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# Basic Medical Terminology 60A

HTEC-060A-01 CRN993

De Anza College, Classroom S-74 Instructor: Maureen Miramontes R.N. 3.0 Units

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## DAYS/TIMES

HTEC 060A-61 will be held Tuesday's at 11:30 PM to 2:20 PM in S-74.

## DESCRIPTION

Orientation to medical terminology; basic structure of medical terms and their components: prefixes, suffixes, combining forms, and root words, with emphasis on analysis, definition, spelling and pronunciation.

## PRE or COREQUISITES (can be taken concurrently with other HTEC courses)

Health Technologies 50 and eligibility for Reading 91 or instructor approval.

## INSTRUCTOR INFORMATION: Maureen Miramontes

**Maureen Miramontes** is your course instructor. She is the Program Coordinator for the Health Technologies Department at De Anza College. Maureen became a Certified and Registered Medical Assistant right out of high school and has now been a Registered Nurse for 7 years. She supervised Medical Assistants and Receptionists at Samaritan Medical Care Center for 18 years. She is also currently teaching the evening Medical Assisting program at Silicon Valley Adult Education for 12 years.

**Office Hours Held:** From April 6,-June 26, 2015, **except** on holidays  
**Days/Hours:** Monday 2:30pm -4:00pm, Tuesday 2:30-3:30pm.Wed. 5:00pm-6:30pm  
**Phone/Voicemail #:** (408) 864-8789  
**FAX Telephone:** (408) 864-5444  
**Office Location:** S-77a  
**E-mail Address:** miramontesmaureen@fhda.edu

## REQUIREMENTS

Be prepared to spend 7-9 hours per week using and studying course materials.

1. **Attend the First Class Meeting on Tuesday, April 7 at 11:30 PM-2:20 PM in S-74**
2. Attend two and one-half hour classes.
3. Complete all reading assignments.
4. Complete and/or turn in all assigned chapter homework, self-tests and review exams, from the Workbook.
5. Pass a final exam.
6. **Cell phones must not be visible.**
7. Required to access and read the students handbook. An on-line copy is available on My Portal under the Current Student tab.

## OBJECTIVES

After completing the reading assignments and attending the medical terminology classes, you should be able to:

1. Recognize prefixes, suffixes, word roots, and combining forms.
2. Identify the suffixes for surgical procedures, symptoms, and diagnoses.
3. Identify and apply common prefixes and suffixes that would indicate disease process or condition
4. Classify medical terms that apply to medical instruments and machines.
5. Interpret medical terms that identify medical specialties or specialists.
6. Distinguish between the singular and the plural endings for medical terms.
7. Select medical terms that pertain to body parts or organs.
8. Analyze medical terms that include colors, bacteria, and other root words.
9. Define directional, positional, and numerical medical terms.
10. Interpret medical abbreviations as used in prescriptions.
11. Interpret medical abbreviations that pertain to diagnoses and the clinical laboratory.
12. Analyze medical terms that apply to the structure of the body.
13. Analyze diagnostic medical terms that apply to the various body systems.
14. Interpret medical terms that would indicate diseases or conditions of the various body systems.
15. Pronounce all medical terms appropriately.
16. Spell all medical terms accurately.

## **COURSE MATERIALS**

### **Purchase at the De Anza College Bookstore:**

1. Peggy C. Leonard. *Quick & Easy Medical Terminology*, Elsevier, 7<sup>th</sup> Edition (see page 3)
2. *Taber's Cyclopedic Medical Dictionary*, F.A. Davis, latest edition (optional).
3. *Create a set of flashcards (3 x 5 index cards) with the terms and definitions printed on them.*

## **COMPLETE WORKBOOK CHAPTER REVIEWS AND SELF TESTS**

You will complete the Chapter Self Tests and Review Sections in the workbook. Submit your weekly homework sent to your email. **(Please make sure I have your correct email address).**

### **Missed Assignments**

**If you miss an exam you have one week to make it up.** Please contact the instructor to make arrangements.

**The weekly emailed homework must be turned in at the beginning of class by the due dates listed on the Assignment Schedule. If you are absent on due date, full credit will be issued upon your return if assignments are turned then. **(It is your responsibility to turn in your homework; it is not the instructor's responsibility to tell you they are due).** You may also FAX them in; they must be received by the due date (FAX: 408-864-5444). Attach a cover sheet if you FAX: include your name and student ID#, name of the instructor, course, the date, and a telephone number where you can be reached. Graded homework is returned for review the next class period after its due date.**

### **Test Folders**

Your graded tests and homework will be kept in individual folders; I will bring them to each class period for you to review (please do not take them out of the classroom). Please make sure that all your work stays in your folder as I do not record your grades until the end of the quarter.

## Attendance

If you miss **more than 2 classes**, you will **be dropped** from this class and after the drop date your grade will be an F. If you hand in an assignment at the beginning of class then leave, that will be counted as **an absence**. If you take the exam and leave, that is also counted as **an absence**. Please notify me if you have to leave early for any urgent reason, appointments should be made at times other than class times. 2 Tardies will turn into **an absence** .

## Final Grades

The final grade is determined by the percentage of your accumulated points (from your assignments, and the final) for the course.

|                |          |   |
|----------------|----------|---|
| 90 – 100%      | <b>A</b> | <b>You will have 10 homework assignments =10pts. Each</b> |
| 80 – 89%       | <b>B</b> | <b>(Assignments)</b>                                      |
| 70 --79%       | <b>C</b> | <b>9 multiple choice and fill in exams=50pts. each</b>    |
| 60 – 69%       | <b>D</b> | <b>100 Final M.C. exam, including Chapter 15=200</b>      |
| 59 % and below | <b>F</b> | <b>the Final includes 25 fill in's X 2 =50</b>            |

## Policy on Copying and Cheating:

*Students who submit the work of others as their own or cheat on exams or other assignments will receive a failing grade for that exam or assignment and will be reported to college authorities.*

*For additional assistance you can go to [www.smartthinking.com](http://www.smartthinking.com). From "My Portal's" home page, click Student Services, click Smart thinking. Look up medical terminology. They are an online tutoring available 24 hours per day.*

You may access your final grades through the My Portal one week after final's week.



# Quick & Easy Medical Terminology

Spring 2015

PLEASE NOTE: EXERCISES AND SELF TESTS ARE IN THE TEXT/WORKBOOK, ADDITIONAL HOMEWORK WILL BE EMAILED TO YOU WEEKLY...IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE YOU HAVE THE ASSIGNED HOMEWORK, THEREFORE PLEASE MAKE SURE YOUR INSTRUCTOR HAS YOUR CORRECT EMAIL.

| Date  | Attend the Classes | Read the Workbook Chapter | Topics discussed in Class  | DUE DATES FOR Tests/HW |
|-------|--------------------|---------------------------|--|------------------------|
| 04/07 | Class 1            |                           | INTRODUCTION, REVIEW CLASS SYLLABUS, PLEASE BRING IT WITH YOU.                                 |                        |
| 04/14 | Class 2            | 1<br>2                    | Ch. 1/Simplified Medical Language<br>Ch. 2/Suffixes and Combining Forms Made Easy              | 04/21/15               |
| 04/21 | Class 3            | 3<br>4                    | Ch. 3/Essential Prefixes and More<br>Ch. 4/Diagnostic Procedures and Therapeutic Interventions | 04/28/15               |
| 04/28 | Class 4            | 5<br>8                    | Ch. 5/The Body as a Whole<br>Ch. 8/Respiratory System  | 05/05/15               |
| 05/05 | Class 5            | 6                         | Ch. 6/Musculoskeletal  | 05/12/15               |
| 05/12 | Class 6            | 7                         | Ch. 7/Circulatory System   | 05/19/15               |
| 05/19 | Class 7            | 9<br>10                   | Ch. 9/Digestive System<br>Ch. 10/Urinary System  | 05/26/15               |
| 05/26 | Class 8            | 11                        | Ch. 11/Reproductive System   | 06/02/15               |
| 06/02 | Class 9            | 12<br>13                  | Ch. 12/Integumentary System<br>Ch. 13/Nervous System/Psychologic Disorders                     | 06/09/15               |
| 06/09 | Class 10           | 14                        | Ch. 14/Special Sense Organs of the Peripheral Nervous System                                   | 06/16/15               |
| 06/16 | Class 11           | 15                        | Ch.15/Endocrine System   | 06/23/15               |
| 06/23 | Class 12           | All                       | Final Exam<br><b>Date to be determined depending on room availability on final's week.</b>     | <b>TBA</b>             |

