and professional ethics be stressed throughout the educational process. The college, faculty, and student share responsibilities in addressing this issue. Student responsibilities are twofold:

1. Complete class assignments to the best of their ability without plagiarizing, cheating or in any way misrepresenting their work
2. Refrain from participation in any form of academic dishonesty as an individual or in combination with other individuals.

### **Attendance Policy**

If you expect to benefit from this course, you must do assignments in a timely manner, and participate with online discussions and message boards by the due date. As within a class, in order to learn the material, you must actively participate to be successful. Once the test has been opened, you have to finish it in order to get your grade. You cannot stop, and re-take the test at another time. Make sure you have the time to take it initially.

On campus students must attend class. If you are absent, you are expected to inform the instructor prior to the start of class. Unexcused absences will result in the inability to take exam for that unit.

*See Test/Quiz Policy.* Two unexcused absences will result in a “drop” for the class.

### **Academic Integrity**

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby’s institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

**Cheating** is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

**Plagiarism** is representing or turning in someone else’s work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else’s work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it. The following procedure will be used for students who violate the policy:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense – The student will be reported to the Dean of Academic Affairs and removed from the class.
- Third Offense – The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

Three or more absences, whether excused or unexcused, will result in a “drop” for the class.

### **Cell Phone Policy**

Cell phone usage is not allowed in class. Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day. Please turn off all cell phones prior to entering the classroom.

## **Weather Policy**

Due to state requirements mandating the number of instruction hours, Colby Community College rarely cancels scheduled classes due to inclement weather. The decision to attend class during hazardous weather conditions rests with each individual student. Commuters should check weather and road conditions. In the event of bad weather, the student can go online in the [istep.axiolearning.org](http://istep.axiolearning.org) website to participate on that day.

## **Syllabus Information Disclaimer**

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to stay current with any changes, modifications, adjustments, or amendments that are made to this document.

## **HIPAA**

The U.S. Department of Health and Human Services ("HHS") issued the Privacy Rule to implement the requirement of the health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule standards address the use and disclosure of individuals' health information – called "protected health information" by organizations subject to the Privacy Rule.

## **Accommodations for Students with Disabilities**

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation.

## **Bibliography**

Chabner, Davi-Ellen. Medical Terminology A Short Course. St. Louis, Missouri: Elsevier Saunders, 2005.

## **Recommended Resources**

Dorland. Medical Dictionary. Philadelphia: W. B. Saunders Company.

Miller-Keane. Encyclopedia & Dictionary of Medicine, Nursing, and Allied Health. Philadelphia: W. B. Saunders Company

Mosby. Medical and Nursing Dictionary. St. Louis: The C. V. Mosby Company.

Taber. Cyclopedic Medical Dictionary. Philadelphia: F. A. Davis Company.