



Name of Department:	Health Careers
Semester:	Spring 2017
Instructor Name	Roseanna McGinn, RHIT
Office Hours	<p>SCC 222, UNM-Valencia Campus</p> <p>By appointment (face to face, phone or online) and</p> <p>T and F 10am to 12 PM Skype hours by appointment</p> <p>(Above nursing department 2nd floor)</p>
E-mail	rmcginn@unm.edu
Telephone	505-925-8714 or text only 505-803-5373
Class Meeting Days/Times	M & W 3pm to 4:15pm live 16 weeks room 127A Business technology
Location	Delivered Online through learn.unm.edu and live in 127B

Syllabus

Title of Course:	Medical Terminology
Course Number	HCHS 111
Course Description	<p>Course description: An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes.</p>
Credit Hours:	4
Textbook:	<p>Textbook: Medical Terminology: A Living Language, 6th edition (Pearson) and MyMedicalTerminologyLab (online access code comes with textbook)</p> <p>Internet Access to submit weekly online assignments via online grading system; learn.unm.edu course homepage.</p>
Learning Objectives and Outcomes	<p>1. Students will display knowledge of medical terminology symbols, abbreviations, prefixes, suffixes, and word roots.</p>

	<p>2. Students will demonstrate an understanding of confidentiality, HIPAA, medical record components, and the different types of health care settings.</p> <p>3. Students will explain the function and anatomy of the integumentary, musculoskeletal, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, reproductive, endocrine, and nervous systems.</p> <p>4. Students will identify and describe the organization, common pathologies, diagnostic procedures, and therapeutic procedures associated with each body system.</p> <p>5. Students will exhibit familiarity with pharmacology, mental health, diagnostic imaging, rehabilitation services, surgery, and oncology.</p>
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Attendance:

Students are required to attend every class on time, participate in discussions, quizzes and maintain a safe respectable, positive class environment.

Weekly online attendance, participation and submission of work assignments is **required**. If you don't log in and do any of these, then you're considered absent for the week, and will be marked as such. There are attendance points you can accrue. The instructor reserves the right to drop students with excessive absences (more than 1 class absences, or 2 missed weekly assignments of online work).

Missed Class/Submission of Late Work – Students are expected to contact the Instructor via email in a timely manner to advise if they will be unable to attend class, or unable to submit their weekly assignment. Students are responsible for all work to have any chance of passing the course.

Cell Phones:

Cell phones need to be put on mute during class times. If you must receive a call during class time leave the classroom before you answer. No phone conversations, text messaging, web surfing, movie watching etc. in classroom. Such actions (including talking to others in class out of context) can disrupt the learning process of other students and is grounds for being dropped from the course.

Student Code of Conduct:

Neither dishonesty nor unruly behavior will be tolerated in the classroom; such actions will lead to being dropped from the course. According to our Student Code of Conduct found on page 121 of the 2014–2016 UNM-Valencia Catalog:

“Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.”

All Assignments unless otherwise specified must adhere to APA format and citation guidelines.

Students with Disabilities:

If you have a disability, please inform me of your special needs as soon as possible to ensure that those needs are met in a timely manner..

There will be weekly in class discussions (each worth 20 points) so i.e. attendance plus participation, chapter homework assignments (each worth 20 points), exams (each worth 100 points), and a cumulative final (worth 200 points).

Course grading policy: Lecture grades will be based on the percentage of points earned

100 or higher = A+, 99-91% = A, 90% = A-, 89% = B+, 88-81% = B, 80% = B-, 79% = C+, 78-71% = C, 70% = C-, 69-60% = D, below 60% = F

280 points – Weekly in class discussion (14 discussion boards @ 20 points each)

260 points – Chapter homework assignments (13 homework assignments @ 20 points each)

100 points – Exam 1 (Intro, Organization, Integumentary System, and Musculoskeletal System)

100 points – Exam 2 (Cardiovascular System, Blood, Lymphatic System, and Respiratory System)

100 points – Exam 3 (Digestive System, Urinary System, and Reproductive System)

100 points – Exam 4 (Endocrine System, Nervous System, and Special Topics)

200 points – Cumulative Final

1140 points – TOTAL

Assessments: There will be a total of FOUR 100 point lecture exams and a 200 point CUMULATIVE FINAL in this class. Assessments may contain multiple choice, true/false, matching, short answer, and/or labeling questions regarding information discussed in the textbook and lecture notes. All assessments will be taken online through the companion website (MyMedicalTerminologyLab). You will have one opportunity to complete each assessment within the week they are assigned. Every student must take the cumulative final during the scheduled time – no exceptions!

Homework: There will be a total of THIRTEEN 20 point chapter homework assignments in this class.

Homework assignments may contain interactive activities, reading questions, and/or coaching activities regarding information discussed in the textbook and lecture.

If you miss an assignment deadline for some unforeseen reason, you will be allowed to submit late work after the deadline.

Tentative course outline:

Course Week

Lecture

Learning Objectives

Week 1

(01/20/16 – 01/27/16)

Course Introduction

Lecture

Chapter 1 – Intro to Medical Terminology

Chapter 1 homework

1, 2

Week 2

(01/27/16 – 02/03/16)

Chapter 2 – Body Organization

Chapter 2 homework

Week 3

Chapter 3 – Integumentary System

Chapter 3 homework

Week 4

Chapter 4 – Musculoskeletal System

Chapter 4 homework

Week 5

Exam 1

Chapter 5 – Cardiovascular System

Chapter 5 homework

Week 6

Chapter 6 – Blood, Lymphatic, and Immune Systems

Chapter 6 homework

Week 7

Chapter 7 – Respiratory System

Chapter 7 homework

Week 8

Exam 2

Chapter 8 – Digestive System

Chapter 8 homework

Week 9

Chapter 9 – Urinary System

Chapter 9 homework

Week 10

Chapter 10 – Reproductive System

Chapter 10 homework

Week 11

Lecture Exam 3

Chapter 11 – Endocrine System

Chapter 11 homework

Week 12

Chapter 12 – Nervous System

Chapter 12 homework

Week 13

Chapter 14 – Special Topics

Chapter 14 homework

Week 14

Lecture Exam 4

Week 15

Cumulative Final

** The instructor reserves the right to make additions, deletions, corrections, or other modifications to the lecture syllabus and schedule as deemed necessary. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes the course announcement and/or course mail. **