



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Winter 2017
Online
Medical Terminology
Course Syllabus**

Prepared by Dr. Yervant Boghos

Course title: Medical Terminology
Course #: Allied Health 033, Section # 8002
Course units: 3
Instructor: Dr. Yervant Boghos
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Phone #: (310) 287-7232
Office hours: Tuesday 3:00pm to 5:00pm (Building SC, Room 104)
Prerequisite: None
Textbook: Medical Terminology An Illustrated Guide (8TH Edition)
Author: Cohen, Barbara Janson, DePetris, Ann
Publisher: Lippincott Williams & Wilkins. ISBN-13: 978-1-4963-1888-6
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)

- Construct, interpret and correctly pronounce new word forms using acquired knowledge.
- Understand and effectively use medical, dental and allied health terminology for effective communication.
- Assess medical conditions to demonstrate knowledge of the human body as it relates to the human body systems.

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 / Due Dates
- Exams / Quizzes Due Dates
- 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 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 (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 [Jan.06, 2017]. The last day to drop without a "W" is [Jan. 06, 2017]. The last day to drop with a "W" is [Jan. 27, 2017].

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

XVII. COURSE RESOURCES:

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

XVIII. GRADING AND EVALUATION:

- The grade in this course will be based upon:

- a. Assignments (5) = **50 points** (10 points each)
- b. Quizzes (4) = **100 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

139 points or 69 % and less is non- passing (**F = Fail**) grade

- Note:**
- 1. There is NO make-up (re-take) tests or quizzes.**
 - 2. Not taking or missing a test or a quiz is = 0**
 - 3. Not Submitting the Assignment by due Date is = 0**
 - 4. No late assignments will be accepted.**

XIX. COURSE SCHEDULE AND OUTLINE: (on the next page)

Week	Date	Lecture Topics	Assignments (Textbook 8 th Edition)
1	01/03/17 To 01/08/17	Chapters: 1----5 1. Concept of Medical Terminology 2. Suffixes and Prefixes 3. Cells, Tissues, and Organs 4. Body Structure	Assignment # 1 (Chapters 1—5) Answer all questions At the end of each Chapter (chapter review) (Due 01/07/17)
	01/08/17 Quiz # 1 (Sunday, Chapters: 1----5) (opens Sunday 6:00 am until 11:59 pm)		
2	01/09/17 To 01/15/17	Chapters: 6-----10 6. Diseases 7. Diagnosis and Treatment; Surgeries 8. Drugs 9. Cardiovascular and Lymphatic System 10. Blood and Immunity	Assignment # 2 (Chapters 6—10) Answer all questions At the end of each Chapter (chapter review) (Due 01/14/17)
	01/15/17 Quiz # 2 (Sunday, Chapters: 6---10) (opens Sunday 6:00 am until 11:59 pm)		
3	01/16/17 To 01/22/17	Chapters: 11-----14 11. Respiratory System 12. Digestive System 13. Urinary System 14. Male Reproductive System	Assignment # 3 (Chapters 11—14) Answer all questions At the end of each Chapter (chapter review) (Due 01/21/17)
	01/22/17 Quiz # 3 (Sunday, Chapters: 11----14) (opens Sunday 6:00 am until 11:59 pm)		
4	01/23/17 To 01/29/17	Chapters: 15-----18 15. Female Reproductive System 16. Endocrine System 17. Nervous System and Behavioral Disorders 18. The Senses	Assignment # 4 (Chapters 15—18) Answer all questions At the end of each Chapter (chapter review) (Due 01/28/17)
	01/29/17 Quiz # 4 (Sunday, Chapters: 15---18) (opens Sunday 6:00 am until 11:59 pm)		
5	01/30/17 To 02/04/17	Chapters: 19 ---21 19. Skeletal System 20. Muscular System 21. The Skin	Assignment # 5 (Chapters 19—21) Answer all questions At the end of each Chapter (chapter review) (Due 02/03/17)
	02/04/17 Final Exam (Saturday, Chapters: 1---21) (opens Saturday 6:00 am until 11:59 pm)		