**MEDICAL TERMINOLOGY, HSC 1531 CRN 20514,**

**T-R 11:30 AM-12:45 PM**

**SPRING 2011 (201120) Full Term**

**PROFESSOR:** DR. ROSA CHAVES

**CONTACT INFO**:

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**Note**: All official communication will be sent via your Atlas email account.

**Office**: NOT AN OFFICIAL OFFICE. ALL MEETINGS BY APPOINMENT

**COURSE DESCRIPTION**:

 Medical Terminology HSC 1531 is the study of the language of medicine. It 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.

Prerequisite(s) and Co-requisite(s): None

Credits: 3

Meeting places and times: ***T-R 11:30 AM -12:45 PM CLASSROOM 7-112***

**COURSE OUTCOMES:**

- Know and understand the meanings of prefixes, suffixes, roots used in analyzing and defining medical terms.

-List and define suffixes for adjective endings, noun endings.

-List and define medical prefixes.

-Define rules for changing singular words to plural words.

-Build medical words for surgical, diagnostic, and symptomatic suffixes.

-Identify word roots/combining forms, prefixes and suffixes associated with all of the major organ systems: e.g., cardiovascular, respiratory, musculoskeletal, etc.

-Correctly spell and/or pronounce medical terms presented in the course.

- Analyze medical terms by virtue of their word element structure and thereby determine their meaning.

-Make a medical case study presentation.

**EDUCATIONAL MATERIALS:**

***The Language of Medicine, 9th ed.*** Author: Davi-Ellen Chabner. Publisher: W.B. Saunders Co. **\*\* Required Resource\*\***

***Taber’s Cyclopedic Medical Dictionary, 21st or latest edition.*** Publisher: F.A. Davis Co. **\*\*Recommended Resource\*\***

**ASSESSMENT METHODS AND EVALUATION:**

**Tests**: There will be **6** tests, and their assigned dates are shown in the Class Schedule. Tests will be given in the testing center Building 4 inside of the library. Each test will include materials from previous classes. The value is **8%** each for a total of **48%**.

**IN-class work**: During some classes all students will make four **GRADED** class work; each set of those with a worth of **5%** for a total of **20%**.

**Intermediate test**: It is an intermediate test with a worth of **14%**.

**Final Exam**: The final exam may include material from all chapters covered in the course from the beginning to the end. It could have the most representative questions of each chapter. **It is required** that students take the final exam at the scheduled examination time. Failure to do so will result in a failing grade for the course, unless arrangements have been made for a make-up exam. The worth of this final is **13%** and will be taken on **Thursday April 28, 2011 from 10:00 am -12:30 pm**.

**Participation:** At the beginning of each class the student must participate with the answers of some “practice tests” they will have on the BB 9.1. This participation **WILL BE GRADED** according to the job they make with them. If the student uses her/his classmate’s answer paper, is absent, and/or leaves class early, she/he will have “poor participation” and the grade in “participation” will be decreased. Points will be reduced **each time** in this way: poor participation -2 points; late -2 points; leving early -2 points; absent -5 points. This grade is from 0-100 and it counts for the **5%** of the total grade.

**Grades**

 **Grading scale:**

6Tests 48 %

In-class work 20 % 92 – 100% **A**

Midterm 14 % 85 – 91% **B**

Participation 5 % 77 – 84% **C**

Final exam 13 % 70 – 76% **D**

Total 100 % Below 70% **F**

**CLASSROOM POLICIES ATTENDANCE**:

**Classroom attendance and punctuality is vital to academic success. Attendance** will be taken at the beginning of each class. **If the student misses a class, she/he needs to contact a classmate to get the notes missed.** Every time a student is absent she/he will be considered unexcused at least she/he have a documented emergency. In the last case, the absence will be a **“Real Excuse Absence”** and will not be penalized.The student will have just **“Excused Absence” if she/he** is absent but has not a documented excuse AND **notifies by e-mail** to the instructor either in advance, the day the class is missed, or during that week period after the absent. If the student does not contact the professor regarding the absence, she/he will have an **“Unexcused Absence.”** If the stud get late to class she/he will not be allowed to enter. Early dismissals are considered absences. **Students who do not maintain regular attendance will be withdrawn by the professor, unless other arrangements have been made.** **Missing the equivalent of more than 2 weeks of classes, for any reason other than excused absences in accordance with Valencia’s policies, is excessive and a basis for withdrawal.**

**WITHDRAWAL**

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 on **March 25, 2011**. 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.

**MAKE-UP POLICY:**

**Make-up work** (assignments, quizzes, exams) will be allowed in cases of documented student’s emergencies. In those cases, it is the student’s responsibility to contact the instructor and to provide documentation within one week unless special arrangements have been made previously. Also, **the student must** ask for this make-up during the same week or will lose the right to do it. With the documentation, the student will get the **100%** of the grade she/he gain in the make-up. If the student was absent with no reason or cannot document it but she/he e-mail the professor by the day of the absence (Excused Absence), she/he can still make-up work or test for one time during the semester and will be graded over **70%** of the total grade. If the student was absent but never contact the professor, she/he will not have the opportunity to make-up jobs at all.

Due to a large job at the end of the semester, make-up is allowed just until the second last week before it finishes.

**ACADEMIC HONESTY:**

Each student is required to follow Valencia 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 unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

**COLLEGE POLICIES:**

A full description of all College policies can be found in the College Catalog at <http://www.valenciacc.edu/catalog/>; Policy Manual at <http://www.valenciacc.edu/generalcounsel/>; and the Student Handbook at <http://www.valenciacc.edu/pdf/studenthandbook.pdf>.

**IMPORTANT DATES:**

**Full Term 01/10/2011 - 05/01/2011**

Students will receive a **W** if withdrawn by **March 25, 2011**

See College calendar for important dates and final exam schedule at <http://www.valenciacc.edu/calendar>

**SPECIAL RULES:**

Please turn **cell phones** **off**. If you have an emergency where you must be aware of phone calls, please inform the professor prior to class, turn the cell phone to vibrate and sit as close to the door as possible so that you are able to leave the classroom at any time. **Texting** during class time is not permitted. **Laptops** are not allowed in class. **Valencia ID** **cards** are required for use of facilities such as Library or Testing Center. For all East Campus testing center requirements, go to www.valenciacc.edu/east/academicsuccess/testing

**DISCLAIMER:**

Changes may be made at the discretion of the instructor.

**SCHEDULE OF CLASSES AND/OR LABS:**

Check the attached schedule