**VALENCIA COLLEGE**

**MEDICAL TERMINOLOGY**

**HSC 1531-CRN 21055 ONLINE FALL 201920 Full Term**

**Instructor: Dr. Elizabeth Thazhmon M.D.**

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**Tel:  Cell 407-489-3527: Fax: 407-582-1984**

**Web Online class**

**IMPORTANT DATES**:

Semester starts & end dates:               JAN 8th, 2018—APR 26, 2019

Drop/Refund Deadline:                          JAN 14, 2019

No Show:                                               JAN 15-24 2019

Withdrawal deadline for a “W” grade: MAR 22, 2019

Faculty withdrawal deadline APR 21, 2019

Final Exam week APR22—26, 2019

 Holidays : MLK Day JAN 21, 2019.

 SPRING BREAK MAR 11 -15, 2019.

**CREDIT HOURS:**                        3

**PRE AND COREQUISITES:**        None

 **COURSE DESCRIPTION:**  This introduction course to medical terminology and standard abbreviations is the study of the language of medicine. It has been developed and designed to equip students to comprehend and communicate medical knowledge effectively. The course is structured in such a way that, students have to use more of their analytical and deductive skills rather than memorization .They are shown how to analyze word parts and understand the basic word roots and then logically deduce the meaning of the term .This stimulates and develops the ability of critical thinking.

  1.     Given commonly used prefixes and suffixes along with a defined root word, the student will translate the prefix or suffix and write the meaning of the total word.

  2.     Given a description of a physiological condition or anatomical structure, the student will select an appropriate prefix or suffix that accurately describes the condition or structure.

  3.     When given medical terms consisting of two or more Greek or Latin roots and with one root defined, the student will complete the definition by translating the other root and writing the meaning of the total word.

  4.     When given medical terms made up of two or more Greek or Latin roots with prefix or suffix, the student will expand the given definition of one root so that the total word is defined.

  5.     When given commonly used medical abbreviations and symbols, the student will be able to write the meaning of these abbreviations and symbols.

  6.     Given a hospital report utilizing medical terms, symbols, and abbreviations, the student will write the definition of the underlined words and interpret the report as to the type of condition and the treatment stated.

  7.     Analyze selected terms related to conditions of the body systems.

  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/or case studies.

  10.   Identify medical abbreviations.

  11.   Pronounce and spell medical terms correctly.

**TEXT AND REQUIRED SUPPLIES \*\*Required\*\***

**Smart Book Online Access for Acquiring Medical Language - 1/e
ISBN: 1259197999
Author: Jones-Cavanagh**

**VALENCIA STUDENT CORE COMPETENCIES ADDRESSED IN THIS COURSE:**

The Valencia Student Core Competencies (Think, Value, Act, and Communicate) are an established component of the college’s curriculum development and review process.  A detailed overview can be found in the current Valencia Catalog or on the Valencia Website:

<http://www.valenciacollege.edu/competencies>.  Developing these core competencies will be enhanced through critical thinking exercises, classroom discussions and make reasoned choices by acquiring, analyzing, synthesizing and evaluating knowledge.   You will also need to read, listen, write, and speak effectively. In this course, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of those competencies.

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**ATTENDANCE POLICY: This course opens the first day of class. Every student must log into the course on the first day, definitely in the first week. You will as well need to complete the first assignment Quiz 1 latest by date in your calendar .This will document attendance for the first 2 weeks.**

**Please Note: If this requirement is not met with, your attendance will be reported as ‘No Show’.**

**This being an online class your logging in shows your attendance .If a student does not log in at least once per week, they will be considered absent for the entire week. If you do not log in within the first  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. 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 absence.** 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.**

**All**Coursework will be completed in the **Bb /CONNECT course environment**.

**See and print out** **the FALL 2019 Calendar for** due dates of all coursework.

If you miss any coursework due to any reason you are required to make up the course work within 7 days from the day it was scheduled to stay in the course.

**Every day late beyond the due date for the assignments quizzes will record a loss of 1%   points per day.**

**Only on the chapter quizzes you are allowed to take a second attempt at a penalty of 3% loss of points**

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.

**Review**information under **“Important Dates”**section.

**Per Valencia Policy 4-07**(Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period 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.” 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.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.For> General StudentPoliciesgototheStudentHandbook at <http://www.valenciacc.edu/generalcounsel/policies.cfm>

**ADD/DROP DEADLINE:  To receive a 100% refund of the refundable fees, students must drop from a course or all courses before the last day of the Drop/Add period as listed in this syllabus.**

      **Grading Scale:**

92 – 100%    A

85 – 91%       B

 77 – 84%      C

70 – 76%       D

Below 70%   F

           Grades will be assessed upon completion of every Quiz & Blog. All grades are calculated as a “total” percentage grade. Quizzes may include questions consisting of multiple choices, true-false, matching, fill-in the blank, and diagrams. You will evaluated by all of the below mandatory assignments.

           Chapter Quizzes 1- 13 each worth--------------------------- 6.8% =  88.6%

           Final Exam 1           --------------------------------------------     7.0%   =    7.0 %

          Clinical Application Quiz-------------------------------------- 4.4 %    =   4.4 %

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                                TOTAL--------------------------------------- =100%

**\*NOTE**: **College policy requires that students take the final exam at the scheduled examination time. Failure to do so will result in a failing grade for the course. No make up for FINAL EXAM.**

Make-up work (quizzes, exams, and blogs) 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.

**\*NOTE**: **College policy requires that students take the final exam at the scheduled examination time. Failure to do so will result in a failing grade for the course. No make up for FINAL EXAM.**

**ACADEMIC HONESTY:**

We believe in a person's honesty, self-discipline, and sense of responsibility.  The health professions attract individuals who want to “help others.”  To do this and become involved in the care of another’s life and wellbeing demands *honesty*.

Each student is required to follow the College policy regarding academic honesty.  All work submitted by students is expected to be the result of the student’s individual thoughts, research and self-expression.  Any act of academic dishonesty, which includes cheating and plagiarism, will be handled in accordance with College policy as set forth in the Student Handbook and Catalog.

**VALENCIA RULES OF CONDUCT:**

By enrolling at Valencia Community College, a student assumes the responsibility for being familiar with and abiding by all Valencia rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. 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/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**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://valenciacc.edu/oit/ltad/StudentResources/ for tips and requirements for working in the online environment, student conduct and responsibility, tutorials, and links to college wide support resources to help you be successful.

**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 documents to a CD or a flash drive and your hard drive if necessary. **Students must use a computer with reliable internet access because failure to complete assessments due to computer error will not be accepted.**

Where to get Technical Support (TS): We offer 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 8) or call 407-582-5600.

**Course evaluation:** It is recommended that all students complete the course evaluation. This is valuable information which helps us better the course .It is open from Oct 31 to Nov 21 and  can be completed online. Reminders will be sent to you from the Valencia Institutional Assessment (VIA)Office.

**Students with Disabilities:**Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in Building 5, Room 216.

**Valencia ID cards:** Valencia ID cards are required for use of facilities such as Library or Testing Center. For all West Campus testing center requirements, go to <http://valenciacc.edu/west/lss/testing/>

**DISCLAIMER STATEMENT:**Changes in syllabus and/or schedule may be made at any time during the term by announcement of the professor.  A revised syllabus may be issued at the discretion of the professor.

**CALENDAR SPRING 2019**

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| W**EEK /DATE** | **CLASS-ASSIGNMENT** |
| **Wk1****JAN 7-13** | **REVIEW INTRODUCTION, SYLLABUS &CHAP 1&2--Introduction to Medical Language  & Introduction to Health Records. TAKE  QUIZ #1 (Ch 1)  to no later than JAN 13  at 1159** |
| **WK 2****JAN14-20** | **Cont  to REVIEW Chaps 1& 2 TAKE QUIZES # 2 (Ch 2)  to no later than JAN 20  at 1159** |
| **WK3****JAN 21-27** | **REVIEW Chapters 3** **Integumentary System TAKE QUIZ  to no later than JAN 27 at 1159p.**  |
| **WK4JAN 28 -FEB 3**  | **REVIEW Chapter 4 Musculoskeletal System   TAKE QUIZ (Ch. 4)  no later than FEB3 at 1159p.** |
| **WK5 FEB 4-10** | **REVIEW Chap 5 Nervous System TAKE QUIZ  (Ch5)to no later than** **FEB 10   at1159** |
| **WK6FEB 11-17**  | **Review Chap 6 Sensory system   TAKE QUIZ on (Ch. 6)  to no later than FEB 17at 1159p**  |
| **WK 7 FEB 18-24** | **Review Chap 7 Endocrine system   TAKE QUIZ on (Ch. 7)  to no later than FEB 24 at 1159p** |
| **WK 8 FEB25-MAR 3** | **Review Chap 8Blood& Lymphatic system   TAKE QUIZ on (Ch. 8)  to no later than MAR 3 at 1159p**  |
| **WK9 MAR 4-10** | **REVIEW Chap 9 Cardiovascular  System TAKE QUIZ on( Ch 9) to no later than MAR10 at1159**  |
| **WK10 MAR 11-17** | **SPRING BREAK**  |
| **WK 11 MAR18--24** | **REVIEW Chap 10 Respiratory   System TAKE QUIZ on( Ch 10) to no later than MAR 24 at1159** **CLINICAL APPLICATION QUIZ ASSIGNMENT due on MAR 20** |
| **WK12MAR 25 -31** | **REVIEW Chap 11 Gastrointestinal System TAKE QUIZ on( Ch 11)  to no later than MAR 31 at 1159** |
| **WK13 APR 1-7** | **LEC /ACTIVIES Chap 12 Urinary and Male Reproductive system TAKE QUIZ on( Ch12)  to no later than APR 7 at 1159p**  |
|  **WK 14 APR 8 -14** |  **Review chap Chap 13 Female reproductive Systems TAKE QUIZ on ( Ch 13)   no later than APR 14 at 1159p** |
| **WK 15** APR 15--21 | FINAL EXAM review |
|  **WK 16** APR 22--26 | **TAKE FINAL EXAM QUIZ on ( Ch 9,10.11,12&13)   no later than APR 23 at 1159p** |
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