COURSE INFORMATION

Course Name: **Medical Terminology**

Course ID/Section: **HSC 1531**

Term/Year: **TBD**

Modality: **Online**

Length of Term: **TBD**

Credit Hours: **3**

Withdrawal deadline: TBD

FACILITATOR CONTACT INFORMATION

Instructor: **Dr. Brad Howard (PharmD, RPh)**

Email: **bhoward29@valenciacollege.edu** **or through Canvas Inbox**

Phone: **407-376-6771 from 9am-9pm**

COURSE DESCRIPTION

Catalog Description:

This course is the study of the language of medicine. This includes construction, analysis, spelling, application and pronunciation of medical terms as well as how they relate to the structure and function of the human body. It explores the use of medical words and abbreviations used in clinical procedures, pathophysiology, and case histories.

Prerequisites

None.

COURSE OUTCOMES

1. Use prefixes and suffixes along with a defined root word to translate the prefix or suffix and write the meaning of the total word.
2. Use a description of a physiological condition or anatomical structure to select an appropriate prefix or suffix that accurately describes the condition or structure.
3. Use medical terms consisting of two or more Greek or Latin roots, and with one root defined, complete the definition by translating the other root and writing the meaning of the total word.
4. Use medical terms made up of 2 or more Greek or Latin roots with a prefix or a suffix, to expand the given definition of one root so that the entire word is defined.
5. Use common medical abbreviations and symbols to write the meaning of these abbreviations and symbols.
6. Use a hospital report utilizing medical terms, symbols and abbreviations to write the definition of the underlined words and interpret the report as to the type of condition and the treatment being recommended.
7. Analyze selected terms related to conditions of the body organs.
8. Analyze selected terms related to the diagnosis and treatment of conditions of the body systems.
9. Correctly use medical terms in the presentation of case histories and case studies.
10. Identify medical abbreviations.
11. Correctly pronounce and spell medical terms.

REQUIRED TEXTBOOK

Medical Terminology: Acquiring Medical Language
Jones & Cavanagh, 2nd Edition (you must get this edition)
McGraw-Hill, 2015
**Must purchase the access code to complete your online coursework

RECOMMENDED TEXTBOOK

Taber's Cyclopedic Medical Dictionary
F.A. Davis Co., 2013
22nd or latest edition

COMPUTER/EQUIPMENT REQUIREMENTS

Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course. Students have free access to computers at all Valencia campuses.

Canvas lists minimum computer specifications and supported browsers to ensure compatibility. The Chrome browser is recommended.

Students are also encouraged to install the Canvas app on their Android phone or iPhone in order to receive mobile notifications and to access your courses via your mobile device.

TECHNOLOGY ACCESS/SKILLS

Students should consider the basic computer skills needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

Canvas 101 is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.

COURSE COMPETENCIES

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think**, **Value**, **Communicate**, and **Act**.

IMPORTANT DATES

Start Date: TBD

End Date: TBD

College Closed: TBD

College Academic Calendar

Special Concerns: Dual Enrollment Students and Bright Futures Students should be aware of all Financial Aid guidelines related to any and all of the completion of their courses.

COURSE POLICIES

Attendance Policy

Students must log into the course on the first day and complete the Start Here Module first. Regularity in the virtual classroom is vital to academic success, especially in this online course. If a student does not sign on at least once per week, he or she will be considered absent for the entire week. After not logging

on for 2 weeks of class, you can be dropped from the course. It is the student's responsibility to inform the instructor of any circumstances warranting an absence from class. Do not schedule events or travel if you cannot access the internet at least once per week. This stated attendance policy will be strictly upheld.

Late Work/Makeup Policy

Your assignments in this course will be due at 11:59 pm on the established due date. A **zero** will be applied to all coursework (Quizzes, Exams, Discussions, & Assignments) that are submitted AFTER the due date.

Note that some of your coursework will have a time limit in which you must submit your work. Failure to complete your coursework within this time limit will result in zero for the assignment.

Make-up coursework will only be allowed in cases of documented student emergencies. For student emergencies, it is the student's responsibility to contact the facilitator and be prepared to provide documentation within one week unless special arrangements have been made previously.

Extra Credit Policy

If extra credit opportunities arise during the semester, students will be notified via Announcements. The facilitator of this course is not required to provide students with extra credit opportunities.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students.

Final Exam Policy

*NOTE: It is required that students take the Final Exam at the scheduled examination time. Failure to do so could result in a failing grade for the course, unless arrangements have been made for a make-up exam in accordance with College policy.

Grading Scale

92% - 100% A

85% - 91%   B

77% - 84%   C

70% - 76%   D

Below 70%   F

Grading Breakdown

Grades will be assessed upon completion of ALL coursework including the Mid-Term & Final Exam. All grades are calculated as a "total" percentage grade.

Exams and quizzes may include questions consisting of multiple choices, true-false, and matching. For each quiz, you are allowed two attempts (no exceptions). You will not be given extra attempts for exams that you open and start taking by accident or before being fully prepared. You will have 1/2 hour to complete each taken quizzes. For the Mid-Term and Final Exam, you will be allowed to take the exam only once. You will have 1 hour to complete the exam.

The grading scale is used throughout the Health Professions programs. The following is the percentages allotted to each activity in the course:

Quizzes - 30%

Discussion Blogs - 15%

LearnSmart (LS) Assignments - 15%

Mid Term Exam - 20%

Final Exam - 20%

If you wish to work ahead in this class, that is permissible. However, you must complete the prior week's assignments. You will not be permitted to access future assignments until you have completed the ones from the prior week. The Exams will not be able to be taken early, they are scheduled during the exam week and will be available from Thursday at 8am until Sunday at 11:59pm. I would suggest not working ahead too far in advance so that the content is still fresh in your memory when preparing for the exams.

Communication Policy

Check your email and announcements regularly & communicate with me through the Canvas Inbox, which you can find on the left global navigation menu.

You can also call my phone at (407) 376-6771. If you reach my answering machine, please leave a message with your name, questions or concerns, and a contact number that I may reach you at. Contact me any day of the week between 9am - 9pm.

COLLEGE POLICIES

No Show Policy

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." Likewise, class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". Your attendance will be taken using the required orientation quiz the first week of class. If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course."

Withdrawal Policy

Per Valencia policy a student who withdraws from class before the established deadline for a particular term will receive a grade of "W. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct.

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting

plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities (OSD)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program (SAP)](#) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

COLLEGE LINKS

[College Catalog](#)

[Valencia Policy Manual](#)

[Student Handbook](#)

[Microsoft Office Instructions for free software](#)

[Course Support](#): onsite, online tutoring, writing help, etc.

DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.