Keeping documents on hand is essential in the event of technology failure. It is highly recommended that you print the following items for your reference: This Syllabus, Term Calendar and Instructor Info

**PREREQUISITES:** None

**DESCRIPTION:** This course is a study of root derivations of terms and terminology for the medical office.


Website: [http://www.netcmedterm.com/](http://www.netcmedterm.com/)

This course material is designed for degree seeking students at Northeastern Technical College and is a student centered On-line computer based classroom course. The tutorial format has an 800 page online printable textbook contains interactive audio-visual lecture pages that prepare each student for the 1000 self-testing flashcards and the 800 multiple choice self-test questions. These activities must be completed in full before you can take the final exam online in chapter 16 of E-Textbook. This work must be completed prior to the final, is worth 50% of the final grade, and is specifically designed to prepare you for a comprehensive final examination online. There is a practice exam found in chapter 16 that is worth 20% of the grade. Your on campus final exam is worth 30% of the grade. Please note that the Final Exam has to be proctored at NETC per policy. You may take the Final Exam at the Success Center on the main campus of NETC or any of the Satellite Campuses beginning [start date - TBA], but NO LATER THAN [end date - TBA]. No late exams/tests/quizzes will be accepted and no exceptions can be made this policy, as it is dictated by the Vice President of Academic Affairs and Student Services, as well as the President of the College.

**TECHNICAL SUPPORT:** Please do not contact Moodle Admin for support for this class. Student computer Technical Help (ANYTIME): E-mail: Go to the E-Textbook Website and click “CONTACT US” on the bottom left of the Tool Bar or go to - support@cipcourses.com or Phone: Toll Free 1-866-280-2900

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**ACADEMIC HONESTY:**

During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying
someone else’s work will be given a grade of “0” on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit, will also be subject to a grade of “0” on the work and further disciplinary action. Please refer to the College Catalog, “Academic Discipline and Honesty” section. This applies to online courses also.

ATTENDANCE POLICY:

Attendance Policy for no-shows: If the student does not attend class by Friday of week 2, after the online class begins, he or she will be marked as a "No Show" and dropped from the course. If the student logs in, he or she is bound by the below attendance policy requirements.

Punctual and regular attendance in all classes, laboratories, field trips and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course requirements. Students must make advance arrangements when possible.

Except for college functions, there are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. When illness or other emergency causes a student to be absent, it is the student’s responsibility to notify the instructor in advance and to make up the work which is missed.

1. Students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. If students miss more than 20% of a class, the student will be dropped automatically by the instructor, and assigned a grade of “F”.

   Students must log in one day per week (Monday – Sunday) AND complete an activity for that week to be counted as present for the week, in each registered online course. Any student, who fails to log in, as set forth, will be counted as absent. Fall and Spring Semesters (15-week): You may not have more than three (3) absences. In Summer and Mini-Mester Classes (10-week): You may not have more than two (2) absences.

2. Students who receive financial assistance to pay tuition and fees are required to repay their financial aid award in the event of failure to attend classes or withdrawal from classes before the 60% point in the semester. The College is mandated to recalculate the financial aid award if student changes enrollment status and the student is responsible for repayment of tuition.

3. Individual instructors may set higher attendance rates; in these cases, the student will be notified at the first class meeting
in the course outline. • Instructors, at their discretion, may allow make-up work for classes missed, and announce requirements.

PARTICIPATION/LOGGING IN:
Course readings and assignments are the equivalent to class time within on ground classrooms. Therefore, students should expect to log on at least twice per week, spending at least 2.5 hours per week in the classroom, in a 16-week course, and four (4) hours per week in a 10-week course. While online classes are convenient, they are not a substitute for work a student would see at a "brick and mortar" classroom. Online courses offer flexibility; however, students must adhere to due dates. How the students break time down is their prerogative, as this is a guideline as to how much time should be spent in the online classroom.

THREADED DISCUSSION NETIQUETTE:
Northeastern Technical College encourages all opinions, perceptions, and freedom of thought and writing. NETC also does not tolerate disrespectful, spiteful, or derogatory writing. Please use Netiquette when posting, your grade partially depends on it.

See Netiquette Guidelines for more information. If link is unavailable, go to http://www.albion.com/netiquette/corerules.html

TESTING POLICY:
Per NETC policy, at least one (1) exam/test/quiz must be taken at an NETC Campus or Satellite Campus. The instructor will announce details in the classroom. It is the student’s responsibility to be aware of the hours when the Success Center and/or Community Campuses will be open and available for testing.

VOLUNTARY WITHDRAWAL FROM COURSE:
A student wishing to withdraw from the College or a course should first consult the faculty advisor to review the situation and/or to inform the advisor. The student should complete a Change of Schedule form which must be signed by the advisor and return this form to Student Services.

Following this procedure will protect the student’s privileges of re-admission, the assignment of representative grades, and the transfer of credits. Any student who discontinues his/her work without formal withdrawal does so at the risk of having registration privileges withdrawn. It is also the student’s responsibility to follow this procedure in order to be eligible for designated refunds and financial aid. (Note: Pell grants require 60% of semester).

DISABILITIES STATEMENT:
The College does not discriminate on the basis of disability and, therefore, will provide reasonable accommodation to those who qualify. Students with disabilities have the opportunity to notify the College of the disability at the time of enrollment. Student Services will notify faculty of those students who qualify by meeting
documentation standards for accommodation for disabilities; they will also coordinate with faculty to develop accommodations. If a student who has not been identified requests accommodation, the instructor may provide assistance that is reasonable and not burdensome to the instructor or other students. If the request requires accommodation or financial obligations for the College, the instructor should immediately refer the situation to the Dean of Student Services.

**EXPECTATIONS FOR THE STUDENT:**
- visit the course site a minimum of two days per calendar week
- complete all assigned readings from text and other course related documents
- participate in classroom discussions
- use 'netiquette' when responding to others in the class
- submit all work in a timely manner
- complete all course work on your own unless otherwise instructed
- cite/document all non-original material as to not plagiarize others' work (see section on Academic Dishonesty)

**COURSE TOPICAL OUTLINE:** (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

**COURSE FLOW PLAN:**
1. View and listen to the Audio-Visual Lectures in Chapters 1 through 4.

2. Complete the Multiple Choice Question Bank (10 Item Quizzes) in Chapter 4.

3. Memorize and complete the self-testing for the 1000 Flashcards in Chapter 5.

4. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14. Complete the 800 Diseases and Disorders Multiple Choice Question Banks (10 Questions/Self-Test) in the last file of Chapters 6-14.

5. Now generate a printed Summary Sheet by clicking the typewriter symbol on your computer screen. This sheet will show the number of lecture pages completed in the 800 page online E-Textbook, the self-testing totals for the 1000 Flashcards in Chapter 5, and the 800 Multiple Choice Questions in Chapters 4, and 6-14.

6. You must complete all of the assigned computer activities before the final on-line final exam. This Summary Sheet verifies that you are prepared to take the final exam online in Chapter 16. The final exam is a 150 minute exam that gives you 300 questions related to the on-line self-testing activities.

- Week 1 – Review of syllabus, Introduction in Moodle
- Week 2 – Chapter 1&2
Course Outline
AOT 115 - Online
Page 5

- Week 3 - Chapter 3&4
- Week 4 - Chapter 5
- Week 5 - Chapter 6
- Week 6 - Chapter 7
- Week 7 - Chapter 8
- Week 8 - Chapter 9
- Week 9 - Chapter 10
- Week 10 - Chapter 11
- Week 11 - Chapter 12
- Week 12 - Chapter 13
- Week 13 - Chapter 14 - Appendix
- Week 14 - Chapter 15 - Appendix
- Week 15 - Chapter 16 - Practice Final Exam (Online)
- Week 16 - Final Exam (Must be taken on campus; not online)

**LEARNING OUTCOMES:** The Student will be able to:

1. Use a computer to complete this on-line course.
2. Define flashcard prefixes, suffixes, and stem words.
3. Identify and explain the function of specific word parts.
4. Describe how medical compound terms (words) are constructed.
5. Build compound terms using multiple word parts in a combining form.
6. Analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides.
7. Define key compound medical terms found on the flashcards, both literally and actually.
8. Spell and define medical equipment, treatment, disease, and diagnostic compound terms.
9. Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures.

**COURSE OBJECTIVES AND GOALS:** This online classroom course is specifically designed to:

1. Improve students’ vocabulary skills.
2. Prepare students’ for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
3. Provide students’ with multiple (3000) color medical pictures that will visually assist students’ in understanding why specific word parts were selected to form the thousands of
specialized compound Medical, Scientific, and English terms discussed in this course.

4. Provide students’ with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine”.

5. Provide students’ with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at a convenient time and place.

### Grade Weights

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<tr>
<td>Practice Exam</td>
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<tr>
<td>Final Exam</td>
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### Grade Scale:

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<td>C</td>
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<td>D</td>
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<tr>
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