



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Spring 2014
Hybrid
Medical Terminology
Course Syllabus**

Prepared by Dr. Yervant “Eric” Boghos

Course title: Medical Terminology
Course #: Allied Health 33
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 (7TH 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 7Th 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.

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
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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 account daily/weekly. To access your account visit 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 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 (DSPPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPPS 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 [Feb.21,2014]. The last day to drop without a "W" is [Feb.21,2014]. The last day to drop with a "W" is [May 9,2014].

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.

Walking In and Out of Class:

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

Cell Phones, iPods, Tablets, and other Communication Devices:

Turn them off and put them away when class begins. Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Taking Photos in the classroom is **NOT** allowed without prior consent of the instructor.

Food and Drinks Policies:

Food and drinks are **NOT** allowed during the lecture and lab.

Please refer to WLAC Allied Health Division Medical Assistant Handbook Board Rule 9805.10, page 11.

Recording Devices:

State Law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

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 DegreeWorks icon, or contact an Online Counselor at onlinecounseling@wlab.edu

XVII. COURSE RESOURCES:

- Library and Learning Resources Center
- Online Tutoring, <http://www.wlac.edu/online/tutoring.asp>

XVIII. COURSE SCHEDULE AND OUTLINE

Week	Day & Date	Time	Lecture Topics and Activities	Assignment
1	Monday 2/10/14	5:10pm-9:20 pm	-Introduction to Medical Terminology -Concepts of Medical Terminology -Suffixes and Prefixes -Cells, Tissues, and Organs -Body Structure	Answer Questions On chapter review Chapter 1 to 5
	Online			
2	Monday 2/17/14	President's Day Holiday	Exam 1 Online (chapter 1—5) -Diseases and Treatment -Diseases -Diagnosis and Treatment; Surgeries -Drugs	Answer Questions On chapter review Chapter 6 to 8
	Online			
3	Monday 2/24/14	5:10pm-9:20 pm	-Body Systems -Cardiovascular and Lymphatic System -Blood and Immunity	Answer Questions On chapter review Chapter 9 & 10
	Online			
4	Monday 3/3/14	5:10pm-9:20 pm	Exam 2 Online (chapter 6—10) -Body Systems (cont'd) -The respiratory System -The Digestive System -The Urinary System	Answer Questions On chapter review Chapter 11 to 13
	Online			
5	Monday 3/10/14	5:10pm-9:20 pm	Exam 3 Online (chapter 11—13) -Body Systems (cont'd) -The Male Reproductive System -Female Reproductive System -Endocrine System	Answer Questions On chapter review Chapter 14 to 16
	Online			
6	Monday 3/17/14	5:10pm-9:20 pm	Exam 4 Online (chapter 14—16) -Body Systems (cont'd) -Nervous System and Behavioral Disorders -The Senses -Skeletal System	Answer Questions On chapter review Chapter 17 to 19
	Online			
7	Monday 3/24/14	5:10pm-9:20 pm	Exam 5 Online (chapter 17—19) -Body Systems (cont'd) -Muscular System -The Skin - Review for the Final Exam	Answer Questions On chapter review Chapter 20 & 21
	Online			
8	Monday 3/31/14	5:10pm-9:20 pm	-Final Exam Online	Final Exam

XIX. GRADING AND EVALUATION:

- The grade in this course will be based upon:

- a. Class Participation (discussion) and Assignment **25 points**
- b. Midterm Exams (5) **125 points** (25 points each)
- c. Final Exam **50 points**

-The maximum is 200 points = 100 %

90 % -----100 % = (180-----200 points) is **A** = Excellent

80 %----- 89 % = (160-----179 points) is **B** = Good

70 %-----79 % = (140-----159 points) is **C** = Average

60 %-----69 % = (120-----139 points) is **D**

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

Below 140 points or 69 % and less is non-passing grade. **Note:** There are **NO** make-up tests or quizzes