



**West Los Angeles College  
Allied Health Division  
Medical Assisting Program  
Fall 2015  
Online**

**Medical Terminology  
Course Syllabus**

**Prepared by Dr. Yervant "Eric" Boghos**

**Course title:** Medical Terminology  
**Course #:** Allied Health 033  
**Course units:** 3  
**Instructor:** Dr. Yervant "Eric" Boghos  
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**Office hours:** Thursday 3:00pm to 5:00pm (Building SC Room 104)  
**Prerequisite:** None  
**Textbook:** Medical Terminology An Illustrated Guide (7<sup>TH</sup> Edition)  
**Author:** Cohen, Barbara Janson, DePetris, Ann  
**Publisher:** Lippincott Williams & Wilkins. ISBN-13: 978-1-4511-8756-4  
and  
Stedman's Medical Dictionary For The Health Professions and  
Nursing 7<sup>Th</sup> Edition.  
Lippincott Williams & Wilkins. ISBN-13: 978-1-60831-692-2

**I. 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.

## **II. COURSE OBJECTIVES:**

**Upon completion of this course the students will be able to:**

1. Define concepts of medical terminology with regard to root words, suffixes, and prefixes.
2. Define the word roots and combining forms used to describe the organs and structures.
3. Define suffixes and prefixes in medical words.
4. Build and analyze medical words.
5. Understand the meaning of new medical words by defining the elements.
6. Describe the cells, tissues, and organs.
7. Describe the body structure.
8. Describe disease, diagnosis, and treatment including associating drugs.
9. Describe the respiratory system.
10. Describe the blood and immune system.
11. Describe the digestive system.
12. Describe the urinary system.
13. Describe the male and female reproductive system.
14. Describe the endocrine system.
15. Describe the nervous system and behavioral disorders.
16. Describe the senses.
17. Describe the skeleton.
18. Describe the muscular system.
19. Describe the skin.

## **III. STUDENT LEARNING OUTCOMES: (SLO)**

**- Critical Thinking:**

Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences

**- Communication:**

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community setting.

- Technical Competence:

Utilize the appropriate technology for informational, academic, personal, and professional needs.

- Medical Ethics:

- a. Render services with respect for human dignity.
  - b. Uphold the honor and high principles set forth by the AAMA.
  - c. Respect patient confidentiality and continually improve knowledge & skills.
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#### **IV. STUDENT LEARNING OUTCOME ASSESSMENT:**

- Students will use medical terminology to understand medical terms in patient charts or records.
- Students will be evaluated on master pronunciation and spelling of medical terms from class lectures and assignments.
- Students will be evaluated according to written examinations, class participation, assignments and quizzes to confirm that the course objectives have been achieved.

#### **V. METHODS OF INSTRUCTION:**

- Reading Material from Textbook
- Lectures
- Group discussions
- Assignments
- Quizzes

#### **VI. COURSE CONTENT AND OUTLINE:** Use Etudes Course Map

#### **VII. COURSE SCHEDULE:**

- Use Etudes Course Map to get a detailed list of due dates.

#### **VIII. STUDENT RESPONSIBILITIES:**

- Read Announcements
- Assignments
- Exams / Quizzes
- Projects if assigned

## **IX. 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. Complete assignments during the allotted time.

Withdrawal from class can affect eligibility for federal financial aid.

- Policy for late work
- Policy for missed exams and quizzes
- Policy for extra credit
- Copyright statement

**X. 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.

## **XI. PRIVATE MESSAGES AND ELECTRONIC MAIL:**

The Etudes Private Messaging system will be one of the methods for communication for this class. However, every WLAC student has an e-mail address. Check your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), and click on the Student Email button. To log in use your student ID # and your birthday and month. Your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) email can be forwarded to any other personal email account.

## **XII. DISABLED STUDENT SERVICES:**

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

## **XIII. DROPPING THE COURSE:**

According to college policy, you will be excluded for non-participation or for not following the 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 at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes.

The last day to drop for this class with no fee owed is [Sep.11,2015]. The last day to drop without a "W" is [Sep.11,2015]. The last day to drop with a "W" is [Nov. 20,2015].

#### **XIV. 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 in classroom work, 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 issued 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 or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

#### **XV. STANDARDS OF STUDENT 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 of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with 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 course shell.

#### **XVI. INSTRUCTIONAL SUPPORT AND MONITORING:**

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>

- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the Degree Works icon, or contact an Online Counselor at [onlinecounseling@wla.edu](mailto:onlinecounseling@wla.edu)

## XVII. COURSE RESOURCES:

- Library and Learning Resources Center
- Online Tutoring

## XVIII. GRADING AND EVALUATION:

- The grade in this course will be based upon:

- a. Assignments (5) = **100 points** (20 points each)
- b. Exams or quizzes (5) = **125 points** (25 points each)
- c. Class Participation (discussion) = **25 points**
- d. Final Exam **50 points**

-The maximum is **300 points = 100 %**

90 % -----100 % = (270-----300 points) is **A = Excellent**

80 %----- 89 % = (240-----269 points) is **B = Good**

70 %-----79 % = (210-----239 points) is **C = Average**

60 %-----69 % = (180-----209 points) is **D**

50 % -----59 % = (100-----119 points) is **F**

Below 210 points or 69 % and less is non-passing grade.

**Note:** There is **NO** make-up or re-take tests or quizzes.

**No late assignment will be accepted.**

## XIX. COURSE SCHEDULE AND OUTLINE

Week	Date	Lecture Topics	Assignments
1	08/31/15 To 09/06/15	<b>Introduction to Medical Terminology</b> <b>Chapters 1—3</b> -Concepts of Medical Terminology -Suffixes and Prefixes	<b>Assignment # 1</b> (Chapters 1—5)  Answer all questions At the end of each Chapter (chapter review)
	09/07/15 To 09/13/15	<b>Chapters 4 &amp; 5</b> -Cells, Tissues, and Organs -Body Structure	
3	<b>Sep. 14, 15 Exam # 1</b> ( Monday, Chapters 1—5) Opens 6:00 am until 11: 59 pm		<b>Assignment # 2</b> (Chapters 6—10)  Answer all Questions At the end of each Chapter (chapter review)
	09/14/15 To 09/20/15	<b>Diseases and Treatment</b> <b>Chapter 6--8</b> -Diseases -Diagnosis and Treatment; Surgeries -Drugs	
4	09/21/15 To 09/27/15	<b>Body Systems</b> <b>Chapter 9</b> -Cardiovascular and Lymphatic System	
5	09/28/15 To 10/04/15	<b>Chapter 10</b> -Blood and Immunity	
6	<b>Oct. 05, 15 Exam # 2</b> ( Monday, Chapters 6—10 ) Opens 6:00 am until 11: 59 pm		
	10/05/15 To 10/11/15	<b>Chapter 11</b> -The Respiratory System	
7	10/12/15 To 10/18/15	<b>Chapter 12</b> -The Digestive System	
8	10/19/15 To 10/25/15	<b>Chapters 13 &amp; 14</b> -The Urinary System -The Male Reproductive System	

9	<b>Oct. 26, 15 Exam # 3</b> (Monday, Chapters 11—14 ) Opens 6:00 am until 11: 59 pm		<b>Assignment # 4</b> (Chapters 15—17)  Answer all questions At the end of each Chapter (chapter review)
	10/26/15 To 11/01/15	<b>Chapters 15 &amp; 16</b> -Female Reproductive System -Endocrine System	
	11/02/15 To	<b>Chapter 17</b>	
10	11/08/15	-Nervous System and Behavioral Disorders	
11	<b>Nov.09, 15 Exam # 4</b> ( Monday, Chapters 15---17 ) Opens 6:00 am until 11: 59 pm		<b>Assignment # 5</b> (Chapters 18—21)  Answer all questions At the end of each Chapter (chapter review)
	10/09/15 To 11/15/15	<b>Chapter 18</b> -The Senses	
12	10/16/15 To 11/22/15	<b>Chapter 19</b> -Skeletal System	
13	<b>Nov. 23, 15 Exam # 5</b> ( Monday, chapters 18 & 19 ) Opens 6:00 am until 11: 59 pm		<b>Assignment # 5</b> (Chapters 20 & 21)  Answer all questions At the end of each Chapter (chapter review)
	10/05/15 To 11/29/15	<b>Chapter 20</b> -Muscular System	
14	11/30/15 To 12/06/15	<b>Chapter 21</b> -The Skin	
15	12/07/15 To 12/13/15	-Review for the Final Exam	
16	12/14/14	<b>Final Exam online</b> ( Monday, Chapters 1----21) Opens 6:00 am until 11: 59 pm	