

Reedley College
Spring 2010

Syllabus

Course: OT 10 MEDICAL TERMINOLOGY (51889) Spring 2010
Class meets: Monday 6 – 8:50 pm 01/11/10 – 05/21/10
Meeting room: SOC 36
Instructor: Theresa Souza MSN, RN, APRN-CNS
Email: theresa.souza@reedleycollege.edu
Office: HUM 61
Phone: (559) 638-3641 x 3407
Final Drop Date: Friday 1-29-10 – to avoid a “W” on transcript
Final Exam: Monday 5/17/10
Course Material: *Terminology for Health Professionals, 6th Edition*, Sormunen, Carolee
Holidays: Mondays 1-18; 2-15; 3-29 Spring Break: 3-29 through 4-2-10

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 roll will be taken at each session. To achieve successful completion of the course, it is critical for students taking this course to attend all classes. Students who miss three consecutive classes are at risk for being dropped from the course.

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 dishonesty in any form is a very serious offense and will incur serious consequences. Refer to the college catalog for further details surrounding actions that will be implemented regarding academic dishonesty.

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 of 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 mid-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 during the information revolution. No items of any kind may be on the desktop, including water bottles, during testing. Students may not wear hats/caps during testing.

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. A formal counseling assessment process to determine the appropriate accommodation is required before any accommodation(s) can be made. The counseling center facilitates the process.

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

Mid-Term Project: A 2-3 page typewritten report is required at mid-term on March 22. Students are asked to write on a medical subject or condition or a health-related issue of interest. A score of 50 points is possible. Grading will be assessed on the quality of information provided and the college level research and documentation skills, including correctly citing the 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. Students are expected to be responsible to review class information, complete workbook exercises and to be prepared for the next class assignment.

Grading Policy: Grading will be based on the results of weekly quizzes, test scores, 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. Quizzes are intermittently scheduled as prep validation for the content to be covered. Grades are determined by total points earned.

Total points for the course: 400

Assignment Type	Points Possible
Weekly quizzes	10 @20 pts per = 200
Mid-term exam	50
Final exam	100
Mid-term project	50
TOTAL	400

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

Course Outline and Instruction Schedule

Week (Wk)	Chapter (Ch)
Wk 1 1/11/10	Ch 1 Building a Medical Vocabulary Ch 2 Introduction to Body Structure
Wk 2 1/25/10	Ch 5 Integumentary System Ch 6 The Musculoskeletal System,
Wk 3 2/1/10	Ch 8 The Cardiovascular System Ch 9 The Blood and Lymph Systems,
Wk 4 2/8/10	Ch 10 Oncology Ch 11 Radiology & Nuclear Medicine
Wk 5 2/22/10	Ch 12 The Respiratory System Ch 13 The Digestive System,
Wk 6 3/1/10	Ch 15 The Urinary System
Wk 7 3/8/10	Ch 16 The Female Reproductive System, Ch 17 The Male Reproductive System
Wk 8 3/15/10	Mid Term Exam - 90 minutes To be followed by lecture Ch 19 Endocrine System
Wk 9 3/22/10	Ch 20 The Nervous System
Wk 10 4/5/10	Ch 21 Mental Health
Wk 11 4/12/10	Ch 22 The Eye Ch 23 The Ear, Nose, and Throat
Wk 12 4/19/10	Ch 3 The Medical History and Physical Examination
Wk 13 4/26/10	Ch 4 Pharmacology Appendix C Abbreviations Review
Wk 14 5/3/10	Ch 7 Surgery Ch 14 Discharge Summaries
Wk 15 5/10/10	Ch 18 Pathology and Autopsies Appendix A, B review
Wk 16 5/17/10	Final Exam

Important Dates:

Martin Luther King, Jr. Holiday - No class

Quiz #1 (Chapters 1, 2)

Quiz #2 (Chapters 5, 6)

Quiz #3 (Chapters 8, 9,)

President's Day Holiday - No class

Quiz #4(Chapters 10,11)

Quiz #5 (Chapters 12, 13)

Quiz #6Chapters 15, 16, 17)

Mid-term Exam (Cumulative to date)

Mid-term Project Due

Spring Break - No class

Quiz #7(Chapters 19, 20,)

Quiz #8(Chapter 21, 22, 23)

Quiz #9 (Chapters 3, 4, 7)

Quiz #10 (Chapters 14, 18)

Final Examination (Comprehensive - entire book)

January 18, 2010

January 25, 2010

February 1, 2010

February 8, 2010

February 15, 2010

February 22, 2010

March 1, 2010

March 8, 2010

March 15, 2010

March 22, 2010

March 29 → April 2, 2010

April 12, 2010

April 19, 2010

April 26, 2010

May 3, 2010

May 17, 2010