

## Meet your Professor



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## Office Hours

| Location                           | DAY | FROM (am/pm) | TO (am/pm) |
|------------------------------------|-----|--------------|------------|
| 10-235 and 10-226<br>(email/phone) | M   | 8 AM         | 11 AM      |
| 10-235 and 10-226<br>(email/phone) | T   | 8 AM         | 9 PM       |
| 10-235 and 10-226<br>(email/phone) | W   | 8 AM         | 9 AM       |
| 10-235 and 10-226<br>(email/phone) | TH  | 2 PM         | 3 PM       |
| 10-235 and 10-226<br>(email/phone) | F   | 8 AM         | 12 PM      |

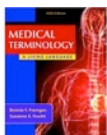
## Classroom Location, Day, & Time

Online: **(August 26, 2013 – December 16, 2013)**

## Introduction to the Course (CRN 12447)

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.

## Textbook

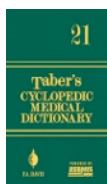


### REQUIRED

Medical Terminology: A Living Language

Fremgen, Bonnie F. & Frucht, Suzanne

Pearson, 2013 5th Edition



### RECOMMENDED

Taber's Cyclopedic Medical Dictionary

F.A. Davis Co., 2009

21st or latest edition

## Valencia College Core Competencies

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 catalogue or the Valencia Website: <http://valenciacollege.edu/competencies/>. Developing these core competencies will be enhanced through critical thinking exercises, classroom discussions, and reasoned choices made by acquiring, analyzing, synthesizing, and evaluating knowledge. You will also need to read, listen, write and speak effectively.

## Overall Course objectives/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.

## Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities 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. (West Campus SSB room 102, 407-582-1523)

## Academic Honesty

Students are expected to be in complete compliance with Valencia College policy on academic honesty. This policy is written in the Valencia College Catalog and Student Handbook. Academic honesty, in terms of documentation, means that you have not stolen another's ideas and misrepresented them as your own; you have given credit where credit is due. As in most areas of life, let common sense and common courtesy rule and help keep you from inadvertently committing an act of plagiarism.

## Atlas

Students will need to check their Atlas account daily for email, helpful hints and updated information. <https://atlas.valenciacollege.edu/>

## Blackboard

This course will be entirely online. The student will be required to complete assignments, examinations and participate in discussion topics online. Any problems or questions must be communicated to the instructor in a timely manner. <https://online.valenciacollege.edu/>

## Course Disclaimer

These course requirements may be changed with notification, as deemed necessary by the instructor due to unforeseen circumstances.

## Important Dates:

|                            |                                   |
|----------------------------|-----------------------------------|
| Term (Start and End Dates) | August 26, 2013-December 16, 2013 |
| Withdrawal for "W" Grade   | November 1, 2013                  |
| Final Examination          | December 3, 2013                  |
| Classes Do Not Meet        | September 2, 2013 (labor day)     |
|                            | October 17, 2013 (College Night)  |
|                            | November 27-29 (Thanksgiving)     |

## Withdrawal Policy:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), 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 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://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

## Attendance and Withdrawal (withdrawal for “W” by November 1, 2013)

This course opens the first day of class. I expect **everyone** to log into the course on the first day.

- **Communicate** with the instructor when you feel the instructor needs to understand your attendance in this 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 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** 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.

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.

**All Coursework** will be completed in the **Bb course environment**. See the **Course Itinerary** at the **END** of this syllabus.

## Grading Considerations

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**.

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 1<sup>st</sup> 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.

## Grade Breakdown

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:**

**20%- Discussions Board**

**15%- Medical Terminology Interactive (MTI):**

**25%- Quiz: (will be averaged towards final grade)**

**20%- Mid-Term Examination**

**20%- Final Examination**

## Grading Scale

A= 92-100

B= 85-91

C= 77-84

D= 70-76

F= Less than 70%

## Course Itinerary

|                |   |
|----------------|---|
| <b>Week 1</b>  | <b>Introduction to Medical Terminology</b><br>-Fremgen & Frucht chapter 1<br>-weekly discussions, weekly MTI, and assignments listed in content page              |
| <b>Week 2</b>  | <b>Body Organization</b><br>-Fremgen & Frucht chapter 2<br>-weekly discussions, weekly MTI, and assignments listed in content page                                |
| <b>Week 3</b>  | <b>Integumentary System</b><br>-Fremgen & Frucht chapter 3<br>-weekly discussions, weekly MTI, and assignments listed in content page                             |
| <b>Week 4</b>  | <b>Musculoskeletal System</b><br>-Fremgen & Frucht chapter 4<br>-weekly discussions, weekly MTI, and assignments listed in content page                           |
| <b>Week 5</b>  | <b>Cardiovascular System</b><br>-Fremgen & Frucht chapter 5<br>-weekly discussions, weekly MTI, and assignments listed in content page                            |
| <b>Week 6</b>  | <b>Blood and the Lymphatic and Immune System</b><br>-Fremgen & Frucht chapter 6<br>-weekly discussions, weekly MTI, and assignments listed in content page        |
| <b>Week 7</b>  | <b>Respiratory System</b><br>-Fremgen & Frucht chapter 7<br>-weekly discussions, weekly MTI, and assignments listed in content page                               |
| <b>Week 8</b>  | <b>Mid-Term Examination</b>   |
| <b>Week 9</b>  | <b>Digestive System</b><br>-Fremgen & Frucht chapter 8<br>-weekly discussions, weekly MTI, and assignments listed in content page                                 |
| <b>Week 10</b> | <b>Urinary System</b><br>-Fremgen & Frucht chapter 9<br>-weekly discussions, weekly MTI, and assignments listed in content page                                   |
| <b>Week 11</b> | <b>Reproductive System</b><br>-Fremgen & Frucht chapter 10<br>-weekly discussions, weekly MTI, and assignments listed in content page                             |
| <b>Week 12</b> | <b>Endocrine System</b><br>-Fremgen & Frucht chapter 11<br>-weekly discussions, weekly MTI, and assignments listed in content page                                |
| <b>Week 13</b> | <b>Nervous System</b><br>-Fremgen & Frucht chapter 12<br>-weekly discussions, weekly MTI, and assignments listed in content page                                  |
| <b>Week 14</b> | <b>Special Senses: The Eye and Ear (Thanksgiving!)</b><br>-Fremgen & Frucht chapter 13<br>-weekly discussions, weekly MTI, and assignments listed in content page |
| <b>Week 15</b> | <b>Special Topics</b><br>-Fremgen & Frucht chapter 14<br>-weekly discussions, weekly MTI, and assignments listed in content page                                  |
| <b>Week 16</b> | <b>Final Examination</b>  |