

OST 1257C CRN 24879 Valencia West Campus Spring, January 8 – April 29, 2018

3 Credit Hours; Online

No Show Reporting Period January 17 - 26, 2018

MEDICAL TERMINOLOGY FOR THE OFFICE

WITHDRAWAL DEADLINE – March 30, 2018

PROFESSOR: RON STUMPF BA/BS, MS (For a Biography go to Valencia College – Current Students – Academics – Faculty Web Sites (Faculty FrontDoor) – Stumpf, Ronald)

OFFICE: Evenings and hours by appointment.

EMAIL: Via Blackboard Email or Atlas Email. **NOTE: I don't have a Valencia telephone, so please drop me an email in either of the two systems (preferably in Blackboard) and I will get back to you as soon as possible.**

COURSE DESCRIPTION: For medical office employees. Covers basic word-building system for defining, pronouncing, spelling, and using medical words. Programmed text and audio tapes on which professionals pronounce medical words correctly allow students to develop vocabulary at own pace.

In addition to specific objectives, this course will also partially or wholly reinforce the following competencies:

Student Competencies

1. **Think** clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
2. **Communicate** with different audiences using varied means.
3. Make reasoned **value** judgments and responsible commitments.
4. **Act** purposefully, reflectively, and responsibly.

COURSE OBJECTIVES: 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.

The topics of study to be covered during this semester include the following:

Tools for Building Medical Terms	Building on Familiar Terms	Diagnostic, Therapeutic, and Surgical Terms
Diseases and Disorders	Prefixes	Organization of the Body
Body Fluids and Immunity		

TEXT: Building A Medical Vocabulary, 9th ed. by Peggy C. Leonard  
Taber's Cyclopedic Medical Dictionary

ATTENDANCE: In accordance with new federal regulations, class attendance records are required by Valencia policy and federal financial aid regulations. Professors shall keep attendance and grade records for all students enrolled in their classes and for maintaining those records for a period of three years. In order to certify that a student is actively attending an **online course** or hybrid course that does not meet face-to-face within the no-show period, all faculty members are responsible

for documenting attendance by requiring students to participate in at least one academically-related activity during the **no-show reporting period**. **To this end, each student must send the professor an email to “initiate contact with the faculty member to ask a question about the academic subject studied in the course”.** This email will contain a message pertaining to the homework assigned during the no-show period and if there are any questions, or if all the material is understandable and that you have no problems. I will need an email sent through Blackboard during the no-show (online class) period just to let me know if you are o.k. with the academic subject being studied for that period and if you have any questions or concerns. *(If a student does not communicate with me during this time period, he or she may be withdrawn as a “no show” after January 18<sup>th</sup> but prior to January 26<sup>th</sup>.)* **The scheduled no-show reporting period is January 17 - 26, 2018. For this class, this term, I will need this email from you during this timeframe.**

**HOMEWORK:**

Text assignments are to be read, assignments completed and any handouts to be read and studied throughout the semester in accordance with the Schedule.

**MAKE-UP TESTS:**

If you cannot be available during a test due to illness, planned vacation, work, etc., it is your responsibility to notify the professor **PRIOR** to the scheduled test so that arrangements may be made for a make-up test. **If the professor is not aware (PRIOR TO THE TEST), of a planned absence, a grade of "0" will be given for that test. NO MAKE-UP TESTS WILL BE ADMINISTERED FOR UNEXCUSED ABSENCES.** Make-up tests will be done during a mutually acceptable time and date.

**GENERAL:**

It is your responsibility to be aware of assignments. As an online course, it is up to you to have the discipline to complete all tasks and study for the tests.

Spelling is very important in the medical field. If a term is spelled incorrectly, it could change the entire diagnosis. At least **three to six hours per week** of time is recommended for students to complete assignments and study for tests.

**THERE ARE NO EXTRA CREDIT PROJECTS.**

Anyone needing tutoring or assistance should contact the professor for hours of availability and location.

Valencia College is pleased to announce that we are now able to offer the Microsoft Student Advantage to our current students! Microsoft Student Advantage offers students the free Office 365 ProPlus which is a full version of Office and includes Word, PowerPoint, Excel, Access, and more. Office 365 ProPlus is a user-based service and allows each student to install on up to five PCs or MACs and access Office mobile applications on iPhone and Android phones. Your Office ProPlus subscription will remain valid while you are an active Valencia student.

To download your free subscription to Office ProPlus:

1. Log into your Atlas Account
2. Click on the EMAIL icon in the upper right corner
3. If given an option Select Atlas Email & Office 365

4. Click on the Settings Icon
  5. Select Office 365 Settings
  6. Select Software
  7. Follow the instructions provided to install the software
- Sincerely, The Atlas Information Systems Team

If you have a question, please send your request [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu).

**ACADEMIC HONESTY:** Students are expected to comply with the college policy on academic honesty as presented in the admissions catalog and student handbook.

**COMPUTER/EQUIPMENT USE:** IF YOU ARE ON A CAMPUS DURING THE WEEK. Use of computers in the Business, IT, and Social Science classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

Use of computer to send E-mail or access Internet sites not specifically assigned in class. Use of a computer for job, internship, homework or other activities not assigned in class. Modifying any hardware or software system configuration or setting. Activities not in accordance with the Valencia Student Code of Conduct.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

**STUDENTS WITH DISABILITIES:** Students with disabilities who qualify for academic accommodations must provide a notification from the office for Students with Disabilities (SD) 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. Contact information for the West Campus is: SSB, Rm. 102. Phone: 407-582-1523; Fax: 407-582-1326; TTY: 407-582-1222.

**WITHDRAWAL:** A student may withdraw at any time during the term using Atlas. Students will receive a **W** if you are withdrawn by **March 30, 2018**. After this date, a student may be withdrawn by the instructor. It is your responsibility to withdraw from class, not your instructor's. Failure to initiate withdrawal procedures may impact your final grade.

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 this, please review Valencia Policy 4-07.

**CHAPTER ASSIGNMENTS:** When using the programmed text, cover the correct answers that are given to the left of the sentence frame. See if you know the answer to the sentence and then immediately check to see that you have written the correct word or words in your text blank. If you do not have the correct word, study the answer that is shown in the left column before continuing to the next frame. At the end of each chapter, complete the Exercises and the Chapter Review.

DISCLAIMER:

The syllabus presented represents the course schedule for the term; however the schedule may be changed or adjusted at any time at the discretion of the professor. If this should happen, the professor will send everyone a notice via Blackboard.

TESTS AND GRADING:

You may not use the dictionary or any reference materials during a test and/or exam. To receive credit for this course, you must take both exams. Your score will be available for you to view in Blackboard after you have completed the test. If you do not take the final on the date/time scheduled, (with no prior arrangements with the professor) a grade of "F" will be given for the course.

**Two exams – Each of the tests will count as 50% of the total grade.**

**Both tests will have 75 questions and will be composed of multiple choice and true/false questions. Each test will count exactly the same and both are timed for 60 minutes. Once you start the test during the appointed week of the test per the Schedule, you must finish in one sitting. If you take longer than 60 minutes to complete the test, the test will automatically stop at 60 minutes and will be submitted to Blackboard. After testing, you are able to check your score in Blackboard. At the end of the semester, your final average along with the scores to the tests will be available for you to review in Blackboard. The key to performing well in this course is to do all the reading and studying, concentrate on the online handouts, then for the few days before the tests, memorize the questions and answers you provide on the Study Sheets for Test 1 and 2. All answers for the Study Sheets will be found in the online handouts.**

**NOTE: The second test will NOT contain any material from the first test as Test 2 is not cumulative.**

FINAL GRADE:

Your final grade is based on a combination of the grades presented above. Final grade average for this course will be ranked as follows:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 – 69%