Del Mar College
Individual Course Syllabus

Course Name/Title: Introduction to Medical Terminology
Course Number: HPRS 1106  Section Number: All

College Year: 2013 - 2014
Semester: Fall

PREREQUISITE: None.
CO-REQUISITE: None.

Credit Hours: 1 Semester Credit Hour
(Valid for two years from date of completion)

Assessment Levels: R2, E2, M2.

FACULTY CONTACT INFORMATION
Faculty: Louie Asuncion
Office Location: HS 3, Rm 128 West Campus
Phone Contact: (361) 698-2891
DMC Email Address: lasunci@delmar.edu

Robert Fanger
Office Location: HS 3, Rm 260 West Campus
Phone Contact: (361) 698-2897
DMC Email Address: rfanger@delmar.edu

COURSE DESCRIPTION:
A study of medical terminology, word origin, structure, and application.

STUDENT LEARNING OUTCOMES:
The student will be able to define, pronounce, and spell medical terms with the use of medical references as resource tools; utilize terms in context; analyze medical terms; examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols.

GENERAL DESCRIPTION OF THE SUBJECT MATTER OF LECTURES OR DISCUSSIONS BY WEEK:
Tentative schedule of self-study using Computer Assisted Instructions (CAI), and exams:

Week 1  Chapter 1: The Structure of Medical Language
Week 2  Chapter 2: The Body in Health and Disease
Week 3  Chapter 7: Dermatology, Integumentary System

Week 4  Chapter 8: Orthopedics and Skeletal System

Week 5  Chapter 9: Orthopedics and Muscular System

Week 6  Chapter 5: Cardiology and Cardiovascular System  
Chapter 6: Hematology and Immunology, Blood and Lymphatic System

Week 7  Chapter 4: Pulmonology and Respiratory System

Week 8  Chapter 3: Gastroenterology and Gastrointestinal System  
Test 1 - Monitored

Week 9  Chapter 10: Neurology and Nervous System

Week 10  Chapter 15: Ophthalmology, Eye

Week 11  Chapter 16: Otolaryngology, Ear, Nose, and Throat

Week 12  Chapter 14: Endocrinology and Endocrine System  
Chapter 11: Urology and Urinary System

Week 13  Chapter 12: Male Reproductive Medicine and Male Genitourinary System

Week 14  Chapter 13: Gynecology and Obstetrics, Female Genital and Reproductive System

Week 15  Test 2 - Monitored

Week 16  Final Exam - Monitored

LIST OF TEXTBOOK(S)

Required  

TECHNOLOGY REQUIREMENTS:  
Canvas Learning System: Complete all Introduction to Medical Terminology Chapter quizzes and student is responsible for completing the Canvas Student Orientation found on the following website:  
https://training.instructure.com/courses/347469/
Student is required to login to the course on a daily basis to be informed and current, and complete assignments. The student is to secure proper configuration of personal computers that support the Canvas Learning System in order to complete assigned tasks. Additional online resources are available through [www.delmar.edu](http://www.delmar.edu)

**ADDITIONAL MATERIAL AND SUPPLIES REQUIRED:**
Access code for Medical language assignments and exercises provided with Student Value Pack custom edition textbook.

**METHODS OF EVALUATION:**
May include, but not limited to:
- Written exams and quizzes
- Homework assignments
- Small group activities
- Computer lab exercises

**COURSE REQUIREMENTS**

**Grading Scale**
- A = 100 – 90
- B = 89 – 83
- C = 82 – 75
- D = 74 – 70
- F = 69 and below

**Grading Policy**
100% of the final course grade is based on:
- Lesson Activities and quizzes (25) 25%
- Test 1 25%
- Test 2 25%
- Final Exam (Comprehensive) 35%

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<thead>
<tr>
<th>Grade</th>
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<tr>
<td>A</td>
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<td>B</td>
<td>89 – 83%</td>
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<td>C</td>
<td>82 – 75%</td>
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<td>D</td>
<td>74 – 70%</td>
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| F              | 69 and below%

A minimum grade of 75% or better and a letter grade of “C” or higher is required to receive credit for this course.
Extra Credit

Your instructor will keep track of whether you have completed the discussions and will assign you extra credit based upon your completion of these assignments. In order for you to earn the extra credit, the student must make an initial post and the required subsequent posts. Completion of those discussions for the chapters that apply to Medical Terminology Test 1 can add up to 10 points to your test score. Completion of those discussions for the chapters that apply to Medical Terminology Test 2 can add up to 10 points to your test score. To get credit for a lesson, you must make an initial post and any subsequent posts. It is expected that you will answer the discussion questions to the best of your ability. Use the suggested dates on the calendar for completion of the various lessons to guide the completion of the discussions. I expect your response to be substantive and relevant to the discussion question. Your responses to other learners need to be substantive nature. A simple “I agree” or “Good post” is inadequate. Your responses need to provide additional information about what you find interesting about your classmates post.

OTHER INFORMATION

DMC Safety

The student is required to register with DMC Alert found on their MyDMC account page. This alert system will notify students of any emergency or campus closure via the students’ method of notification. Visit the website: http://mydmc.delmar.edu/cp/home/login
Dial 698-1600 when obtaining information regarding campus closures.
In the event of fire or other emergency, you should cautiously exit the classroom/building through nearest exit(s). In the event of a fire, elevators should not be used. It is the instructor’s responsibility to insure that assistance is given to those students who need help in exiting the classroom/building. Fire extinguishers are located in hallways on each floor of the health science buildings.

Dial 1199 when using campus telephone.
Dial 911 when using pay telephone.

EXPECTED CLASSROOM ETIQUETTE FOR DEL MAR COLLEGE:

● Regular and punctual attendance is expected of all students.
● Additional expectations will be discussed by the instructor.

COLLEGE POLICIES:

● When a course is not completed in any semester because of illness or extenuating circumstances, the instructor may assign the “I” grade, signifying that the work is incomplete. The instructor will provide the student and the department with (1) a written reason for the assignment of an “I” grade, (2) a description of the work to satisfy the course requirement, (3) a timeline for completion of work, and (4) a timeline for the
instructor to submit a grade change form to the Registrar. The “I” grade will not be computed into the grade point average. If the “I” grade change is not completed at the end of the subsequent full-term semester (Fall or Spring), the “I” grade will automatically change to an “F” (failing) in college-level classes, or “R” (repeat) in developmental classes. Any exception to this timeline is only with the approval of the Provost and Vice President of Instruction. If a student receives an “I” grade, the student many not enroll in the same class in the next semester as a substitute for completing unfinished work. However, if the student receives a grade of “F” or “R” because of failure to complete the requirements for the “I” grade, the student may re-enroll for the same course again. The grade from the repeated course will become the grade of record and will affect the Grade Point Average. The “F” or “R” resulting from failure to complete the “I” grade will remain on the transcript.

- Students are expected to maintain the integrity of the College by following all the guidelines set out in the Standards of Student Conduct in the Dell Mar College Student Handbook located online at www.delmar.edu/sthandbook.

- Students are to maintain their academic honesty and expect the same from their fellow students. One of the requirements for passing any course at Del Mar College is that you must do your own work. Therefore, avoid plagiarism, collusion, and cheating. Please refer to the Del Mar College Manual of Policies and Procedures (Policy on Scholastic Dishonesty, B7.13.6) for possible disciplinary consequences. Students are expected to demonstrate high ethical standards, principles of behavior, and personal integrity.

- The Peer-Tutoring Center offers drop in tutoring free of charge to all students attending Del Mar College. Located on the East Campus @ SC 111 & West Campus @ ET 114. The Peer-Tutoring Center provides tutoring in multiple disciplines such as Math, Science, English, HPRS, TECM, RNSG, A&P 1 and 2, Chemistry and much more. Open Spring & Fall, Summer I & II. Spring and Fall Hours: Mon- Thurs 8 am – 7 pm, Fri. 8 am – 3 pm, Sat 9 am – 2 pm. Summer I & II Hours: Mon- Thurs 8 am – 5 pm, Fri. 8 am – 12:30 pm.

- Students requesting disability accommodations or information are encouraged to contact the Office of Special Services, Harvin Center, Room 188, or call 698-1298.

DEL MAR ACADEMIC CLASSROOM POLICIES

- http://hb2504.delmar.edu/AcademicClassroomPolicy.pdf

The course syllabus is a general plan for the course; the instructor reserves the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means. This disclaimer does not abrogate any student rights as described by College rules and regulations.
Del Mar College
Individual Course Syllabus

Course Name/Title: Basic Health Professions Skills
Course Number: HPRS 1204  Section Number: All

College Year: 2013-2014
Semester: Fall

PREREQUISITE: None.
CO-REQUISITE: None.

Credit Hours: 2 Semester Credit Hours
(Valid for two years from date of completion)

Assessment Levels: R2, E2, M2.

FACULTY CONTACT INFORMATION
Faculty: Louie Asuncion
Office Location: HS 3, Rm 128 West Campus
Phone Contact: (361) 698-2891
DMC Email Address: lasunci@delmar.edu

Robert Fanger
Office Location: HS 3, Rm 260 West Campus
Phone Contact: (361) 698-2897
DMC Email Address: rfanger@delmar.edu

COURSE DESCRIPTION:
Prerequisite for most Health Occupations Programs. A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.
Assessment Levels: R2, E2, M2.

STUDENT LEARNING OUTCOMES:
Students should be able to:

- Comply with Occupational, Safety, and Health Administration (OSHA) guidelines and standard precautions.
- Respond to basic medical emergencies.
- Perform client monitoring skills.
- Document health care.
GENERAL DESCRIPTION OF LESSONS/LECTURES OR DISCUSSIONS BY WEEK:
Tentative schedule of required readings, assignments, lectures, skills demonstration labs, student preparation, and exams:

Week 1  Lesson I: Math Review
Week 2  Lesson I: Math Review
Week 3  Lesson I: Math Review
         Math Test
Week 4  Lesson II: Health Care Systems
         Lesson III: Ethics and Legal Aspects of Health Care
Week 5  Lesson III: Ethics and Legal Aspects of Health Care
         Lesson IV: Medical Asepsis
         Quiz 1
Week 6  Lesson IV: Medical Asepsis
         Skills Demonstration Lab: Handwashing & Sterile Gloving
         Lesson V: Hospital Radiation Safety
Week 7  Lesson VI: Fire and Safety
         Lesson VII: Range of Motion, Complications, Body Alignment
         Quiz 2
Week 8  Lesson VII: Ambulation, Patient Positions
         Skills Demonstration Lab: Range of Motion, Ambulation, Patient Positions
Week 9  Skills Demonstration Lab: CPR - HeartCode
Week 10 Skills Demonstration Lab: CPR - HeartCode
Week 11 Lesson VIII: Vital Signs
         Lesson IX: Oxygen Therapy
Week 12 Skills Demonstration Lab: Vital Signs
         Skills Demonstration Lab: Oxygen Therapy
         Quiz 3
Week 13 Lesson XII: Venipuncture
         Lesson XIII: First Aid
Week 14  Skills Demonstration Lab: First Aid  
Quiz 4

Week 15  Program Essay Assignment Due

Week 16  Final Exam

LIST OF TEXTBOOK(S), REQUIRED AND RECOMMENDED READINGS.

Optional  

TECHNOLOGY REQUIREMENTS:

Canvas Learning System: The student is responsible for completing the Canvas Student Orientation found on the following website: https://training.instructure.com/courses/347469/  
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ADDITIONAL MATERIALS AND SUPPLIES REQUIRED:
Laboratory Kit for Basic Health Professions Skills

METHODS OF EVALUATION:
May include, but not limited to:
- Written exams and quizzes
- Homework assignments
- Small group activities
- Lab demonstration skills

COURSE REQUIREMENTS

Grading Scale  
A = 100 – 90  
B = 89 – 83  
C = 82 – 75  
D = 74 – 70
Grading Policy
100% of the final course grade is based on:
- Homework Assignments: 20%
- Quizes: 20%
- Program Essay: 20%
- Final Exam (Comprehensive): 40%

100%

A minimum grade of 75% or better and a letter grade of “C” or higher is required to receive credit for this course.

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