

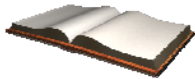
COURSE SYLLABUS – Fall 2009
Florida State College of Jacksonville

COURSE TITLE: Medical Terminology

COURSE NUMBER: HSC 1531

SESSION: B12 Fall 2009 **REFERENCE No.:** 306527 **LOCATION:** Deerwood Center Rm. A1106

SCHEDULE: Monday and Wednesday 5:30pm-7:25pm | 09/28 thru 12/16/2009



① TEXTBOOK: Required with student resource CD

TITLE: Medical Terminology: A Living Language, 4th edition

PUBLISHER'S NAME: Pearson Prentice Hall

AUTHOR'S NAME: B.F. Fremgen, S.S. Frucht

ISBN: 9780131589988



Optional/Recommended: Taber's Cyclopedic Medical Dictionary

Edited By Donald Venes, MD, MSJ, Huckleberry Ridge, LLC, Brookings, Oregon

ISBN-13: 978-0-8036-1559-5

ISBN-10: 0-8036-1559-0

<http://www.tabers.com>



① BOOKSTORE: Deerwood Center, First floor Section G, 904.997.2500

<http://www.fscj.edu/mydegree/fscj-student-resources/fscj-bookstore.html>

Online bookstore: <http://www.efollett.com/>

① INSTRUCTOR : Michael L. Whitchurch, MHS, OT/L

Phone: 997-2708 Deerwood

E-mail: whitchur@fscj.edu (Best way to contact me, it forwards to my cell phone)

Deerwood Mailbox: No. 86 (Located in hallway outside room C2300)

Office Hours: arranged by appointment (Deerwood Center or South Campus)

Faculty Website: <http://www1.fccj.edu/whitchur>

① COURSE DESCRIPTION: Introduces the language of medicine through the study of prefixes, suffixes, and root words. Topics include accurately constructing, pronouncing and spelling medical terms. Introduces body systems, principles of physiology and disease processes

① COURSE TOPICS:

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ✓ Basic medical word structure ✓ Body systems ✓ Planes of the body ✓ Prefixes, suffixes, root words ✓ Medical specialists ✓ Therapeutic procedures ✓ Abbreviations/Symbols ✓ Central nervous system | | <ul style="list-style-type: none"> ✓ Integumentary system ✓ Endocrine function ✓ Cardiovascular system ✓ Lymphatic system and immunity ✓ Respiratory system ✓ Digestive system ✓ Urinary system ✓ Reproductive system |
|--|--|---|

① ATTENDANCE POLICY:

Attendance will be taken during the first 10 minutes of class. Attendance is not directly a part of your grade but does ultimately have an impact on your performance.

You are expected to be prompt, to attend each class session, and actively participate in class discussions. Please contact me if you must be absent and talk with me if you encounter an attendance problem. Lectures and demonstrations cannot be repeated for those absent or late. You will be accountable for all material covered in class as well as material in the text. Class activities and quizzes completed for a grade cannot be made up.

Any anticipated prolonged absences should be reported to instructors as soon as possible. If you stop attending class for any reason, you should consult with your instructor about possible withdrawal from the class. [See College Calendar (attached) for Withdrawal deadlines]

① COURSE EVALUATION METHODS

100 points – Quizzes/Classroom Activities
 100 points – Medical Report
 400 points - Mid-term Examination
 400 points - Final Examination
 1000 points - Total Possible Score

**GRADING SCALE:**

90-100%	A
80-89.99%	B
70-79.99%	C
65-69.99%	D
Less than 65%	F

Quizzes/Classroom Activities: These will be unannounced and completed in class. There will not be an opportunity to make up any of these missed even with an excused absence. For all students I will drop the lowest score for (1) of quiz/activity.

Medical Report (100 points): Note due date on the course calendar. This assignment will involve the research of a medical condition and writing a report to be shared with the class concerning an assigned disease or disability. The report will be a minimum of 3 pages and present not only information about the topic but demonstrate knowledge of medical terminology. A template of structure and specific content requirements will be provided to you. If this report is submitted after the due date the grade for the report will be lowered by one letter grade. No reports will be accepted after the final exam date.

Mid-Term and Final Exams (400 points each): Dates are noted on the course calendar. These will be a mixture of question types; true/false, multiple choice, matching, fill-in-the-blank, medical report interpretations, etc.

Make up policy: Students who miss an exam due to "PRE-ARRANGED" excused absence will be allowed to take a make-up exam. The request to miss an exam must be made in writing and reason must be verifiable. Any uncoordinated, unexcused missed exam will result in a score of zero for that exam.

① GENERAL COURSE POLICIES:

Cell Phones and Pagers must be set on silent mode or turned off while class is in session.

Per College policy no children under 16 are allowed in instructional areas. Students are not allowed to bring their minor children to class or leave them in elsewhere at the Deerwood Center while attending class.

If you miss a class or classes, it is your responsibility to get class notes from another student. Grades awarded for class activities and/or quizzes cannot be made up.

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as required, or which will require academic accommodations, please notify me as soon as possible.

① ACADEMIC INTEGRITY: Your CHARACTER is measured by what you do when no one is watching

Noted from the current FSCJ Catalog: "Academic dishonesty, in any form, is expressly prohibited by the rules of the District Board of Trustees of Florida State College at Jacksonville.

As used herein, academic dishonesty incorporates the following: **Cheating**, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding one's self or another in academic work considered in the determination of course grade or the outcome of a standardized test. **Plagiarism**, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.

Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein shall be entitled to due process as defined in District Board of Trustees' Rule 6Hx7-2.18 prior to the administration of disciplinary action including suspension and dismissal. "

With regard to classroom dishonesty I reserve the options described in the college catalog 2009-2010 which indicates that faculty may take any combination of actions ranging from verbal warning to failing the student for the course. Refer to the college catalog for further details regarding classroom academic dishonesty.

http://floridastatecollegecatalog.fscj.edu/content.php?catoid=11&navoid=684#proc_hand_all_acad_dish

❶ GRADING POLICY:

FN (Failure for Non-Attendance) - The FN grade indicates that a student has failed a course due to non-attendance. It is calculated as an "F" in the student's grade point average. For students receiving financial aid, failure for non-attendance may require the student to refund to the College all or part of his or her aid. The FN grade will be assigned by the faculty member at anytime following the final withdrawal date for the course. Students who are in a failing status because of non-attendance but return to the course prior to the withdrawal date may elect to withdraw from the course.

I (Incomplete) - An "I" grade may be assigned at the instructor's discretion upon request by the student to permit the student time to complete required course work which he/she was prevented from completing in a timely way due to non-academic reasons. The instructor may require the student to furnish documentation of the grounds of the request to assist in the decision. The instructor may choose not to grant the request. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

The instructor shall prescribe in a written agreement with the student the remaining course work required for completion and removal of the "I" grade. A copy of this agreement will be kept on file in the office of the appropriate dean. All work must be completed within the first eight weeks of the subsequent term, unless the instructor agrees to a longer timeframe (not to exceed one year). When the work is completed, the instructor will submit a grade change form with the grade earned. If the work is not completed within the prescribed timeframe, the "I" will automatically change to an "F" grade. The student will be informed of the final grade assigned.

To be eligible for an "I" grade, the student must be passing the course at the time of the request, and must have completed at least 75% of the course work.

W (Withdrawal) - A student may withdraw without academic penalty at Florida State College from any course up to the published withdrawal date. The assigned grade of "W" is not included in the calculation of any grade point average. Course(s) receiving a grade of "W" are included in attempted courses when determining a standard of academic progress. The student will be permitted to withdraw only in the first and second attempt. The student is not permitted to withdraw from the course upon the third attempt. Upon the third attempt a student must receive an "A," "B," "C," "D," "F" or "FN" grade for the course.

Drop for non-attendance - Instructors are required to drop any students who do not attend at least one class during the first two weeks of class.

NOTE: The above is not the college's complete grading policy ... only some highlights. Refer to 2002-2003 FCCJ Catalog for complete grading policy details:

http://floridastatecollegecatalog.fscj.edu/content.php?catoid=11&navoid=664#grad_pol

IMPORTANT DATES [Fall 2009 - SESSION B12]:

http://www.fccj.edu/schedules/registration/creditfall09/regis_calendar.html

October 5, 2009	Drop deadline for Fall Session with 100% refund
November 11, 2009	Veterans Day - College closed
November 19, 2009	Withdrawal deadline for Fall Session B12 with "W" grade
November 25th 5PM thru November 29, 2009	Thanksgiving Holiday - College Closed
December 18, 2009	Fall term ends for sessions A16, B12, C8 and D4

❶ **A not so final comment** My goal for this class is that you learn.... If you do not learn then I have not taught.... That is my measure of success in teaching. Your part is to seek the knowledge and understanding and to do it with honesty and integrity. I will always be available to help in your learning, and will not limit that to just class hours.... Ultimately though, you are the one responsible for your learning and must take the initiative. My sincere desires is that your experiences in this class may contribute in some way to your success and that you will go out and touch someone else and make a difference in their life.

COLLEGE RESOURCES [Deerwood Center]

<http://www.fscj.edu/mydegree/Future-Students/Campuses/Centers/Deerwood-Center.html>

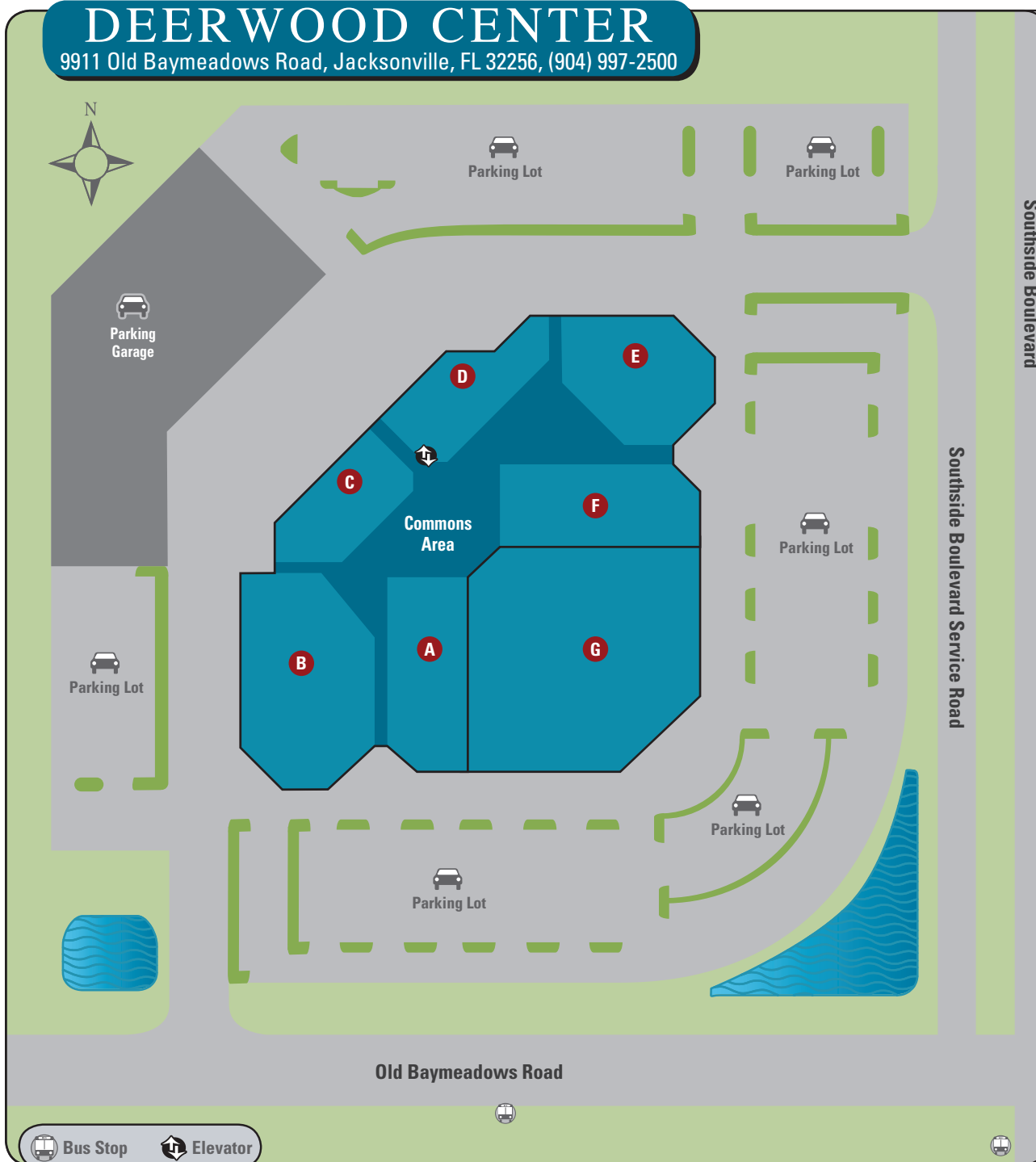
Computer Labs – Section G First Floor
 Learning Resource Center – Section G Second Floor
 Library (Full Service) – Section g Second Floor
 Bookstore – Section G First Floor
 Food Service (limited) – Section G First Floor
 Fitness Center – Section G First Floor
 Student Life Center – Section G First Floor

COURSE CALENDAR – B12 Fall 2009

WEEK	DATE	TOPIC	READING ASSIGNMENT
1	09/28 09/30	Introduction to Medical Terminology	Chapter 1
2	10/05 10/07	Body Organization Integumentary System	Chapter 2 Chapter 3
3	10/12 10/14	Musculoskeletal System	Chapter 4 Section 1 Chapter 4 Section 2
4	10/19 10/21	Cardiovascular System	Chapter 5
5	10/26 10/28	Blood and The Lymphatic/Immune System	Chapter 6
6	11/02 11/04	Respiratory System Digestive System	Chapter 7 Chapter 8
7	11/09 11/11	Mid – Term Exam Veterans Day	College Closed
8	11/16 11/18	Urinary System Reproductive System	Chapter 9 Chapter 10
9	11/23 11/25	Endocrine System Thanksgiving Holiday	Chapter 11 Closed beginning 5pm
10	11/31 12/2	Nervous System	Chapter 12
11	12/07 12/09	Special Senses: The Eye and Ear Special Topics	Chapter 13 Chapter 14
12	12/14 12/16	Special Topics Final Exam	Chapter 14

DEERWOOD CENTER

9911 Old Baymeadows Road, Jacksonville, FL 32256, (904) 997-2500



A Section A – First Floor

Classrooms, Science Labs

Section A – Second Floor

Classrooms

B Section B – First Floor

Academy

Section B – Second Floor

Classrooms

C Section C – First Floor

TV Studio

Section C – Second Floor

Administrative Area, Faculty Offices, Mailroom

D Section D – First Floor

Classrooms

Section D – Second Floor

Enrollment Services, Business Office, Advising, Security
WorkSource D-2420

E Section E – First Floor

NOC

Section E – Second Floor

Classrooms

F Section F – First Floor

Classrooms

Section F – Second Floor

Classrooms

G Section G – First Floor

Classrooms, Science Labs, Student Life Center,
Bookstore, Performance Theatre, Fitness Center, Café

Section G – Second Floor

Library Learning Commons (Library and Learning Center),
Nursing Lab, Nursing Classroom,
Science Labs, Classroom

First Floor Commons Area

Subway Restaurant, ATM,
Refreshment Machines



July 2009

Medical Terminology for Healthcare Professionals – HSC 1531
Semester Project – Disease / Medical Disorder Report
(Worth 100 Points)

One of the objectives of this course is to gain knowledge of the terminology of diseases and disorders which affect the major body systems. This project will give you an opportunity to study and learn about a particular disease state. This project is intended for you to make the connection of medical terminology related to real-life medical situations.

Project requirements:

- A typewritten paper describing a disease or medical disorder. This paper should be no more than 5 pages using a font size of 12, double spaced. Margins as follows: Left and Right 1.25 inches, top and bottom 1.0 inches.
- In addition to the paper you are to include a **list of all medical terminology* mentioned along with their definitions. (minimum of 20 medical terms)
**does not count toward the 5 page count*
- The medical terms should be highlighted or bolded within the body of the paper.
- Paper is to include at least ** 3 reference sources* and presented using APA Citation format. (*Consult with FSCJ learning resource center staff if you need help with this formatting*)
**does not count toward the 5 page count*
- The content must include the following; and the body of the paper should be written using these headings:

Medical Terminology Report
Presented in partial fulfillment of the requirements for:
HSC 1531 Medical Terminology for Healthcare Professionals

Student Name: xx Date Submitted: xx/xx/xxxx

Disease or Medical Disorder (Diagnosis)

xx

Body System or Systems and Organs Effected

xx

Description of the Effects on the System(s)

xx

How the Diagnosis is Confirmed

xx

Etiology

xx

Effected Population (Demographics)

xx

Symptoms of the Disease or Disorder

xx

Treatments and Interventions

xx

Prognosis

xx

List of Medical Terms with Definitions *

Reference Citations: (use APA format) *

Medical Terminology for Healthcare Professionals – HSC 1531
Semester Project – Disease / Medical Disorder Report

Project requirements (continued from page 1):

- Prepare a 1-page handout about the disease or condition to be given to each member of our class. Use your creativity to communicate a summary of the knowledge you have gained from researching and writing this paper.
- **EXTRA CREDIT OPPORTUNITY:** 50 points added to your total course grade...
 - 10 – 15 minute oral presentation to the class about your selected topic
 - Visual aids must be used i.e. PowerPoint slides...
 - Presentation should stress how the disease / disorder is diagnosed, what systems and organs are affected, how it is treated.
 - You must use at least 10 medical terms during this presentation.

OR

- Poster Presentation using a tri-fold foam core board (science fair type) about your selected topic.
 - Presentation should stress how the disease / disorder is diagnosed, what systems and organs are affected, how it is treated.
 - Illustrations should be used to re-enforce communication of topic research findings.
 - Include list of at least 10 medical terms and definitions relating to the topic of your poster presentation.
- You must submit your proposal for this project using the attached form. Submission must be made no later than the midterm date.... Sooner is better since your topic **MUST** be approved by me before you begin your research, this includes extra credit component.
- A scoring Rubric will be provided upon submission and approval of your project proposal.

Medical Terminology for Healthcare Professionals – HSC 1531
Semester Project – Disease / Medical Disorder Report

PROJECT PROPOSAL

Student Name: _____

Date Submitted: _____

Topic: _____

EXTRA CREDIT Presentation Media:

Poster Presentation | Oral Presentation
(Circle one)

Additional Comments: (use back if necessary)

.....

Approved | Denied

Instructor Signature: _____

Instructor Comments: