

FALL 2020 M 3:30PM ONLINE

#55721: 8/10/20 – 12/11/20

INSTRUCTOR: TONI ENSZ OFFICE: BE 44 OFFICE PHONE: 638-0300, EXT: 3785 (MESSAGE)

EMAIL: [toni.ensz@reedleycollege.edu](mailto:toni.ensz@reedleycollege.edu)

Zoom Office Hours: MWF 10:00 -11:00 am. You can **email** me at [toni.ensz@reedleycollege.edu](mailto:toni.ensz@reedleycollege.edu) or you can **text or call** me at (559) 677-7268 at any time and I will return your message as soon as I can. Make sure you give me your name, class and any information necessary for communication.

**REQUIRED TEXT AND SUPPLIES:**

- **ACQUIRING MEDICAL LANGUAGE W/ CONNECT ACCESS CARD, 2ED, JONES**
  - ISBN 978-1-2602-6702-0 BINDING KIT/SET/PACKAGE
- FLASH DRIVE

**COURSE DESCRIPTION:**

This course provides students an opportunity to learn medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis is given to word dissection and definitions as applied to the body systems including the terminology used in examinations, diagnoses, procedures, laboratory investigations, and medical reports. **Students must pass a final 160-word definition exam with 95% accuracy in order to pass the course.**

**COURSE OUTCOMES:**

Upon completion of this course, students will be able to:

1. Differentiate between the uses and meaning of medical terms formed from related root vocabulary.
2. Analyze word parts and demonstrate ability to write medical terms correctly.
3. Use their knowledge of prefixes, suffixes, and roots to ascertain meanings of words with which they are not familiar.
4. Apply knowledge of anatomy and word parts to analyze medical terminology and its applications so as to prevent errors in medical records and in directions and applications of the terminology.
5. **Complete a final 160-word definition exam with 95% accuracy.**

**COURSE OBJECTIVES:**

In the process of completing this course, students will:

1. Identify the full and complete definition of 160 prefixes, suffixes and word roots.
2. Construct medical words from prefixes, suffixes and word roots.
3. Spell medical words correctly.
4. Demonstrate an understanding of the meaning of medical words by using prefixes, suffixes and word roots.
5. Label anatomy of the various body systems covered.

**ATTENDANCE AND TARDIES:**

- We will have a Zoom meeting each Monday night at 3:30 pm. I do expect you to attend that meeting, with your video on. I will be taking attendance at each meeting.
- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **The drop date for this class is October 9, 2020.**
- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to get your work completed as assigned. If you are aware of a conflict, let me know as soon as possible and you may complete the assignment early, but no late work will be accepted.

**HOLIDAYS:**

- LABOR DAY – SEPTEMBER 7
- VETERAN'S DAY – NOVEMBER 11
- THANKSGIVING – NOVEMBER 26-27

**TESTS:**

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Email me to discuss a specific situation.

**FINAL EXAM:**

- A comprehensive final exam will be given at the end of the quarter. The final exam will be given on **Wednesday, December 9, 2020, 3:00-4:00 pm.**

**GRADING:**

Flash Card Quizzes	20%
Homework	15%
Discussions	5%
Term Paper	10%
Midterm/Final MC Exam	10%
Final Terms Quiz	40%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

## Course Outline and Instruction Schedule / Flashcard and Spelling Quizzes

All assignments are due by **midnight on Sunday/Quizzes due as assigned.**

Discussion Board assignments vary so are posted in Canvas.

WEEK			CHAPTER AND QUIZ		
Week 1	8/10	Ch 1 Introduction to Medical Language			
Week 2	8/17	Ch 2 Introduction to Health Records FC Quiz 1-20			
Week 3	8/24	Ch 3 The Integumentary System – Dermatology FC Quiz 21-40; Terms & Abbreviations Quiz – Chp 2 (Pages 97, 99, 100, 101, & 104)			
Week 4	8/31	Ch 4 The Musculoskeletal System – Orthopedics FC Exam 1-40; Drugs & Abbreviations Quiz – Chp 3 (Pages 158 & 159 & 164)			
Week 5	9/7	Ch 5 The Nervous System – Neurology and Psychiatry FC Quiz 41-60; Drugs & Abbreviations Quiz – Chp 4 (Pages 219 & 228)			
Week 6	9/14	Ch 6 Sensory System – Ophthalmology and Otolaryngology FC Exam 1-60; Drugs & Abbreviations Quiz – Chp 5 (Pages 290 & 296)			
Week 7	9/21	Ch 7 The Endocrine System – Endocrinology FC Quiz 61-80; Abbreviations Quiz – Chp 6 (Page 368)			
Week 8	9/28	Term Paper Discussion with Librarian FC Exam 1-80; Abbreviations Quiz – Chp 7 (Page 431)			
Week 9	10/5	Midterm FC Quiz 81-100 / Term Paper Outlined			
Week 10	10/12	Ch 8 The Blood and Lymphatic Systems – Hematology and Immunology FC Exam 1-100			
Week 11	10/19	Ch 9 The Cardiovascular System – Cardiology FC Quiz 101-120; Drugs & Abbreviations Quiz Chp 8 (Pages 484 & 489) Term Paper Due			
Week 12	10/26	Ch 10 The Respiratory System – Pulmonology FC Exam 1-120; Drugs & Abbreviations Quiz – Chp 9 (Pages 549, 550 & 559)			
Week 13	11/2	Ch 11 The Gastrointestinal System – Gastroenterology FC Quiz 121-140; Drugs & Abbreviations Quiz – Chp 10 (Pages 609-610 & 615-616)			
Week 14	11/9	Ch 12 The Urinary and Male Reproductive Systems – Urology FC Quiz 1-140; Anatomical Regions & Abbreviations Quiz – Chp 11 (Pages 654 & 682)			
Week 15	11/16	Ch 13 The Female Reproductive System – Gynecology, obstetrics, and Neonatology FC Exam 141-160; Abbreviations Quiz – Chp 12 (Page 774-775)			
Week 16	11/23	FC Exam 1-160 – Study for M/C Quiz; OB/GYN Abbreviations Quiz – – Chp 13 (Page 858-859)			
Week 17	11/30	Final M/C Quiz – Chapters 8-13 FC Exam 1-160			
Week 18	12/7	Final Exam: Flashcard Quiz 1-160			

\*\*Mrs. Ensz reserves the right to change dates as needed. You will be notified of any change.

**SPECIAL NOTE:**

- You must pass the class with a C or better **AND** you must pass the 160-term final with a 95% accuracy.
- The Term Paper is a **mandatory assignment – If you do not hand in the term paper, you will not pass the class.**

**DISCUSSION BOARD:**

You will be required to regularly participate in the discussions of the class. I will give you a prompt or scenario and I want you to respond to my prompt. Then, I would like you to respond to 2 other student responses in the class. You can earn up to 5 points for your response and 2 points for the responses you give to other students. These points will be 5% of your overall grade.

**CELL PHONES:**

- When in class, please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking. I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class. No earphones allowed in class. There are no cell phones allowed during the quizzes. If I see your phone out during a quiz, you will be asked to leave class and you will receive a zero on your quiz.

**ADA:**

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

**ACADEMIC DISHONESTY:**

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- **CHEATING** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. **Cheating, in this class, is handing in the same assignment as another student as if it was your own.**
- **PLAGIARISM** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment

in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**\*\*\*\*The instructor reserves the right to change or alter this syllabus at any time. Any changes will be reviewed in class\*\*\*\***