

SUMMER 2020

100% ONLINE

#55205: 5/26/20-7/31/2

INSTRUCTOR: TONI ENSZ

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You can **email** me at [toni.ensz@reedleycollege.edu](mailto: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.

**DROP DATE:** The drop date for this class is June 30, 2019.

**GRADING:**

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

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

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

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

All Connect assignments are due by **midnight on Sunday**.

Discussion Board assignments vary so are posted on Canvas.

WEEK	CONNECT CHAPTER AND QUIZZES
Week 1 5/26 Orientation Zoom Meeting 7:00 pm	Connect Chapter 1 Introduction to Medical Language & Connect Chapter 2 Introduction to Health Records Friday, 5/29 FC Quiz 1-20
Week 2 6/1	Connect Chapter 3 The Integumentary System – Dermatology Connect Chapter 4 The Musculoskeletal System – Orthopedics Tuesday, 6/2 FC Quiz 21-40 Friday, 6/5 FC Exam 1-40
Week 3 6/8	Connect Chapter 5 The Nervous System – Neurology and Psychiatry Connect Chapter 6 Sensory System – Ophthalmology and Otolaryngology Tuesday, 6/9--FC Quiz 41-60 Friday, 6/12--FC Exam 1-60
Week 4 6/15	Connect Chapter 7 The Endocrine System – Endocrinology Connect Chapters 3-7 Review Questions for M/C Midterm Tuesday, 6/16--FC Quiz 61-80 Friday, 6/19-- FC Quiz 1-80
Week 5 6/22	Tuesday, 6/23 FC Exam 81-100 Friday, 6/26 Midterm FC Exam 1-100 Term Paper Requirement Outlined Connect Chapter 8 The Blood and Lymphatic Systems – Hematology and Immunology
Week 6 6/29	Connect Chapter 9 The Cardiovascular System – Cardiology Connect Chapter 10 The Respiratory System – Pulmonology Tuesday, 6/30--FC Quiz 101-120 Friday, 7/3--FC Exam 1-120
Week 7 7/6	***Term Paper Due*** Must be submitted to Canvas by midnight 7/12. Connect Chapter 11 The Gastrointestinal System – Gastroenterology Connect Chapter 12 The Urinary and Male Reproductive Systems – Urology Tuesday, 7/7--FC Quiz 121-1407 Friday, 7/10--FC Quiz 1-140
Week 8 7/13	Connect Chapter 13 The Female Reproductive System – Gynecology, obstetrics, and Neonatology Tuesday, 7/14 FC Exam 141-160 Friday, 7/17 Practice FC Exam 1-160 – Study for M/C Quiz;
Week 9 7/20	Connect Chapters 8-13 Review Questions for M/C Final Tuesday, 7/21 Practice FC Exam 1-160 Friday, 7/24 Practice FC Exam 1-160
Week 10 7/27	Monday, July 27 Final M/C Quiz – Chapters 8-13 Final Exam: Flashcard Quiz 1-160

\*\*Mrs. Ensz reserves the right to change dates as needed. You will be notified of any change.

**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.

**DISCUSSION BOARD:**

You will be required to regularly participate in the discussions of the class. I will give you a prompt or scenario and I want you to respond to my prompt. Then, I would like you to respond to 2 other student responses in the class. You can earn up to 5 points for your response and 2 points for the responses you give to other students. These points will be 5% of your overall grade.

**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.
- 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. You will be notified of any changes, if they occur. \*\*\*\***