

## Medical Terminology

OT-10-56304 (3 units)

Reedley College / Fall 2015

**Instructor:** Pam Gilmore

**Class start date:** August 17, 2015

**E-mail:** [pam.gilmore@reedleycollege.edu](mailto:pam.gilmore@reedleycollege.edu)

**LAST DAY TO DROP:** Friday, October 16, 2015

### 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.**

**Advisories:** Eligibility for English 125 and 126 (This means that if you did not test at this level or above, you should not be able to pass this class. Email me with questions/concerns.)

### Course Outcomes:

Upon successful completion of this course, student 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.

**Textbook:** This is a REEDLEY campus class, therefore our book is Acquiring Medical Language, 1st Edition. Author: Jones, Steven L. and Andrew Cavanagh. Publisher: McGraw Hill Education. ISBN: 978-0-07-340231-4  
Cost: New book.....\$127.00

The Reedley College Bookstore is open M-Th, 7:45 a.m.-8:00 p.m. and on Fridays from 7:45 a.m.-5:00 p.m.

### Important Dates:

1<sup>st</sup> Day of Class:

1. You must contact me via email prior to **5:00 p.m., Monday, August 17, 2015**, or you will be dropped from this class.
2. You must complete the first Discussion Board assignment prior to **3:00 p.m., Tuesday, August 18, 2015**, or you will be dropped from this class.
3. ***You would not defraud this class but Reedley College online education is being attacked by fraudulent "students". This is why we must have you complete these requirements.***

### Mandatory Face-to-Face Meetings:

Three face-to-face meetings are mandatory in this section of OT10.

All meetings will take place 8:00-9:00 p.m. on the Reedley College Campus, Room CTL-1.

**Tuesday, August 18 - ORIENTATION**

**Tuesday, October 13 - MIDTERM EXAM**

**Tuesday, December 15 - FINAL EXAM**

Computer Technology Lab 1 (CTL-1) is located SOUTH of the Reedley College Library lawn; WEST of the Disabled Students Programs and Services building; NEXT DOOR to the RC Printshop. **A Campus Map can be found in Blackboard.**

**Grading Policy:** I grade on a straight scale.

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 and below = F

**Grading Schedule:**

Discussion Board	5%
Term Paper	15%
Flash Card Quizzes	10%
Homework	40%
Midterm Exam	10%
Final Exam	*20%
	100%

**\*The final exam (flashcards exam) must be passed with 95% accuracy or you fail the class.**

**Academic Dishonesty:** I have a policy that covers cheating, plagiarism and disciplinary procedures: anyone caught taking part in these acts will be failed.

**Definitions:**

Cheating is the act of deception by which a student misleadingly demonstrated that s/he has mastered information on an academic exercise. Examples are copying or allowing another to copy a test, paper, project, or performance, etc.

Plagiarism is the act of representing the work of another, as one's own without giving credit. Plagiarism includes, but is not limited to, incorporating the ideas or words of another's work without giving appropriate credit. If a student is found to be in violation of cheating and/or plagiarism, the student will either be dropped from the class or failed and a record of this act will be recorded.

**Students with Disabilities:** Upon identifying themselves to the instructor and the college, students with disabilities will receive reasonable accommodation for learning and evaluation. If you have a verified need for an academic accommodation or materials in alternate media (i.e., 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. For more information, contact Disabled Students Programs & Services.

**Study Groups:** I highly recommend that you connect with the other students in the class and form a study group. Trade phone numbers, share study loads, and help one another. Study groups always help a person do better. In fact, I may be creating groups in Black Board later on in the semester.

**Instructor Help:** If you find yourself falling behind or needing help, talk to me!!! Ignoring a situation won't make it go away. The sooner you talk to me, the more likely it is that you will succeed.

**Assignment Due Dates/Times:** This is an online course therefore there is some flexibility as to when assignments can be completed. This does not mean that assignments can be late. I do not accept late assignments. Assignments and quizzes will be "opened" in Black Board at the beginning of each week. They are due the following Sunday by midnight. No exceptions. This means that an assignment or quiz will be available on Monday and you may complete them anytime between Monday and midnight Sunday. This allows you to decide which days are best for you. I completed my Master's degree online and found that a Sunday midnight deadline was best for all of my classes since I worked full time and did not feel I had time to work on my class during the week. I could work on my classwork all weekend, turning it in by midnight on Sunday and start fresh on Monday.

**Speaking of which: (time management)**

It is important for you to realize that an online class does not take less time than a face-to-face class. In order to be successful in a 3 unit face-to-face class, it is expected that the student will be engaged in the class 3 hours per week and working on the class for 6-9 hours per week. This adds up to 9-12 hours per week for a 3 unit class. You should plan for the same level of commitment in your online classes if you wish to be successful.

**Course Outline and Instruction Schedule / Homework and Flashcard Quizzes**

All quizzes and assignments are due by **midnight on Sunday**.

Discussion Board assignments vary so are posted on Black Board.

Week	Dates	Chapter	Assignments & Quizzes*
1	8/17-8/23	1	Connect Chapter 1 Homework
2	8/24-8/30	2	Connect Chapter 2 Homework Flash Card Quiz 1-20
3	8/31-9/6	3	Connect Chapter 3 Homework <del>Flash Card Quiz 21-40</del> BONUS FLASH CARD QUIZ
4	9/7-9/13	4	Connect Chapter 4 Homework Flash Card Quiz 21-40
5	9/14-9/20	5	Connect Chapter 5 Homework Flash Card Quiz 41-63
6	9/21-9/27	6	Connect Chapter 6 Homework Flash Card Quiz 1-63
7	9/28-10/4	7	Connect Chapter 7 Homework Flash Card Quiz 64-86
8	10/5-10/11	Video	Flash Card Quiz 1-86
9	10/12-10/18	Face-to-Face Midterm Exam: 10/13 @ 8:00	Midterm Exam on Flash Cards 1-86
10	10/19-10/25	Work on Term Paper	Flash Card Quiz 87-104
11	10/26-11/1	8	Connect Chapter 8 Homework Flash Card Quiz 1-104 Term Paper Due 11/1 midnight
12	11/2-11/8	9	Connect Chapter 9 Homework Flash Card Quiz 105-120
13	11/9-11/15	10	Connect Chapter 10 Homework Flash Card Quiz 1-120
14	11/16-11/22	11	Connect Chapter 11 Homework Flash Card Quiz 121-160
15	11/23-11/29	Video	Flash Card Quiz 1-160
16	11/30-12/6	12	Connect Chapter 12 Homework Flash Card Quiz 1-160
17	12/7-12/13	13	Connect Chapter 13 Homework Flash Card Quiz 1-160
18	12/14-12/15	Face-to-Face Final Exam: 12/15 @ 8:00	Final Exam: 160 terms @ 95% accuracy

\*Subject to change. Discussion Board assignments will be posted throughout the class with various due dates. These are not reflected here.