



COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES

MASTER COURSE LISTING (ex: CAS 3020): MED-3030F

COURSE TITLE: Online Expanded Medical Terminology for the Healthcare Professional

Fall 09 **ONLINE** Course Contract Numbers: **13802 and 13803**

TOTAL CONTACT HOURS: 90

CEU'S: X YES _____ NO 9 # CEU'S (10% of total class hours)

Online Medical Coding Course Registration instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

Contacts for **Online Medical Coding Program**: ceonline@durhamtech.edu

Cynthia Davis, Program Assistant and Becky Roehrs, Program Director

COURSE DESCRIPTION : Medical Terminology provides the foundation to build your skills in the medical profession. This course focuses on the language of medicine and emphasizes prefixes, suffixes, and word roots. Learn the medical vocabulary that relates to anatomy, physiology, pathological conditions, diagnostic treatment, and procedures of various body systems. Students learn to pronounce, spell, and define medical terms. **Textbook required.**

[Registration procedures for online courses](#)

Recommended prerequisites: Sound keyboarding skills, a basic understanding of and access to word processing software, and basic file management skills.

Online RESOURCES AND MATERIALS:

Required Text: The textbook for the course is "**The Language of Medicine, Eighth Edition**" by **Davi-Ellen Chabner**. There are two versions of this book; one is for traditional class use which does not include the Blackboard access codes that are needed for the online class. Please pay close attention and make sure you purchase the book that includes the access/evolve code.

The textbook will be available at the Durham Tech Bookstore before classes start. The textbook can be located in the Continuing Education area using the course/contract number listed at the beginning of this document. If you don't see the textbook on display, ask the staff for assistance. Here is the link to the location and hours for the DTCC bookstore:

<http://www.durhamtech.edu/html/prospective/bookstore.htm>

You can also order your textbooks online, please refer to the registration procedures for instructions: [Registration procedures for online courses](#)

To logon to your class, after returning your registration and payment, please refer to the registration procedures for logon instructions: [Registration procedures for online courses](#)

Online TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

- Lecture Exercises Role-Playing Small Group Discussion
 Reports Tutorials Audio Visual Programmed Instruction
 Modeling Field Work Performance Select Teachable Moments
 Lab Video Tapes Demonstration

Does your course require completing a special project or assignment or passing a certain test?

Please answer this question and explain if used

- Yes No (If yes, please explain.) The final exam is 20% of the overall grade.

Online COURSE OUTCOMES:

Upon completion of this course, the student should be:

1. Aware of the Medical Terminology skills required in the medical profession
2. Familiar with the language of medicine, especially prefixes, suffixes, and word roots
3. Learned the medical vocabulary that relates to anatomy, physiology, pathological conditions, diagnostic treatment, and procedures of various body systems
4. Learned how to pronounce, spell, and define medical terms

Online METHODS OF EVALUATING OUTCOMES: (Please check all that apply)

- Assignments Oral Tests Demonstration Skills
 Written Tests Oral Reports Instructor Assessment & Observation
 Class Participation Projects Other

THE PRIMARY METHOD OF EVALUATION IS Written Tests

If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives. In addition there are periodic discussion forums with due dates.

Online ATTENDANCE:

Attendance is monitored primarily with due dates for assignments.

Online COURSE OUTLINE: **Fall Holidays: Monday September 7, November 25-27**

Week 1: 8-17 thru 8-23: All About You, Update your e-mail address, Blackboard Navigation Quiz, Chapter 1 should be completed (reading the chapter, taking the quiz & exam) and Start Chapter 2 (reading the chapter, taking the quiz & exam)

Week 2: 8-24 thru 8-30: Complete Chapters 2 and 3. Complete quiz and exam for Chapters 2 and 3.

Week 3: 8-31 thru 9-6: Complete Chapter 4 and Start Chapter 5. Complete quiz and exam for Chapter 4.

Week 4: 9-7 thru 9-13: Complete Chapters 5 and 6. Complete quiz and exam for Chapters 5 and 6. Complete discussion board forum.

Week 5: 9-14 thru 9-20: Complete Chapter 7 and Start Chapter 8. Complete quiz and exam for Chapter 7. Complete discussion board forum.

Week 6: 9-21 thru 9-27: Complete Chapters 8 and 9. Complete quiz and exam for Chapters 8 and 9. Complete discussion board forum.

Week 7: 9-28 thru 10-4: Complete Chapter 10 and Start Chapter 11. Complete quiz and exam for Chapter 10.

Week 8: 10-5 thru 10-11: Complete Chapters 11 and 12. Complete quiz and exam for chapters 11 and 12. Complete discussion board forum.

Week 9: 10-12 thru 10-18: Complete Chapter 13 and Start Chapter 14. Complete quiz and exam for Chapter 13. Complete discussion board forum.

Week 10: 10-19 thru 10-25: Complete Chapters 14 and 15. Complete quizzes and exams for chapters 14 and 15. Complete discussion board forum.

Week 11: 10-26 thru 11-1: Complete Chapter 16 and Start Chapter 17. Complete quiz and exam for Chapter 16.

Week 12: 11-2 thru 11-8: Complete Chapter 17 and Start Chapter 18. Complete quiz and exam for Chapter 17. Complete discussion board forum.

Week 13: 11-9 thru 11-15: Complete Chapter 18 and Start Chapter 19. Complete quiz and exam for Chapter 18. Complete discussion board forum.

Week 14: 11-16 thru 11-22: Complete Chapters 19 and 20. Complete quiz and exam for Chapters 19 and 20.

Week 15: 11-23 thru 11-29: Complete Chapter 21 and Start Chapter 22. Complete quiz and exam for Chapter 21. Complete discussion board forum.

Week 16: 11-30 thru 12-6: Complete quiz and exam for Chapter 22. Complete Final Exam.

December 7: Last Day – Final Grades will be posted.

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

Online Medical Coding Program Registration, Online Textbook Order Instructions and Online Course Logon Instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentsservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentsservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentsservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208 or by visiting the Student Development Office, Wynn Center, Room 1309.

Submitted by: Tonya A. Case, CCS August 8, 2009
Date