***OT 10 – Medical Terminology***

*SPRING 2014*

*REEDLEY COLLEGE*

**Course:** OT 10 - MEDICAL TERMINOLOGY #52120 Spring 2014

**Class meets**: MWF 10:00 – 10:50 PM

**Meeting room**: POR 4

**Instructor:** Penny Workman, M.S.

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**Final Exam:** Monday, May 19, 2014

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

**Holidays:** Monday 1/20/2014 (Martin Luther King Day)

 Monday 2/17/2014 (President’s Day)

 Mon-Fri 4/14 through 4/18/2014 (Spring Break)

***The following is subject to change at the instructor’s discretion.***

**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 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. Attendance will be part of your total grade percentage. To achieve successful completion of this course, it is critical for students 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 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 must 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 necessary accommodation. It is not acceptable to bring guests to class. Tardiness is also disruptive to class. Class will begin on time and roll will be taken. You are required to be in class at that time. If students are late, it is their responsibility to ensure being counted for attendance. If you are consistently late, points will be deducted from your attendance score.

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.

**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 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, use of the textbook CD-ROM.

**Writing Assignment:** College courses require the fulfillment of a written assignment. Students will prepare a typewritten one page paper. This assignment requires that students research a medical topic of choice. The information will be obtained from a recent mainstream newspaper article or a popular magazine such as TIME or NEWSWEEK. The article must be dated within the last year. Make a copy of the entire article and the dated front/cover page of the magazine or newspaper. The copy must be submitted and attached to the one page write-up. All of the following components are required and will be typed in the order presented.

1. Your Name at the top

2. Name of the newspaper or magazine

3. Title of the Article

4. Author(s)

5. Summary of the article in your own words

6. Brief discussion of the correlation of the article to the OT 10 course

A score of 50 points is possible. The paper is due , Friday, April 11, 2014. Late papers will not be accepted. Grading is based on:

• ability to follow instructions

• use of correct grammar and punctuation

• neatness and organization of thought

• quality of information and value of the summary, correlation, and discussion

**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 are 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 session. Participation will be part of your overall grade.

**Grading Policy:** Grading will be based on the results of scheduled quizzes, midterm 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. There are no exceptions. Quizzes are scheduled as prep and learning validation for the content covered in class. The lowest quiz score will be dropped, to account for any scheduled quiz day that a student missed. When a student doesn’t miss any scheduled quiz dates, then dropping the lowest quiz score raises the final average considerably.

Grading Standard: A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 – 69 F < 60

**Chapter Outline and Instruction Schedule**

**All of the following is subject to change at the instructor’s discretion.**

Week (Wk) Chapter (Ch) Dates

Week 1 Syllabus, Class Expectations, and Requirements 1/13

Week 2 Ch 1 Building a Medical Vocabulary 1/22 (Short week)

Week 2 Ch 2 Introduction to Body Structure 1/27

Ch 5 Integumentary System

Week 3 Ch 6 The Musculoskeletal System 2/3

Ch 8 The Cardiovascular System

Week 4 Ch 9 The Blood and Lymph System 2/10

Ch 12 The Respiratory System

Week 5 CH 10 Oncology

Ch 11 Radiology & Nuclear Medicine 2/19 (Short week)

Week 6 Ch 13 The Digestive System 2/24

Ch 15 The Urinary System

Week 7 Ch 16 The Female Reproductive System 3/3

 Ch 17 The Male Reproductive System

Week 8 Catch – up, Review for Mid-term 3/10

Midterm Midterm 3/17

Ch 19 The Endocrine System 3/24

Ch 20 The Nervous System

Week 11 Ch 21 Mental Health 3/31

Ch 22 The Eye

Week 12 Ch 23 The Ear, Nose, and Throat 4/7

 Reserved for overflow

Week 13 Ch 3 Medical History & Physical Exam 4/21

 Ch 4 Pharmacology

Week 14 Ch 7 Surgery 4/28

 Ch 14 Discharge Summaries

Week 15

Week 16 Ch 18 Final review 5/12

Week 17 Final Exam - Monday, 5/19/2014 10:00-11:50 am 5/19