

HSC 1531 MEDICAL TERMINOLOGY Summer 2014 Online

Instructor	Dr. Diane Reed (PhD, MSN, MBA)	
Contact Info	Phone:	407.492.6609 (C)
	e-mail:	drreed3 *Communicate ONLY through Blackboard (Bb) course messages. * READ Announcement(s) on Bb & then READ Bb email FIRST whenever you log on to Bb. *Check Atlas email regularly for important & official Valencia (VC) emails. Note: All VC official communication will be sent via your Atlas email account.
	Office:	Virtual
	Office Hours:	Virtual
Important Dates:	Term (Start and End Dates)	May 5, 2014 – July 29, 2014
	Refund Deadline	May 12, 2014
	Withdrawal for "W" Grade	June 27, 2014
	Class Ends	April 15, 2014
	Final Examination	April 22, 2014
	Classes Do Not Meet (no labs or testing centers available)	May 26th Memorial Day July 4th Independence Day
Catalog Course 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.	
Pre-requisites:	N/A	
Text and Required Supplies	Medical Terminology: A Living Language Fremgen, Bonnie F. & Frucht, Suzanne Pearson, 2013 5th edition (Textbook package must include MTI Access Key or Code) **Required** Taber's Cyclopedic Medical Dictionary F.A. Davis Co., 2009 21st or latest edition **Recommended**	
Attendance and Withdrawal	This course opens the first day of class. I expect everyone to log into the course on the first day. <ul style="list-style-type: none"> Communicate with the instructor when you know you feel the instructor needs to understand your attendance in this course. 	

	<ul style="list-style-type: none"> • 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 will be dropped from the course. • Do not schedule events or travel if you cannot access the internet at least once per week. <p>Regularity in the virtual classroom is vital to academic success. Attendance is considered mandatory in this course. Students who do not maintain regular attendance may be withdrawn by the instructor after 2 weeks of absences. It is the student's responsibility to inform the instructor of any circumstances warranting an absence from class. This stated attendance policy will be strictly upheld.</p> <p>Students who do not maintain regular participation during class sessions may be withdrawn by the professor. A student may withdraw at any time during the semester in Atlas. Review above information under "Important Dates" section.</p> <p>All Coursework will be completed in the Bb course environment. See the Calendar handout for due dates of all coursework.</p> <p>If you miss or submit any late Coursework due to illness, emergency, technical issues, opening coursework by accident, etc., you will be required to complete the Coursework as soon as possible from the due date. Late Coursework will automatically receive a 10% deduction or Late Penalty.</p> <p>It is the student's responsibility to inform the instructor that she/he has missed any Coursework. If the Coursework is not taken by the 7th day or 1st week deadline, a 50% deduction can be applied and if by the 14th day or second week deadline the Coursework has not been completed a '0' can be applied for the missed coursework.</p>										
General Student Policies	Refer to the Student Handbook at http://valenciacollege.edu/pdf/studenthandbook.pdf										
Grading Policy And Makeup Work:	<p>Grading Scale:</p> <table> <tr> <td>92 – 100%</td><td>A</td></tr> <tr> <td>85 – 91%</td><td>B</td></tr> <tr> <td>77 – 84%</td><td>C</td></tr> <tr> <td>70 – 76%</td><td>D</td></tr> <tr> <td>Below 70%</td><td>F</td></tr> </table> <p>Grades will be assessed upon completion of Coursework; including the Mid-Term & Final. All grades are calculated as a "total" percentage grade. Quizzes/Exams may include questions consisting of multiple choices, true-false, matching, fill-in the blank, and diagrams. The grading scale is used throughout the Health Professions programs. Exact percentages for calculating grades are as follows:</p> <ol style="list-style-type: none"> 1. Quizzes 25% 2. Medical Terminology Interactive (MTI) 15% 3. Mid-Term Exam 20% 4. Final Exam 20% 5. Blogs 20% 	92 – 100%	A	85 – 91%	B	77 – 84%	C	70 – 76%	D	Below 70%	F
92 – 100%	A										
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77 – 84%	C										
70 – 76%	D										
Below 70%	F										

	<p>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 instructor and provide documentation within one week unless special arrangements have been made previously.</p> <p>*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.</p>
Student Conduct and Responsibility	<p>By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by all Valencia rules of conduct. This information can be found in the Student Code of Conduct in the current Valencia Student Handbook or at the following link: http://valenciacollege.edu/pdf/studenthandbook.pdf (You can also access via the VC Website or in Atlas.)</p>
Student Online Tools and Resources Technology	<p>Student Resources Website: You have access to a wide-range of college-wide resources available to help you be successful while working online. Please visit http://valenciacollege.edu/oit/ltad/StudentResources/ for tips and requirements for working in the online environment, student conduct and responsibility, tutorials, and links to collegewide support resources to help you be successful.</p> <p>A special note about computers: Even though computers and word-processing software are marvelous time and energy-saving devices, they can and do cause problems with the production of your documents. Please be aware that a broken or ill-functioning computer, or the inability to retrieve, produce or submit your assignments from a computer will not always be accepted as a valid excuse for a document that is submitted late. I advise you to SAVE all your Blogs to a CD or a flash drive and your hard drive.</p> <p>Where to get Technical Support (TS): Valencia offers 24 hour – 7 days a week technical support to all students. You can access this support via phone, web, chat, or by reviewing our FAQs. To access these resources, go to: http://bit.ly/BBLearnTechSupport (Click on Blackboard 9.1) or call 407-582-5600.</p> <p>NOTE: I AM NOT TS! I cannot Help you with TS issues. I also have to call TS when I have issues/concerns. PLEASE follow the specific instructions in the Welcome Letter (WL) regarding proper procedure for notifying me of calls made to TS.</p>
Course Outcomes	<ol style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 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.
Valencia Core Competencies	<p>The faculty of Valencia College has identified 4 core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The 4 competencies are:</p> <ol style="list-style-type: none"> 1. THINK - <i>think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry</i> 2. VALUE - <i>make reasoned judgments and responsible commitments</i> 3. COMMUNICATE - <i>communicate with different audiences using varied means</i> 4. ACT - <i>act purposefully, effectively and responsibly.</i> <p>**Go to this website for detailed information about the 4 core competencies: http://valenciacollege.edu/competencies/</p>

Course Policies	<p>Students with Disabilities: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.</p> <p>Please include contact information: West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222</p> <p>Valencia ID cards: Valencia ID cards are required for use of facilities such as Library or Testing Center. For all East Campus testing center requirements, go to http://www.valenciacollege.edu/east/academicsuccess/testing</p>
	<p>Cell Phones: Cell phones must be turned on to vibrate. (face-to-face class)</p> <p>Videos/Pictures/Voice Recordings: Videos/Pictures/Voice recordings are NOT allowed during this class unless arrangements are approved and made in advance. (face-to-face class)</p> <p>Disclaimer Statement: This outline may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.</p>
Weekly Activities & Assignments	See the " Calendar " document, located under the Bb " Start Here " section.
**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.