



**West Los Angeles College  
Health Sciences Division  
Fall 2018  
Medical Terminology Allied Health 33  
Course Syllabus**

**Course title:** Medical Terminology, Allied Health 033  
**Course #:** 24457  
**Course units:** 3 Units  
**Instructor:** Dr. Juan Carlos Castillo  
**E-Mail:** [CastilJC@wlaac.edu](mailto:CastilJC@wlaac.edu)  
**Phone #:** (310) 287-7226  
**Office hours:** Friday 4: 30 to 6:30 pm at SC, Room 104  
**Prerequisite:** None  
**Textbook:** Medical Terminology an Illustrate Guide **8<sup>TH</sup> Edition**  
**Author:** Cohen, Barbara Janson, DePetriss, Ann  
**Publisher:** Lippincott Williams & Wilkins. ISBN-13: 978-1-4963-1888-6 and  
Stedman's Medical Dictionary for the Health Professions, 7<sup>th</sup> 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 condition 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 patients 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. Students Responsibilities:**

- Read Announcements
- Submit Assignments
- Take Exams / Quizzes
- Projects if assigned

## **VII. 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 (Not taking tests/quizzes...etc..).** 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

## **VIII. 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.

## **IX. Private Messages and Electronic Mail:**

The Canvas Inbox will be one of the method for communications for this class. Also you may contact me through the phone at 310 287 7226 or e-mail address: [CastilJC@wlaac.edu](mailto:CastilJC@wlaac.edu).

Every WLAC student has an e-mail address.

## **X. 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.

## **XI. 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 [Sep.18, 2018]. The last day to drop without a "W" is [Sep.18, 2018]. The last day to drop with a "W" is [Nov. 18, 2018].

## **XII. 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.

## **XIII. 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.

#### XIV. 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 Degree Works icon, or contact an Online Counselor at [onlinecounseling@wlac.edu](mailto:onlinecounseling@wlac.edu)

#### XV. COURSE RESOURCES:

- [Library and Learning Resources Center](#)
- [Online Tutoring](#)

#### XVI. GRADING AND EVALUATION:

- The grade in this course will be based upon:

- a. Assignments (5) = **50 points** (10 points each)
- b. Exams or quizzes (5) = **125 points** (25 points each)
- c. Class Participation (discussion) = **25 points**
- d. Final Exam **50 points**

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**-The maximum is 250 points - 100 %**

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**90 % -----100 % = (225-----250 points) is = A**

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**80 %----- 89 % = (200-----224 points) is = B**

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**70 %-----79 % = (175-----199 points) is = C**

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**174 points or 69 % and less is non-passing (F) grade.**

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**Note: 1. There is NO make-up (re-take) tests or quizzes.**

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**2. Not taking or missing a test or a quiz is - 0**

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**3. Not Submitting the Assignment by due Date is - 0**

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**4. No late assignments will be accepted.**

## XVII. COURSE SCHEDULE AND OUTLINE

Week	Date	Lecture Topics	Assignments  (Textbook 8 <sup>th</sup> Edition)
1	09/10/18 To 09/16/18	<b>Introduction to Medical Terminology</b>  <b>Chapters 1–3</b>  -Concepts of Medical Terminology  -Suffixes and Prefixes	<b>Assignment # 1</b>  <b>(Chapters 1–5)</b>  <b>September 28, 18</b>  Answer all questions
2	09/16/18 To 09/22/18	<b>Chapters 4 &amp; 5</b>  -Cells, Tissues, and Organs  -Body Structure	
3	<b>Sep. 29, 2018 Exam # 1 (Saturday, Chapters 1–5)</b>  <b>Online!!!</b>		<b>Assignment # 2</b>  <b>(Chapters 6–9)</b>  <b>October 12, 18</b>  Answer all Questions
	09/23/18 To 09/29/18	<b>Diseases and Treatment</b>  <b>Chapter 6–8</b>  -Diseases  -Diagnosis and Treatment; Surgeries  -Drugs	
4	09/30/18 To	<b>Body Systems</b>  <b>Chapter 9-Cardiovascular and Lymphatic System</b>	

	10/06/18	-Cardiovascular and Lymphatic System	
5	10/07/18 To 10/13/18	<b>Chapter 11</b>  -The Respiratory System	
6	<b>Oct. 13, 2017 Exam # 2</b> (Saturday, Chapters 6–9)  <b>Online!!!</b>		<b>Assignment # 3</b>  (Chapters 11–14)  <b>November 2, 2018</b>  Answer all questions
	10/14/18 To 10/20/18	<b>Chapter 12</b>  -The Digestive System	
7	10/21/18 To 10/27/18	<b>Chapters 13 &amp; 14</b>  -The Urinary System  -The Male Reproductive System	
8	10/28/18 To 11/03/18	<b>Chapters 15 &amp; 16</b>  -Female Reproductive System  -Endocrine System	

9	<b>November 3, 2018 Exam # 3</b> (Saturday, Chapters 11–14, Online!!!)		<b>Assignment # 4</b>  (Chapters 15–17-18)  <b>November 16, 2018</b>
	11/04/18  11/10/18	<b>Chapter 17</b>  -Nervous System and Behavioral Disorders	
10	11/11/18  To  11/17/18	<b>Chapter 18 &amp; 19</b>  <b>Senses &amp; Skeletal System</b>	Answer all questions  At the end of each  Chapter (chapter review)
11	<b>Nov.17, 2018 Exam # 4</b> (Saturday, Chapters 15--18)		<b>Assignment # 5</b>  (Chapters 19, 20, 21)  <b>December 1, 2017</b>
12	11/11/18  To  11/17/18	<b>Chapter 19</b>  -Skeletal System	Answer all questions  At the end of



			each  Chapter (chapter review)
13	<b>December 8, 2018 Exam # 5</b> (Saturday, chapters 19 & 21)		<b>Assignment # 5</b>  (Chapters 20 & 21)  <b>December 07, 2018</b>  Answer all questions  At the end of each  Chapter (chapter review)
	11/18/18  To  11/24/18	<b>Chapter 20</b>  -Muscular System	
14	11/25/18  To  12/01/18	<b>Chapter 21</b>  -The Skin	
15	12/02/18  To  12/10/18	<b>-Review for the Final Exam</b>	
16	12/12/18	<b>Final Exam</b> (, Chapters 1----21)  <b>December 12 to 14, 2018</b> <b>Online!!!</b>	<b>Final Exam</b>

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