## Reedley College

#### Fall 2012

### OT 10 Syllabus

## Course: **OT 10 MEDICAL TERMINOLOGY** #50409 Fall 2012

## Class meets: T/TH 10 – 11:15 Course ends Friday, December 13, 2012

Meeting room: AER 3

Instructor: Theresa Souza MSN, RN, DSD, APRN-CNS

Email: [theresa.souza@reedleycollege.edu](mailto:theresa.souza@reedleycollege.edu)

Office: HUM 61 Office Hrs: M 5-6 PM, TH 11:15 – 1205, FR 8:30 - appt

Phone: (559) 638-3641 x 3407

Final Drop Date:Friday, August 31 – to avoid a “W” on transcript

Final Exam: Per schedule

**Course Material***:* ***Terminology for Health Professionals,*** *6th Edition*, Sormunen, Carolee

Holidays: November 22

**Course Description**: Medical terminology and appropriate use and formation of medical terms based on prefixes, suffixes and roots. Emphasis on pronunciation, identification and spelling is essential for use of medical terms in correct context.

**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 knowledge of prefixes, suffixes, and roots to ascertain meanings of unfamiliar words, apply knowledge of anatomical systems and word parts to analyze medical terminology and the application to medical records and in professional health settings.

**Course Outcomes**: In the process of completing this course students will: identify the full and complete definition of 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 recognize 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 **important for students taking this course to attend all classes**. Students who miss consecutive classes are at risk for being dropped from the course.

**Behavioral Standards**: Students and teachers greatly appreciate attention to appropriate classroom courtesy. Please take care of personal needs (e.g., using the rest room, getting a drink, sharpening a pencil) before class begins. Please turn off cell phones when entering the class. Students may not use cell phones, send or receive texts during class. Students may not disrupt class by exiting to answer cell phones and texts. If a student is faced with an emergency situation and the emergent need to use a cell phone is expected, the student will discuss this matter with the instructor before class starts. If a student has a medical situation whereby frequent exiting from class (to use the rest room) is expected, the student must present the instructor with medical validation and a physician’s release addressing the needed accommodation. It is not acceptable to bring guests to class. Class will begin on time and roll will be taken. If late, it is the student’s responsibility to ensure that you are counted for attendance after class.

Disruptive behavior will not be tolerated. Disruptive behavior is defined in Board Policy 5500, and includes willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, including **obstruction or disruption of teaching,** research, administration, disciplinary regulations, or other college activities, including, but not limited to community service functions or other authorized activities on or off campus. (BP5500)

**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.

**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 course grade at the discretion of the instructor and depending upon the severity of the incident(s).

**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 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 Textbook chapter exercises.

**Writing Assignment:** Take Home fill-in written assignment and preliminary final exam preparation

A score of 50 points is possible. **The fill-in assignment is due Thursday, November 29.** Late papers will not be accepted. Grading will be based on:

* Accuracy of meaning
* Accuracy of spelling, correct grammar and punctuation, neatness
* Accurate use of words in context

**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 scheduled quizzes, mid term and final exams and the written paper assignment. Assignments must be submitted on the due date or earlier. **Late papers will not be accepted.** **No make-up quizzes or tests will be offered.** Quizzes are scheduled as prep and learning validation for the content covered in class. **The lowest quiz score will be dropped.**

**Course Materials: Notebook, pens, #2 pencils, 882E Scantron, Powerpoint of chapters to be downloaded by students and brought to class for instruction and note taking purposes.**

**Students are responsible to use the Blackboard Bb for course materials and correspondence.**

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

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| **Assignment Type** | **Points Possible** |  |
| Quizzes # 8 | Points may vary (20-25) |  |
| Mid-term exam | 75 questions |  |
| Final exam | 100 |  |
| Written test - prep assn | 50 |  |
| **TOTAL** | **375 (before dropped quiz)** |  |

**Course Outline and Instruction Schedule**

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| --- | --- |
| **Week (Wk)** | **Chapter (Ch)** |
| Wk 1 8-14  8-16 | Ch 1 Building a Medical Vocabulary |
| Wk 2 8-21  8-23 | Ch 2 Introduction to Body Structure  Ch 5 Integumentary System |
| Wk 3 8-28  8-30 | Ch 6 The Musculoskeletal System, |
| Wk 4 9-4  9-6 | Ch 9 The Blood and Lymph System |
| Wk 5 9-11  9-13 | Ch 8 The Cardiovascular System  Ch 12 The Respiratory System |
| Wk 6 9-18  9-20 | Ch 10 Oncology  Ch 11 Radiology and Nuclear Medicine |
| Wk 7 9-25  9-27 | Ch 13 The Digestive System  Ch 15 The Urinary System |
| Wk 8 10-2  10-4 | Ch 16 The Female Reproductive System |
| Wk 9 10-9  10-11 | Ch 17 The Male Reproductive System  **Midterm** |
| 10-12 | Drop Deadline |
| Wk 10 10-16  10-18 | Ch 19 Endocrine System  Ch 20 The Nervous System |
| Wk 11 10-23  10-25 | Ch 21 Mental Health |
| Wk 12 10-30  11-1 | Ch 22 The Eye  Ch 23 The Ear, Nose, and Throat |
| Wk 13 11-6  11-8 | Ch 3 The Medical History and Physical Examination |
| Wk 14 11-13  11-15 | Ch 4 Pharmacology  Ch 7 Surgery |
| Wk 15 11-20 | Ch 14 Discharge Summaries  Ch 18 Pathology and Autopsies |
| Wk 16 11-27  11-29 | Catch up  Appendix C Abbreviations  Appendix A, B |
| Wk 17 12-4  12-6 | Test Assignment and Review |
| **Wk 18 12-11** | **Final Exam** |

**Important Quiz, Test and Assignment Dates**:

Quiz #1 (Chapters 1, 2, 5) 8-28 Tuesday

Quiz #2 (Chapters 6, 9) 9-11 Tuesday

Quiz #3 (Chapters 8, 12) 9-20 Thursday

Quiz #4 (Chapters 10, 11) 9-27 Thursday

Quiz #5 (Chapters 13, 15) 10-4 Thursday

**Mid-term Exam (Cumulative to date)** 10-11 Thursday

Quiz #6 (Chapters 19, 20) 10-25 Thursday

Quiz #7 (Chapters 21, 22, 23 ) 11-6 Tuesday

Quiz #8 (Chapters 3, 4, 7) 11-20 Tuesday

**Written Assignment - Due** \*No late papers 11-29 Thursday

**Final Examination (Comprehensive - entire book)** 12-11 Tuesday

**REEDLEY COLLEGE**

**OT 10**

**DISRUPTIVE BEHAVIOR**

**INFRACTION NOTIFICATION**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of Infraction(s)** **Section \_\_\_\_\_\_\_\_\_\_**

1. Disruptive behavior and/or obstruction of teaching \_\_\_\_\_\_\_\_\_\_\_

including excessive talking during instruction

1. Willful disobedience and/or rudeness \_\_\_\_\_\_\_\_\_\_\_
2. Use of cell phone during class. Texting during class. \_\_\_\_\_\_\_\_\_\_\_

4. Habitual profanity or vulgarity \_\_\_\_\_\_\_\_\_\_\_

5. Open and persistent defiance of authority, insubordination \_\_\_\_\_\_\_\_\_\_\_

6. Menacing or threatening behaviors toward other students or instructor \_\_\_\_\_\_\_\_\_\_\_

**Disruptive notification requires that the student meet with the Department Dean. Failure to adhere to the accepted standards will result in disciplinary action. (Board Policy Administrative Regulation 5520)**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**