

COURSE TITLE: Medical Terminology ROP

Level of Difficulty	Estimated Homework	Prerequisites
Difficult	30-60 minutes	District: None Department Suggestion: Comfortable with using online text, google docs and submitting assignments to a website.

Course Description:

HYBRID course that will meet 2x a week in the classroom and the rest of the time students need to complete and submit daily assignments via the CANVAS website. Students will learn anatomical terms, medical prefixes- root words- suffixes, diagnostic exams, basic anatomy and functions for each body system, and conditions/diseases for each body system. Course will benefit any student that is interested in a health science career.

Grading:

ASSIGNMENT OF GRADES:

- Competency will be demonstrated by 70% mastery or above of students completing this course. Total grade will comprise of 45% from assessments and 55% from practice & learning assignments.

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% and below

Syllabus:

Medical Terminology Syllabus

COURSE DESCRIPTION: The Medical Terminology Hybrid (in-class and online) year-long course designed to facilitate learning and comprehension of the basics of medical terminology in relation to each system of the body. Students will learn to use proper terminology and spelling for major pathological conditions.

INSTRUCTOR INFORMATION:

Lorena Caulfield

lcaulfield@conejousd.org

OFFICE HOURS: The instructor is available by e-mail at any time. Please feel free to contact the instructor if you have any questions regarding your assignments. Every effort will be made to return your email within 24-48 hours (except weekends).

TEXTBOOK(S) AND/OR OTHER MATERIALS NEEDED:

Introduction to Medical Terminology, 1st Edition

1. Go to www.g-wonlinetextbooks.com (Links to an external site.)

PREREQUISITES: Students should be able to read, write, and spell at the high school level.

REQUIREMENTS:

ALL STUDENTS MUST HAVE COMPUTER AND INTERNET ACCESS. In addition, participants in online classes must be proficient with the basic functions of word-processing software. They must be able to participate in the online discussions in forum as well as journal questions and responses.

ATTENDANCE IS MANDATORY. Students must come to class on the days assigned. If they have an excused absence they will get an excuse for the assignment. You are allowed 2 excused assignments per quarter. If the absence is on the day of an exam, prior to the start of class, arrangements (in person or by email) must be made to take the exam.

STUDENT EXPECTATION STATEMENT:

- The student is expected to participate in the course via e-mail exchanges (or other communication) with the instructor and other students, by reading the assigned readings, submitting comments to the discussion forums, submitting assignments, and completing quizzes and exams in a timely fashion.
- Students are expected to check their **Canvas course and email account every day, complete quizzes and exams in class on the designated day on Canvas, and submit homework assignments as assigned with designated dates and time (also listed on Canvas). NO LATE WORK ACCEPTED**

STUDENT LEARNING OUTCOMES: Understand the meaning of medical words and phrases commonly used in a medical office or similar environment. Develop a basic understanding of anatomy and physiology. Use medical words and phrases correctly in written and verbal communication.

E-MAIL ACCOUNT – MANDATORY:

- All students are responsible for ensuring that the correct e-mail address is listed in Canvas by the beginning of Week #1. E-mail is the only way the instructor can, at

least initially, communicate with you. It is your responsibility to make sure a valid e-mail address is provided. Failure on your part to do so can result in your missing important information that could affect your grade.

COURSE REQUIREMENTS:

- Responses must be done through the Canvas site not via email.
- Activities: will vary from week to week depending on the systems being taught that week.
- Attendance: In class attendance is mandatory. When occasions arise that you are not in class, you are still expected to submit assignments due. IN CLASS ASSIGNMENTS can only be done in class. You will EXCUSED twice per quarter if you are absent on a day we meet. That means it will NOT AFFECT your grade however you cannot make it up. If you exceed 2 EXCUSED assignments due to absence then the IN CLASS ASSIGNMENT will be a 0.
- Quizzes: one per chapter– completed on Canvas in class. Quizzes will be timed and you will only have the opportunity to take the quiz one time. A specific day and time frame will be in place for the quizzes.
- Examinations: students will take the mid-term and final via Canvas in class.

TECHNOLOGY REQUIREMENTS

Students must have:

- A reliable working computer that runs Windows 7 or better and working internet access.
- An e-mail account that you can access on a regular basis.
- E-mail software capable of sending and receiving attached files.
- Access to the Internet with a 56.9 kb modem or better. (High speed connection such as cable or DSL preferred)
- A personal computer capable of running Internet Explorer 11 or above or current versions of Firefox or Chrome. Students who use older browser versions will have compatibility problems with Canvas. Chrome is recommended.
- Microsoft WORD software or save documents as .rtf as this is the universally accepted file format. (I cannot grade anything I cannot open! This means NO MS-Works, NO WordPad, NO WordPerfect)
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. It should be continually updated!
- Technical Support^[SEP] While you should contact your online instructor for questions about course content, for technical support, including forgotten passwords and problems using Canvas tools, please contact^[SEP] Instructional Technology at <http://screencast.com/t/Yet694eim> (Links to an external site.)

Student/Faculty Interaction:

- Interaction will take place via e-mail, telephone, discussion forums, journals, comments on written assignments and office visits (if needed and possible).

- The student is expected to remain in regular contact with the instructor and class via e-mail or other communications means, by participating in the discussion forums, journals, submitting assignments and taking exams, all in a timely fashion.
- The instructor will communicate via the Canvas Announcements and/ or via e-mail. **PLEASE CHECK YOUR E-MAIL AND THE ANNOUNCEMENTS ON CANVAS DAILY!**
- Assignment, quiz, etc. submissions will be graded within 48-72 hours of submission (weekends and holidays not included).

MAKE-UP WORK POLICY:

- Missing any part of the course requirements may prevent completion of the course. If you foresee difficulty of any type (i.e., an illness, family emergency, etc.) which may prevent completion of any part of this course, notify the instructor as soon as possible. Failure to do so will result in failure for an assignment and/or failure of the course.
- **IN CLASS ASSIGNMENTS** can only be done in class. You will **EXCUSED** twice per quarter if you are absent on a day we meet. That means it will **NOT AFFECT** your grade however you cannot make it up. If you exceed 2 **EXCUSED** assignments due to absences then the **IN CLASS ASSIGNMENT** will be a 0.
- Quizzes, mid-term exam, and the final exam cannot be made up. Requests for extensions must be made in advance and accompanied by appropriate written documentation (doctor's note, etc.). "Computer problems" are not an acceptable excuse.

METHOD OF INSTRUCTION:

- This is a hybrid classroom and online course. It is not a "correspondence course" in which a student may work at his/her own pace. **There will be specific due dates for each assignment, quiz, exam, etc. In-class work will also be required.**

SUBMITTING ASSIGNMENTS:

For written assignments, your responses must be typed, using 12pt. font, double-spaced, in MS-Word format. Failure to comply will result in point deductions. The assignments must be turned into the Assignments Section by the due date/time.

- Include your full name (First and Last according to how you are registered with the school), title of assignment, and the date on the assignment document and upload it as directed on the assignment link. Points will be deducted for failure to follow the format requirements. No e-mail attachments will be accepted.

QUIZ/EXAMINATIONS:

- Quizzes will be multiple choice and free response and timed and available only for a specific time period. The individual quiz instructions will inform you of the time limit.
- The quizzes will be delivered via the Canvas site. They can be found in the individual list of weeks.
- The mid-term and final exam will be delivered via the Canvas site. These exams will be timed and available only for a specific time period. The individual exam instructions will inform you of the time limit.



Supplemental Information:

UC Subject Area g

Introductory course for medical pathway certifications offered at Ventura County Office of Education Career Educational Center (VCOE-ROP) or Moorpark Community College (MCC).

If students earn a C or better they have the option to earn MCC credit.

This is a prerequisite course if a student wants to earn a Medical Assistant or Certified Nursing Assistant certificate from VCOE-ROP.