

Welcome to the Medical Terminology online course, My name is Blaine Steiner and I will be your instructor for this course. I know that the fall semester has or has not started for everyone but I wanted to pass along this information - **class begins on Thursday, January 2, 2025**. Class will follow the CRACTC calendar, not your school calendar. Here is some important information that you will need to know to get started.

Students please email your instructor (blaine_steiner@bismarckschools.org) so I know that you received and read the letter and that I have the correct email address for you

I am based out of the Bismarck Public Schools Career Academy @ Hughes. I know that you will have questions regarding the class and assignments that you will be given. I will be happy to answer your questions in a timely manner. You can either text or email me. Please be aware that I also teach a face-to-face class at the Career Academy in the mornings. If you send me a text, please make sure to include your name.

	Prevention & Care of Athletic Injuries	Office Time	Medical Terminology Online Time
Mondays	7:25-8:55 am	9:00 am – 12:00 pm	1:00-3:00 pm
Tuesdays	7:25-8:55 am	9:00 am – 12:00 pm	1:00-3:00 pm
Wednesdays	7:25-8:55 am	9:00 am – 12:00 pm	1:00-3:00 pm @ LHS
Thursdays	7:25-8:55 am	9:00 am – 12:00 pm	1:00-3:00 pm
Fridays	7:25-8:55 am		9:00 am – 12:00 pm

Here are a couple of things you can do to get started:

Moodle

1. The **Medical Terminology course will be hosted by CRACTC on Moodle** (<https://moodle.cRACTC.org>) ***NOT*** Learnbps or Blackboard
2. Log in information
 - a. **Username:** firstname.lastname
 - b. **Password:** Password1! (it will ask you to change it after the first time you log in)
3. Please complete the Medical Terminology Student Survey by **Friday, January 10** - the link is in Moodle
4. I will open up the assignments for Chapter 1 if you want to work ahead but the assignments are not due until 11:59 pm on **Sunday, January 19**
 - a. I will send out an email each week with a checklist for the assignments for the week
 - i. Each week you will have reading assignments and review exercises to complete followed by a chapter test the following week – please see tentative schedule
5. *There is a PDF copy of chapter 1 from the textbook in Moodle to help you until you get your textbook for that first week.*

To be successful in this class you will need to do the following:

1. Read directions carefully.
2. Communicate with your instructor in a timely manner.
 - a. If there is a conflict, email the instructor before the due date, not after
3. Read the chapters in the textbook.
4. View the PowerPoints.
5. Organize your schedule and complete assignments in a timely manner.
 - a. Many of the assignments and tests on Moodle are set up to give you immediate feedback after you submit the test/assignment. This will let you know questions that you answered incorrectly.

- b. Assignments are opened on Monday mornings and you are generally given one week (midnight the following Sunday) to complete assignments.
 - c. If you will not be able to complete the assignments by the due date, you need to contact the instructor **BEFORE** due date to request an extension, not after the fact. Late assignments will not be accepted without proper communication.
- 6. Correct spelling – this is medical terminology, you must use the correct spelling to receive credit for your work.
- 7. Study – this course is built around medical terminology, it requires a lot of memorization.
 - a. If you don't read the material, complete the assignments and study it is difficult to receive a good grade in this online class.

Grading

When you are looking for your grade, missing assignments, etc. please refer to the CRACTC PowerSchool. DO NOT go by the Moodle gradebook. If you look at your course syllabus, your assignments are weighted and this is not accurately reflected in the Moodle gradebook.

Assessment Methods:

- 1) **Chapter Exams (50%):** There will be eleven chapter exams throughout the semester.
- 2) **Individual Projects (Pathology Reports) (10%):** During the semester, three pathology reports will be assigned.
- 3) **Chapter Review Exercises and Quizzes (15%)**
- 4) **Final Exam (25%):** The final exam will be a comprehensive test over Chapters 1 –12.
- 5) **Career Readiness Assessment**

The following grade scale in BSC Program Handbook will be used for this course:

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

Students - If you have questions regarding accessing the CRACTC PowerSchool, please contact the facilitator at your school. They should be able to direct you to the correct website as well as your username and password.

Facilitators - If you have a question regarding PowerSchool login info, Amy Johnson (Western Dakota Registrar/ Marketing Coordinator) is the person you should contact. I don't have access to that info.

Another piece of information for you regarding gradebook: Moodle assignments are usually due by 11:59 pm on Sunday nights so I typically update PowerSchool on Mondays (unless for some reason there is no school on a Monday then I will update gradebook on a Tuesday).

Dual Credit Information:

For those students who are interested in taking this class for dual credit. There are just a few steps to take in order to receive the college credit from BSC in Medical Terminology. **The deadline for registering for dual credit is Thursday, January 23.**

1. Submit online Admissions Application.

- [BSC Application](#) click the link to start the application
- Create a new account
- *Select "Early Entry" for the application type*

2. Pay \$35 application fee at the end of the application or it won't be processed

3. Submit in-progress unofficial High School Transcript showing 2.0 GPA (Ask High School counselor for assistance).

Once you're accepted to BSC, you will receive an email with the steps to take to claim your NDUS account. I can help you at that point. You'll receive an email with your student I.D (called an EMPLID) and your user name.

Link to Apply to BSC

<https://bismarckstate.edu/admissions/howtoapply/highschool/>

Link to How to Enroll in Classes

<https://bismarckstate.edu/academics/CollegeCreditinHighSchool/How-to-Enroll-in-Classes/>

Link to BSC Spring 2025 Dates and Deadlines calendar

https://bismarckstate.edu/uploads/355/CRACTC_Spring_Schedule.pdf

Class Number	Subject Code	Catalog	Class	Days	Start Time	End Time	Instructor Name	State Date	End Date	Credits	Instruction Mode	Last Day to Enroll
40457	BOTE	171	Medical Term – Rural HS	M-F	Online	Online	Blaine Steiner	1/2/25	5/16/25	3	Online	1/23/25

Dual Credit Textbook:

If you are enrolling for dual credit in any **Medical Terminology** course, you will need to purchase the following textbook for the course:

- **COMPREHENSIVE MEDICAL TERMINOLOGY - 5TH EDITION**
- **ISBN-13: 978-1-285-86954-4; ISBN-10: 1-285-86954-0**

You may purchase it through the BSC bookstore at <http://shopbookstore.bismarckstate.edu/home.aspx> (please contact Tammy Staudinger if you have questions at the BSC Bookstore regarding this book).

You may also find the textbook online if you wish.

High School Credit Textbook:

If you are not taking this class for dual credit you may use the Medical Terminology for Health Professions (5th, 6th or 7th ed.) textbook. I have a limited number of copies of those textbooks that I can mail out to your school. If your facilitator does not have copies of this textbook, please let me know and I can send you a copy, it will be on a first come, first serve basis.

If you have any other questions about the class, please feel free to contact me. If you have any questions specific to registering for dual credit, feel free to contact Ashley Mattson at BSC.

Ashley Mattson

Bismarck State College Fast Track Coordinator

701-224-2573

ashley.m.mattson@bismarckstate.edu; bsc.fasttrack@bismarckstate.edu

Sincerely,

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Medical Related Careers Instructor BPS/CRACTC

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