**MEDICAL TERMINOLOGY FOR OFFICE, OST 1257 CRN 24406**

**T-R 10:00-11:15 AM**

**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 for Office OST 1257 is three credit hours for medical office employees. It covers basic word-building system for defining, pronouncing, spelling, and using medical words. Programmed text and CD on which professionals pronounce medical words correctly allow students to develop vocabulary at own pace (Special Fee: $34.00)

No prerequisites for this class.

Meeting places and times: ***T-R 10:00 -11:15 AM CLASSROOM 8-243***

**COURSE OUTCOMES:**

* The student will identify correct medical terminology for various medical specialties
* The student will identify the correct spelling of various medical words.
* The student will use medical terminology correctly in sentences.

**EDUCATIONAL MATERIALS:**

***Building a Medical Vocabulary with Spanish translations, 7th ed.*** Author: Peggy C. Leonard. Publisher: Saunders.

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

**ASSESSMENT METHODS AND EVALUATION:**

During the session, there will be schedule major tests. Unit tests will be given each week at the testing center. Spelling is very important in the medical field. If a term is spelled incorrectly, it could change the entire diagnosis. Therefore, if a **medical term is spelled incorrectly**, then **the word/answer will be marked as incorrect**. You may not use the computer, dictionary, or any reference materials during a test and/or exam. At least **three to six hours per week** of time **outside class** is **recommended** for students to complete assignments and study for tests; this is the homework time.

**Tests**: There will be **8** 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 **7%** each for a total of **56%**.

**Medical case:** In some classes the students must solve medical cases and those will be graded with a worth of **5%** each for a total of **15%**.

**Intermediate test**: It is an intermediate test with a worth of **12%**.

**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 **12%** and will be taken on **Tuesday April 26, 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; leaving 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:**

8Tests 56 %

Medical case 15 % 90 – 100% **A**

Midterm 12 % 80 – 89% **B**

Participation 5 % 70 – 79% **C**

Final exam 12 % 69 – 60% **D**

Total 100 % Below 60% **F**

**CLASSROOM ATTENDANCE POLICY**:

**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 has a documented emergency. In the last case, the absence will be a **“Real Excused 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 student is 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