

WEST LOS ANGELES COLLEGE  
DEPARTMENT OF ALLIED HEALTH

- I. ALD HTH 033, SECTION 8007 MEDICAL TERMINOLOGY
- II. PREPARED BY: CYNTHIA CHAMBERS, RDHAP, MS
- III. REVISED FOR: SUMMER 2015
- IV. PREREQUISITES: NONE
- V. UNITS AND HOURS: 3 UNITS, 6 weeks, ONLINE

OFFICE HOURS : Tues. 12-1 PM

**By Appt.** WLAC, Rm MSA 103

- VI. COURSE INSTRUCTOR: CYNTHIA CHAMBERS, RDHAP, MS  
**Contact:** chambecm@wla.edu

VII. COURSE DESCRIPTION :

This course is designed to provide the basic elements of medical terminologies through word roots, medical abbreviations, and related body systems. Students will develop medical vocabulary applicable to all specialties of medicine and a basic understanding of anatomy and major body systems. The use of medical dictionaries, Internet sites, and other modern technologies will be introduced for support.

VIII. REQUIRED TEXTS:

Cohen, Barbara Janson, Depetris, Ann (2014). Medical Terminology, An Illustrated Guide, 7<sup>th</sup> Edition. Baltimore, MD: Lippincott Williams & Wilkins. ISBN: 978-1-4511-8756-4  
(ebook available)

Stedman's (2011). Medical Dictionary For The Health Professions and Nursing. 7<sup>th</sup> ed. Baltimore, MD: Lippincott Williams & Wilkins. ISBN/ ISSN: 978 1 6083 16922

IX. INSTITUTIONAL STUDENT LEARNING OUTCOMES (SLO)

A. **Critical Thinking:** Analyze problems by utilizing and constructing correct word forms acquired through knowledge of medical terminologies.

**Assessment:** Students will complete five exams and one final exam that tests understanding of learning material. Tests will be evaluated using an online answer key.

**Criterion:** At least 80% of students achieve 75% of the points available on the grading rubric.

B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in online topic discussions or related material.

**Assessment:** Individual student communication skills with peers and instructor will be evaluated through Online classroom discussions.

**Criterion:** At least 75% of students achieve this course SLO.

X. COURSE GOAL:

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At the completion of the course, the student will have an understanding of, or be able to apply, the following principles and concepts:

1. Define the word roots and combining forms used to describe the organs and structures.
2. Define suffixes and prefixes in medical words.
3. Build and analyze medical words.
4. Understand the meaning of new medical words by defining the elements.
5. Master pronunciation and spelling of medical terms from class lectures, handouts, and assignments.
6. A basic understanding of body systems and terms that describe procedures and diseases.

XI. STUDENT LEARNING OUTCOME ASSESSMENTS:

As a result of knowledge and skill gained from the course, the student will have the following skills:

1. Understand medical terms in patient charts or records.
2. Communicate with health care professionals.
3. Master pronunciation and spelling of medical terms from class lectures and assignments.

XII. SPECIFIC OBJECTIVES:

Through knowledge gained in lectures, videotapes, and reading assignments the student will apply medical vocabulary to:

1. Define concepts of medical terminology with regard to root words, suffixes, and prefixes.
2. Describe the cells, tissues, and organs.
3. Describe the body structure.
4. Describe disease, diagnosis, and treatment including associated drugs.
5. Describe the cardiovascular and lymphatic systems.
6. Describe the blood and immune system.
7. Describe the respiratory system.
8. Describe the digestive system.
9. Describe the urinary system.
10. Describe the male and female reproductive systems.
11. Describe the endocrine system.
12. Describe the nervous system and behavioral disorders.
13. Describe the senses.
14. Describe the skeleton.
15. Describe the muscular system.
16. Describe the skin.

XIII. METHODS OF INSTRUCTION:

- Reading Material from Textbook
- Lectures
- CD Rom
- THE POINT website
- Group Discussions
- Assignments
- Quizzes

XIV. METHODS OF EVALUATION:

- a. **Class Participation (25%)**
  - i. Participation in all **Online Class Discussions.**

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ii. Completion of Assignments to determine what course objectives have been met.  
**NONPARTICIPATION in Assignments and Online Discussions will result in a deduction of total points awarded for that exercise.**

**b. Written Examinations (75%)**

**5 Exams ( 50%), 1 Final Exam (25%)**

The examinations may be a combination of multiple choice, true and false, matching, and short answer. **No makeup exams will be given.** If an exam is not completed by the due date, the student will receive a failing grade for that exam. Each exam will be limited to questions on the material presented in lectures, CD Roms, and reading assignments of that section. The final exam will include information from all sections.

**c. The course letter grade will be based on the following scale:**

- 90 - 100% **A** Excellent
- 80 - 89% **B** Good
- 70 - 79% **C** Average
- 60 - 69% **D** Poor
- 50- 59% **F** Failing

Below 70 -79% is a non-passing grade.

**XV. COURSE CONTENT OUTLINE:**

**Lecture Schedule for Summer 2015 follows on next page 5.  
Use Etudes Course Map for a detailed list of due dates.**

**XVI: STUDENT RESPONSIBILITIES:**

- Read Announcements
- Assignments/ Discussions
- Exams / Quizzes

**XVII: ATTENDANCE POLICY**

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis. Participation in class discussion is required. All assignments must be completed by the allotted time.

**XVIII: SYLLABUS CHANGE POLICY:**

This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

**XIX: PRIVATE MESSAGING AND ELECTRONIC MAIL:**

The ETUDES Private Messaging system will be used for communication in this class.

**XX: DISABLED STUDENT SERVICES:**

If you know or think you have a learning or physical disability, contact Disabled Student Programs and Services Office (DSPS) in the Student Services Building Room 320, phone (310) 287-4423. DSPS will then contact your instructor to notify of needed accommodations such as additional testing time or a note taker.

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XXI: DROPPING THE COURSE:

According to college policy, you will be excluded for non-participation or for not following Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System: <http://www.laccd.edu> and save the confirmation code. Pay attention to drop dates in the Schedule of classes. **The last day to drop this class with no fee is June 16, 2015. The last day to drop without a "W" is June 16, 2015. The last day to drop with a "W" is July 6, 2015.**

XXII: ACADEMIC INTEGRITY

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is used the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

**Forms of Behavior which Violate Academic Integrity**

**Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity of other method of course assessment. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing material produced in other courses, SCREENSHOTS, or utilizing any other system of inappropriate "help." Exams are to be measured by what YOU, as an individual, have learned.

**Collaboration.** Working together on projects, papers, exams, or other forms of assessment which are to be completed by the individual.

**Plagiarism.** Taking anyone else's work as your own. Presenting another's words, ideas, forms of expression, materials, materials, or labor without citation, referencing, and declaration that this material originated outside the student's work.

XXIII: STANDARDS OF CONDUCT

The West LA College faculty, staff, and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside the learning environment or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance to the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

- Warning. A Written notice, given to the student by the instructor,
- Removal by the Instructor. An instructor may remove a student temporarily from the online shell.

**LECTURE SCHEDULE – SUMMER 2015**

<b>WEEK / Date WEEK OF:</b>	<b>Lecture Topic</b>	<b>Chapter Assignment</b>
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1. 6/ 15/15	Introduction to Course, Basic Elements of Medical Terminology Word Roots, Suffixes, Prefixes Cells, Tissues, Organs Body Structure, Directions <b>EXAM 1 Online</b>	<b>Cohen Part 1:</b> Chapters 1 - 5
2. 6/ 22/ 15	Disease, Treatment, Drugs. Cardiovascular and Lymphatic Systems <b>EXAM 2 Online</b>	<b>Cohen Part 2:</b> Chapters 6 - 8 <b>Cohen Part 3:</b> Chapter 9
3. 6/ 29/ 15	Blood and Immunity Respiratory System Digestive System <b>EXAM 3 Online</b>	<b>Cohen Part 3:</b> Chapters 10 -12
4. 7/ 6/ 15	Urinary System Male Reproductive System Female Reproductive System, Pregnancy, Birth Endocrine System <b>EXAM 4 Online</b>	<b>Cohen Part 3:</b> Chapters 13 - 16
5. 7/ 13/ 15	Nervous System and Behavioral Disorders The Senses Skeletal System Muscular System <b>EXAM 5 Online</b>	<b>Cohen Part 3:</b> Chapters 17 – 20
6. 7/ 20/ 15	The Skin	<b>Cohen Part 3:</b> Chapter 21
7. 7/ 23/ 15	<b>FINAL EXAM ONLINE</b>	

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