

Course: **OT 10 MEDICAL TERMINOLOGY** (51887) Reedley College Spring 2010  
Class meets: MWF 12:00pm – 1:50pm 01/11/10 – 03/12/10  
Meeting room: SOC 36  
Instructor: Dr. Ann P. Fallon, M.D., M.P.H.  
Email: [ann.fallon@reedleycollege.edu](mailto:ann.fallon@reedleycollege.edu)  
Phone: (559) 355-9629  
Final Drop Date: TBD  
Final Exam: Friday 03/12/2010 @ 12:00pm-1:50pm

**Course Material:** *Terminology for Health Professionals, 6<sup>th</sup> Edition*, by Sormunen, Carolee

**Course Description:** Medical terminology and the appropriate use and formation of medical terms: prefixes, suffixes and roots, pronunciation, identification and spelling.

**Course Objectives:** Upon completion of this course, students will be able to: differentiate between the uses and meaning of medical terms formed from related root vocabulary; analyze word parts and demonstrate ability to write medical terms correctly; use their knowledge of prefixes, suffixes, and roots to ascertain meanings of words with which they are not familiar; and 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.

**Course Outcomes:** In the process of completing this course students will: identify the full and complete definition of 160 prefixes, suffixes and word roots; construct medical words from prefixes, suffixes and word roots; spell medical words correctly; demonstrate an understanding of the meaning of medical words by using prefixes, suffixes and word roots; and label anatomy of the various body systems covered.

**Attendance:** Attendance is required and I reserve the right to take roll at any time during the duration of the class period. To achieve successful completion of the course, it is critical for the students taking this course to attend all classes. I will drop you if you have more than three consecutive, unexcused absences.

**Behavioral Standards:** Your classmates and I would greatly appreciate that students in the class take care of any personal needs (e.g., using the rest room, getting a drink, sharpening a pencil) before class begins. Please turn off your cell phones when entering the class. You may not use your phone during class. I would appreciate that you not bring guests to class. I start class on time, please don't be late. If you are late, it is your responsibility to ensure you are counted for attendance after class.

**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 obtained. 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 dishonest in any form is a very serious offense and will incur serious consequences.

**Plagiarism:** Plagiarism is the adoption or reproduction of the ideas or words or statements of another person without due acknowledgment. This can range from borrowing without attribution a particularly apt phrase, to paraphrasing someone else's original idea without citation, to wholesale contract cheating. When plagiarizing, students will often turn to the Internet, due to the ease of copying and pasting from websites. Other more old fashioned forms of plagiarism such as paper mills and passing off obscure articles or chapters of books of others as original work also still occur. Plagiarized papers are often riddled with gross inconsistencies such as referencing nonexistent sections of the essay, changes in spelling and grammar customs, or the argument changing in min-paragraph.

**Cheating:** 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 can take the form of crib notes, looking over someone's shoulder during an exam, or any forbidden sharing of information between students regarding an exam or exercise. Also, the storing of information in graphing calculators, pagers, cell phones, and other electronic devices has cropped up since the information revolution began.

Incidents of cheating and plagiarism may result in 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 upon the severity and frequency of the incidents.

**Accommodations for students with disabilities:** If you have a verified need for an academic accommodation or materials in alternate media (e.g., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act please contact me as soon as possible.

**Learning Methods:** Lecture/discussion; Audio-Visual Methods; and Workbooks.

**Mid-Term Project:** A 2-3 page type-written report is required at the mid-term (NLT Weds Feb 10, 2010) of the course. You are asked to write on a medical subject or condition or a health-related issue that interests you. A score of 50 points is possible. Grading will be assessed on the quality of information provided and college level documentation skills, including citing references used, e.g., websites, journal articles, textbooks, etc..

**Participation:** It has been found that the more a student actively participates in discussions and activities, the better the learning experience for the student. Therefore, all students will be encouraged to be proactive in class interactions and group exercises. A maximum of 80 participation points will be awarded. Students are expected to be responsible to review class information, complete workbook exercises and be prepared for the next class assignment.

**Grading Policy:** Grading will be based on the results of weekly quizzes, test scores, classroom participation, and the written mid-term project. Assignments must be turned in by the due date, no make-up tests will be provided without prior approval.

**Total points for the course:**

Assignment Type	Points Possible	Percent of Grade
Weekly quizzes	6@20 pts/each= 120	30%
Mid-term exam	50	12.5%
Final exam	100	25%
Mid-term project	50	12.5%
Participation Points	80	20%
<b>TOTAL</b>	<b>400</b>	<b>100%</b>

Grade Distribution	
A= Excellent	90-100%
B= Above Average	80-89%
C= Average	70-79%
D= Below Average	60-69%
F= Failure	Below 60%

Quiz #1 (Chapters 1, 2)	Friday, January 15, 2010
Martin Luther King, Jr. Holiday- <i>No class</i>	Monday, January 18, 2010
Quiz #2 (Chapters 5, 6)	Friday, January 22, 2010
Quiz #3 (Chapters 8, 9, 10)	Friday, January 29, 2010
Quiz #4 (Chapters 11, 12, 13)	Friday, February 5, 2010
Mid-term Project Due	Wednesday, February 10, 2010
Lincoln's Birthday- <i>No class</i>	Friday, February 12, 2010
Washington's Birthday- <i>No class</i>	Monday, February 15, 2010
Mid-term Examination (Cumulative to date)	Wednesday, February 17, 2010
Quiz #5 (Chapters 19, 20, 21)	Friday, February 19, 2010
Quiz #6 (Chapters 22, 23, 3)	Friday, March 5, 2010
Final Examination (Cumulative- entire book)	Friday, March 12, 2010

**Course Outline:**

Week (Wk)	Chapter (Ch)
Wk 1 1/11/10	Ch 1 Building a Medical Vocabulary, Ch 2 Introduction to Anatomy, Ch 5 Integumentary System
Wk 2 1/18/10	Ch 6, The Musculoskeletal System, Ch 8 The Cardiovascular System
Wk 3 1/25/10	Ch 9 The Blood and Lymph Systems, Ch 10 Oncology, Ch 11 Radiology and Nuclear Medicine
Wk 4 2/1/10	Ch 12 The Respiratory System, Ch 13 The Digestive System, Ch 15 The Urinary System
Wk 5 2/8/10	Ch 16 The Female Reproductive System, Ch 17 The Male Reproductive System
Wk 6 2/15/10	Mid-term Exam, Ch 19 Endocrine
Wk 7 2/22/10	Ch 20 The Nervous System, Ch 21 Mental Health, Ch 22 The Eye
Wk 8 3/1/10	Ch 23 The Ear, Nose, and Throat, Ch 3 The Medical History and Physical Examination, Ch 4 Pharmacology, Appendix C Abbreviations
Wk 9 3/8/10	Ch 7 Surgery, Ch 14 Discharge Summaries, Ch 18 Pathology and Autopsies, Final Exam