
SPRING 2019 MW 2:00-3:15 PM BUS 41 #59931: 1/14/19-5/24/19

INSTRUCTOR: TONI ENSZ OFFICE: BE 44 OFFICE PHONE: 638-3641, EXT: 3785
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Office Hours: M & W 11:00-12:00 OR BY APPOINTMENT AND **VIRTUAL OFFICE HOUR** F 9:00-10:00.

Virtual Office Hour-- You can **email** me at toni.ensz@reedleycollege.edu or you can **text or call** me at [\(559\) 677-7268](tel:5596777268). Make sure you give me your name, class and any information necessary for communication

REQUIRED TEXT AND SUPPLIES:

- **ACQUIRING MEDICAL LANGUAGE W/ CONNECT ACCESS CARD** JONES
 - ISBN 978-1-2593-8242-0 BINDING KIT/SET/PACKAGE
- FLASH DRIVE

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.**

COURSE OUTCOMES:

Upon completion of this course, students 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.

BASIC SKILLS ADVISORIES:

English 125, English 126, and Math 101

ATTENDANCE AND TARDIES:

- Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call

prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.

- This class is scheduled on Monday/Wednesday from 1:00-2:15. Part of that time is allocated to lecture and quizzes and part of the time is allocated for lab work. You are expected to be here, even if we are just working on Connect. If you do not come to class you automatically lose your 5 Class Participation points. The only way you will not lose points for leaving early is if all of your work is already completed and submitted into Connect. Thursday is not an optional day - it is time to work on your lab work
- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **The drop date for this class is March 15, 2019.**
- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
- In this class, you are allowed 4 absences (not necessarily consecutive) before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non-participation and 3 points for each tardy. Students are expected to be on time. Two tardies may be considered 1 absence.

HOLIDAYS:

Monday, January 21 – Martin Luther King, Jr.
 Friday, February 15 - Lincoln
 Monday, February 18 – Washington
 April 15-19 – Spring Break

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.
- Try not to be late for an exam. If you are late, you may take the exam up to the time the first student finishes the exam and leaves. After the first student leaves, you may not take the exam and it will count as a missed exam. The Flash Card Quizzes will be open for the first 10 minutes of class. If you come in after that, you will not be able to take the quiz that week and you will receive a zero on your quiz.
- You may not leave the classroom once you have been given the test. If you leave the classroom, you will need to hand in your test.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. The final exam will be given on **Wednesday, May 22, 2:00 pm - 3:50 pm.**

GRADING:

Homework 20%
 Flash Card Quizzes 20%
 Midterm 5%
 Term Paper 10%
 Final Exam 40%
 Class Participation 5%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

WEEK		CHAPTER AND QUIZ	
Monday		Wednesday	
Week 1	1/14	Ch 1 Introduction to Medical Language	8/15 Work on Chp 1 in class
Week 2	1/21	Ch 2 Introduction to Health Records FC Quiz 1-20	8/22 Work on Chp 2 in class
Week 3	1/28	Ch 3 The Integumentary System – Dermatology FC Quiz 21-40	8/29 Work on Chp 3 in class Terms & Abbreviations Quiz – Chp 2 (Pages 91, 93, 94, 95 & 98)
Week 4	2/4	Ch 4 The Musculoskeletal System – Orthopedics FC Exam 1-40	9/5 Work on Chp 4 in class Drugs & Abbreviations Quiz – Chp 3 (Pages 157 & 160)
Week 5	2/11	Ch 5 The Nervous System – Neurology and Psychiatry FC Quiz 41-60	9/12 Work on Chp 5 in class Drugs & Abbreviations Quiz – Chp 4 (Pages 215 & 224)
Week 6	2/18	Ch 6 Sensory System – Ophthalmology and Otolaryngology FC Exam 1-60	9/19 Work on Chp 6 in class Drugs & Abbreviations Quiz – Chp 5 (Pages 287 & 292)
Week 7	2/25	Ch 7 The Endocrine System – Endocrinology FC Quiz 61-80	9/26 Work on Chp 7 in class Abbreviations Quiz – Chp 6 (Page 361)
Week 8	3/4	Term Paper discussion with Librarian	10/3 FC Exam 1-80; Study for Midterm Abbreviations Quiz – Chp 7 (Page 424)
Week 9	3/11	FC Quiz 81-100 Study for Midterm	10/10 Midterm
Week 10	3/18	Ch 8 The Blood and Lymphatic Systems – Hematology and Immunology FC Exam 1-100	10/17 Work on Chp 8 in class
Week 11	3/25	Ch 9 The Cardiovascular System – Cardiology FC Quiz 101-120 Term Paper Due	10/24 Work on Chp 9 in class Drugs & Abbreviations Quiz – Chp 8 (Pages 480 & 485)
Week 12	4/1	Ch 10 The Respiratory System – Pulmonology FC Exam 1-120	10/31 Work on Chp 10 in class Drugs & Abbreviations Quiz – Chp 9 (Pages 544 & 545 & 553)
Week 13	4/8	Ch 11 The Gastrointestinal System – Gastroenterology FC Quiz 121-140	11/7 Work on Chp 11 in class Drugs & Abbreviations Quiz – Chp 10 (Pages 605 & 609)
Week 14	4/22	Ch 12 The Urinary and Male Reproductive Systems – Urology FC Quiz 1-140	11/14 Work on Chp 12 in class Anatomical Regions & Abbreviations Quiz – Chp 11 (Pages 654 & 682)
Week 15	4/29	Ch 13 The Female Reproductive System – Gynecology, obstetrics, and Neonatology FC Exam 141-160	11/21 Work on Chp 13 in class Abbreviations Quiz – Chp 12 (Page 769)
Week 16	5/6	FC Exam 1-160	11/28 OB/GYN Abbreviations Quiz – Chp 13 (Page 855) Study for M/C Quiz; FC Exam 1-160
Week 17	5/13	FC Exam 1-160	12/5 Final M/C Quiz – Chapters 8-13 FC Exam 1-160
Week 18	Wednesday, May 22, 2:00 pm		Final Exam: Flashcard Quiz 1-160

SPECIAL NOTE:

- You must pass the class with a C or better **AND** you must pass the 160-term final with a 95% accuracy.
- The Term Paper is a **mandatory assignment** – If you do not hand in the term paper, you will not pass the class.

CELL PHONES:

- Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking. I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class. No earphones allowed in class. There are no cell phones allowed during the quizzes. If I see your phone out during a quiz, you will be asked to leave class and you will receive a zero on your quiz.

ADA:

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

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 attained. 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.
- **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 may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment.
- **PLAGIARISM** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of 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 on the severity and frequency of the incidents.

******The instructor reserves the right to change or alter this syllabus at any time. Any changes will be reviewed in class******

Receipt and Acknowledgement of OT 10 syllabus

I, _____ acknowledge the receipt of this OT 10 syllabus.
(Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **Attendance, make-ups, Cell phone policy, and Grading**, as outlined in this document.

Signature: _____

Major: _____

Date: _____

Phone #: _____

Emergency Contact Name: _____

Emergency Phone Number: _____

Tell me about you. What are your interests, family, and affiliations???

Are there any medical conditions you have that might be helpful for me to know?

