**VALENCIA COLLEGE**

**COURSE SYLLABUS - FALL and SPRING TERMS**

**COURSE TITLE:** Medical Terminology

**COURSE NUMBER:** HSC 1531

**CREDIT HOURS:** 3

**PRE AND COREQUISITES:** None

**CONTACT HOURS:** 45 - Semester

 3 - Week

**INSTRUCTOR:** Lynda Lincoln-Wilson, BS, MAT, EMT-P

 Phone: 407-582-5837 FAX: 407-582-1984

 Office: Building 4 Room 225 West Campus

 Office Hours: By appointment; Please see Faculty Front Door on the Valencia website

**Email:** lwilson@valenciacollege.edu

**CRN:**

**CLASS DAY & TIME:**

**CLASS LOCATION:** HSB Building, Room 220, West Campus Face-to-face class

 Canvas – Online class

**COURSE DESCRIPTION: Medical Terminology**: A study of the language of medicine and allied health specialties, including word construction, definitions, and application of terms.

**COURSE OBJECTIVES:**

 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.

**TEACHING STYLE AND INSTRUCTIONAL METHODS**

This is a traditional classroom class, which will include worksheets, group work, drills, lecture, and games. There will be a test every class meeting, with an extensive review before each test.

**CANVAS**

All Power Point presentations used in class are located in Canvas in the class titled **Medical Terminology Group Course.** They are in PDF format and you can download them, print them, and use them in class. There are also helpful and informative links in the Group Course. All class announcements will be posted in the Group Course.

**REQUIRED MATERIAL:**

 1. Text by Chabner, Davi-Ellen. The Language of Medicine (latest ed.), Philadelphia:

 W. B. Saunders Co., 2001.

 2. Review Worksheets (available in the bookstore)

 3. Two packets of scantrons Form # 882-E

**OPTIONAL REFERENCE TEXT:**

Taber's Cyclopedic Medical Dictionary, 21st or latest edition, F. A. Davis Co., 2001.

**EVALUATION:** **GRADING SCALE:**

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| --- |
| **Evaluation** |
| Weekly tests – 40% |
| Real World Application – 15% |
| Medical History Report – 20% |
| Midterm Exam – 10% |
| Final Exam – 15% |

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| --- |
| **Grading Scale** |
| 92 - 100 A |
| 85 - 91 B |
| 77 - 84 C |
| 70 -76 D |
| 69 – below F |

**FINAL EXAM: The final examination in this course is MANDATORY.**

**Any student not completing the exam will receive a grade of F for the course.**

**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 the credit class schedule. The deadline for Fall Term 2019 is** <https://valenciacollege.edu/academics/calendar/documents/important-dates-calendar-2019-2020.pdf>

**CLASSROOM POLICIES:**

**Attendance** – The student is expected to attend all sessions of all classes. Regular attendance and regular class participation are two significant factors which promote success in college.

* **Students who miss more than two classes will be withdrawn for excessive absences.**
* **Students who leave at anytime during the class will be counted absent for the class.**
* **Students who attend all scheduled classes will be awarded 2 percentage points to their final grade.**

**Tardies** – Entering the classroom after the scheduled starting time of the class is considered a tardy.

* **Two tardies will be considered equivalent to one absence.**
* **If you are tardy more than four times you will be withdrawn for excessive tardies.**

**Talking** – There is time for classroom discussion on the material being covered that day, and open discussion is greatly encouraged. However, private discussions in the class are disruptive and distracting to others and will not be tolerated.

**Cell Phones** – Cell phones must be **SILENCED** and put away (off the desk) during class.

**Sleeping or Texting During Class** – Will not be tolerated and the student will be asked to leave the class at the break and will be counted absent for that class.

**Withdrawal Policy-**WITHDRAWAL Per Valencia Policy (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 of <https://valenciacollege.edu/academics/calendar/documents/important-dates-calendar-2019-2020.pdf>**.**

 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”. If the professor does not withdraw you, your grade will be what you had earned. For a complete policy and procedure overview on Valencia Policy 4-07 please go to:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>

For general Student Policies refer to the Student Handbook at: <https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

**Make-up Test Policy** – If you miss a test due to illness or emergency, you will need to make up the test you missed. Make up tests may be essay or a different format than the tests given in class.

Make-up tests will be placed in the Testing Center, Building 11, Room 142 (West Campus), 407-582-1323**.**

* **You can make up 2 tests only.**
* **All make-up tests must be completed by Friday, December 7, 2019.**
* **Students will receive a zero (0) for any tests or assignments not completed by December 7, 2019, which will have a significant impact on the final class grade.**

**Testing Center** – Valencia ID cards are required for use of the Testing Center. For all West Campus Testing Center Requirements, go to: <https://valenciacollege.edu/students/learning-support/west/testing/>

**Tests** – Any test taken in the classroom or testing center is Valencia’s property and shall not be written on or marked in any way. Tests may not be photographed or copied in any way. Tests must remain in the learning environment of the classroom. If a test is found in your possession other than while you are taking it in the classroom or testing center, it will be considered cheating and you will be subject to disciplinary action per the student handbook and VCC policy.

**Medical History Assignment** – A medical history is the documentation of everything that happens during a visit to a medical doctor or a hospital. The medical history can be your own or that of a family member, or your professor will supply you with web links that contain medical/case histories. This assignment will be counted as one chapter test grade. There is a 25% penalty to the grade for turning in the assignment after the deadline stated in this syllabus. Details will be explained on a separate handout.

**REQUIRED MATERIALS THAT MUST BE BROUGHT TO EVERY Face-to-Face CLASS :**

**1. Textbook**

**2. Review sheets**

**3. Handout worksheets**

**4. Scantrons**

**VALENCIA STUDENT 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.

**STUDENT RESPONSIBILITIES IN THE CLASSROOM**:

 1. Treat all persons in the classroom with respect. Inappropriate language will not be tolerated.

 2. Refrain from side discussions with other members of the class during lecture.

 3. Turn your cell phone to silent and put it away in your purse or backpack.

 4. Bring a scantron answer sheet to every class. You cannot take the test without it!

 5. If you should miss a class, contact your professor as soon as possible.

 6. Do not text or sleep during the class.

 7. Be early.

 8. DO NOT MARK ON TESTS.

9. Students are responsible for preparing for class by reading pre-assigned readings and completing assignments. Students who are absent are fully responsible for all material covered in class.

10. During exams and quizzes, students may not leave the room or receive phone calls.

**PRE-HEALTH PROFESSIONAL’S CLASS BEHAVIOR:**

You are seeking to become a health care professional and with that commitment comes

 responsibility to yourself, your future patients and your peers. Professionalism may be

 defined as “possessing certain characteristics and behaviors that provide the means for a

 person to do their best to provide the highest quality service to patients, co-workers and peers.”

**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 well being 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:

<https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

**COMMUNICATION:**

Communication is vital. I am available to you through Atlas and by phone for any questions and concerns and I will expect you, as pre-health professionals, to keep me informed regarding your questions and concerns with this course. . Messages should consist of your name, your class and class time, and a brief message. Questions such as “What did we cover in class?” will result in NO response. Students who need more than a brief response should arrange a meeting with the instructor.

You will need to check your e-mail on the Atlas system daily for any notifications from me about your grades or excessive absences. Also check Atlas for class cancellation during severe weather.

**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 the SSB.

If you have a documented disability, which requires accommodations in this course, please see me as soon as possible. I am happy to make appropriate accommodations, provided timely notice is received.

Valencia College is interested in making sure 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. Free face-to-face counseling is also available.

**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.

08/19

**MEDICAL TERMINOLOGY**

 **TOPICAL OUTLINE**

 **Spring and Fall**

**Week** **TOPIC**

1 Introduction

 Basic Word Structure – Chapter 1

2 **Test** (Chapter 1)

 Terms Pertaining to Body – Chapter 2

3 **Test** (Chapter 2)

Suffixes – Chapter 3 and Prefixes – Chapter 4

4 **Test** (Chapters 3 and 4)

 Digestive System – Chapters 5 and 6

5 **Test** (Chapters 5 and 6)

 Urinary System – Chapter 7

6  **Test** (Chapter 7)

 Male Reproductive System – Chapter 9

7 **MID-TERM** **EXAM** (Chapters 1-7 and 9)

 Female Reproductive System Lecture – Chapter 8

8 **Test (**Chapter 8)

 Nervous System Lecture – Chapter 10

9 **Test** (Chapter 10)

 Cardiovascular System Lecture – Chapter 11

10 **Test** (Chapter 11)

 Respiratory System Lecture – Chapter 12

11 **NO CLASS: Release time for Medical History Preparation Test (**Chapter 8)

12 **Test** (Chapter 12)

 Blood Lecture – Chapter 13

 **Medical History Assignment Due**

13 **Test** (Chapter 13)

Lymphatic System Lecture – Chapter 14

14 **Test** (Chapter 14)

 Musculoskeletal System Lecture – Chapter 15

 Review for Final

15 **FINAL EXAM (**Chapters 10-15 and 8)

 Regular Class Time and Place