

**Santa Rosa Junior College
Health Sciences Department
Spring 2017**

HLC 160 MEDICAL TERMINOLOGY

Section#4948

Tuesday, 9am-12 p.m.

Race Bldg., Rm. 4044

email: ejen@santarosa.edu

Instructor: Ezbon Jen, DrPH, MEd, MA, MPH

Health Sciences: 524-1591

Office: Rm. 4078

Textbook: Medical Terminology

Fremgen and Frucht, Pearson Publishing, 5th Ed., 2013-16

Medical Dictionary: Taber's Cyclopedic Medical Dictionary, (Optional)

Any edition after the 20th.

Course Description:

A textbook/workbook collaborative approach to the study of the language of medicine.
A basic study of words that relate to body systems, anatomical structures, medical processes, procedures, and diseases both chronic and infectious

Student Learning Outcomes:

By the end of the semester, students will be able to

1. Define basic medical terminology relevant to human anatomy, pathophysiology, diseases, procedures and treatments, including medical abbreviations, for all body systems.
2. Break down medical terms and identify word parts.
3. Build medical terms using appropriate word parts.

Assignments & Tests:

1. Complete workbook assignments weekly. Workbook sections will be checked every week.
2. Extra credit points (10) will be given for flash cards, or equivalent. These will be checked during the final.
3. At least one chapter will be completed in each class session.
4. A quiz could be given during each class after the first session.
5. A medical paper is required. (See specifics at end of syllabus.)
6. **Final Exam: –Tuesday, May 24, 2017; 9:00-11:00 am. Bring 100-question Scantron.**

Missed Classes

The campus policy on attendance is that students are expected to attend **ALL** sessions of a course. You can be dropped if 10% of the course is missed or if you miss the first 2 sessions of the course. Excessive absences are 3 sessions missed, and 2 or more absences and/or missing parts of classes can affect your grade.

*You get to discard one quiz; if you miss a quiz, that will be your discarded quiz.

Repeating Courses and Withdrawal: Students repeating a course because they receive a D, F, no credit (NC), no pass (NP), and/or a withdrawal (W) are limited to 3 enrollments total. Last day to drop a class without a W is February 5. Pass/No Pass (P/NP) option must be selected by February 28. Last day to drop a class with a W is April 24.

Campus Policies on Honesty and Respect: “SRJC students shall conduct themselves in a manner that reflects their awareness of common standards of decency and the rights of others”, including dishonesty such as cheating or plagiarism, obstruction or disruption of teaching, use of drugs or alcohol, disorderly conduct, etc. (For complete details, google: SRJC Rules and Regulations, and read, Student Conduct Standards and Due Process.)

Honest Work and Tech Use: Cheating on any test will result in an “F” on that test; plagiarism on the medical paper will result in an “F” on the paper. Cell/smart phones should not be used in class unless approved by instructor under unusual circumstances. Computers and I-pads may be used only for note taking or looking up course-related information during lecture, but not used for other internet access or during tests.

Grades: Grades will be based on points earned on quizzes, final exam, medical paper, workbook, and flashcards (EC). Final grade will be based on percentage of total possible points. Keep a total of your points; quiz grade and quiz points will be given to you each week.

		Approximate Points:
A =	90-100%	Quizzes (~15) 15-50 points each
B =	80-89%	Workbook 40 points
C =	70-79%	Medical Paper 55 points
D =	60-69%	
F =	Below 60%	Final 100 points
		Flashcards 10 points extra credit

CLASS ROOM SEATING

This course stresses interactive learning and collaboration. The instructor will be asking the class questions on a regular basis. Students are encouraged to form study groups. If there is an empty desk in front of you, **YOU must move up and fill that empty space!** If you do not, YOU will lose one point per empty desk in front of you from your next quiz!!!!!!

Medical Terminology – Course Content

Date	Chapter	Reading Assignments & Quizzes
1/18/17	Chapter 1	Introduction to Medical Terminology Course Requirements <i>Assignments:</i> Read & study Chap 1. Complete all Practice Exercises. Study terms and examples on Anatomical Root Word.
1/25/17	Chap. 2	Quiz: Chapter 1 Body Organization. Complete Practice Exercises (CPE)
2/1/17	Chap. 3	Quiz: Chapter 2 Integumentary System Complete all Practice Exercises (CPE)
2/8/17	Chap. 4	Quiz: Chaps 3 Musculoskeletal System Complete Practice Exercises (CPE)
2/15/17	Chap 5	Quiz: Chapters 4 Cardiovascular System Complete Practice Exercises (CPE)
2/22/17	Chap 6	Quiz: Chapter 5 Blood and Lymphatic and Immune System CP

3/1/17	Chap 7	Respiratory CPE
3/8/17	Chap 8	Quiz: Chapter 7 Digestive System CPE
3/15/17	Chap 9	Quiz: Chapter 8 Urinary System CPE
3/22/17	SPRING BREAK	BE SAFE
3/29/17	Chap 10	Quiz: Chapter 9 Reproductive System CPE
4/5/17	Chap 11	Quiz: Chapter 10 Endocrine System CPE
4/12/17	Chap 12	Quiz: Chapter 11 Nervous System CPE
4/19/17	Chap 13	Quiz: Chapter 12 Special Senses: The Eye and Ear System STAPCE
4/26/17	Chap 14 Special Topics	Quiz: Chapter 13
5/3/17	Special Topics	Quiz: Chapter 14
5/10/17	Special Topics	
5/17/17	Special Topics	YOUR MEDICAL PAPER DUE!!!!!!!!!!
5/24/17;9am-11am	Final Examination	All Chapters Covered in Class (Bring 100-question Scantron & #2 pencil)

Medical Research Paper

Choose a disease or disorder and follow these guidelines:

4-6 pages, typed, double-spaced, using the font and margin spacing of your choice --within reason....

Title Page - title of paper, class, instructor, date, your name - set up as you like.

Introduction (5 pts) - brief introduction of the subject of your paper. Tells what it will be about, captures the reader's attention, and explains why the topic is of interest to you.

Body of paper (25 pts) - clear, organized presentation of your data. If your focus is a disease or disorder, you should include a description of the disease, its cause(s), signs and symptoms, how it is diagnosed and treated, and its prognosis.

Currency (5 pts) - demonstrated by current references (2008-2016) and currency in the body of the report.

Conclusion (5 pts) - summary statement. It should relate to the introduction but not be the same as the introduction. For good examples, note how authors of your articles introduce and conclude their topics.

Footnotes (5 pts) - parenthetical references. See APA Style Guide (Take library prep for APA and Noodlebib use and get **5 extra credit points**) for examples of correct parentheticals. Limit the number and length of quoted references. Most quotes can be paraphrased...

References (5 pts) - Works Cited. Use APA Style Guide for examples and style for Works Cited page. Follow the formatting shown as closely as possible.

Use at least 6 references, with at least 2 current (2008-2015) periodicals, 4 Web sites using Internet, and possible other resources such as books, interviews, videos, etc.

Presentation (5 pts) - spelling, grammar, folder, title page, overall appearance, graphics, pictures, drawings.

Points for Medical Paper	
Content.....	____/25
Introduction.....	____/5
Conclusion.....	____/5
Currency	____/5
Parenthetical References....	____/5
Works Cited.....	____/5
Presentation.....	____/5
Total Points.....	____/55