
HEALTH TECHNOLOGY 60A

Medical Terminology & Common Diseases

Instructor: Sumedha Sherlekar

HTEC-060A

FALL:2022 3 Units

De Anza College Online Education Center • MLC-210 • Phone: 408-864-8969 •
[HTTP://DEANZA.EDU/ONLINE-ED/](http://deanza.edu/online-ed/) • M-Th: 9:00-5:00 pm Friday: 9:00 am-4 pm

STRICTLY ONLINE COURSE-ASYNCHRONOUS

DESCRIPTION

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

PRE OR COREQUISITES

Health Technologies 50 (may be taken concurrently); those students not enrolled in the health technology programs do NOT have to take the pre/co-requisites.

Registration and Drops

Dropping this course is your responsibility. Please watch the dates on the website. Access your Canvas account for this course by September 27th or you will be dropped from the course.

INSTRUCTOR INFORMATION: Sumedha Sherlekar

I have been a part time instructor at De Anza Community College since 2017. I have a Bachelors in Microbiology and Diploma in Medical Technology from India. I also have a Bachelors in Medical Technology from Vassar College in New York. I previously worked at Vassar Hospital (NY) as a Blood Bank Technician. I have been a Substitute teacher in Cupertino School District for 14 years. I have also taught at Stratford Middle School before I joined De Anza as part time faculty.

I am member of ASCP and I spend my free time reading and gardening along with taking care of my family.

OFFICE HOURS by appointment: From 9/27 to 12/16/2022

To set up time: [Send an email 48 hours in advance](#)

Contact: All communication will occur through Canvas or DeAnza email. I will answer within 48 hours.

E-mail Address: sherlekarsumedha@fhda.edu

Description: Orientation to medical terminology; basic structure of medical terms and their components-prefixes, suffixes, and roots with emphasis on analysis, definition, spelling, and pronunciation.

NOTE: In module week 1, there is an Elsevier link for practice tests and quizzes.

Student Learning Outcome Statements (SLO)

- **Student Learning Outcome:** Illustrate the word components of medical terminology.
- **Student Learning Outcome:** Develop medical terms as they relate to the body's structure, diseases of the various body systems, medical specialties and medical specialists.
- **Student Learning Outcome:** Demonstrate the interpretation of medical abbreviations.

Assessment: Ten (10) Examinations and one Final

II. Course Objectives

- A.** Recognize the importance of medical terminology "language" to the health care industry.
- B.** Define and describe the word components of medical terminology:
- C.** Identify and locate medical terms of the body's structure, organs, and parts.
- D.** Use accurate medical terms to describe medical instruments, machines, and their uses.
- E.** Classify medical terms that distinguish medical specialties and specialists.
- F.** Interpret medical abbreviations in prescriptions, diagnoses and the clinical laboratory.
- G.** Demonstrate various directional and positional medical terms.
- H.** Analyze and interpret case studies that concern diseases or conditions of various body systems.
- I.** Distinguish use of appropriate terminology when discussing health care issues
- J.** Recognize alternative perspectives of the delivery of health care with

regard to gender, persons of different cultural backgrounds and those persons with disabilities.

COURSE MATERIALS

Purchase at the De Anza College Bookstore:

[Phone: 408-864-8455 • <http://www.deanza.edu/bookstore>

1. **Leonard, Peggy C. Quick and Easy Medical Terminology, Elsevier, 8th –Edition (2016) ISBN 978-0323359207. or 9th Edition (2019) ISBN: 9780323595995**
2. Taber, Clarence Wilbur. *Medical Dictionary*. FA Davis Company, latest edition (**optional text**).

REQUIREMENTS

Be prepared to spend **9-12** hours per week using and studying course materials including the text book and online resources.

1. Complete the **Online Orientation by September 27th, 3pm.** (Access the course, look into Canvas)
2. Watch the nine, two-hour video programs (Videos are by Pat Hassel)
3. Complete all reading assignments and self-tests.-not graded
4. Pass all examinations by their deadlines.

MEDIA COMPONENTS AND AVAILABILITY

All videos will be there under each week of the modules.

Nine two-hour *Medical Terminology and Common Diseases* video programs. These links will be provided in Canvas.

Read the syllabus and all information on Canvas very carefully.

TESTING AND GRADING

All exams will be taken online. They will be open for 24 hours. From Thursday 8pm to Friday 8 pm.

There are **9 exams, one extra credit(make-up) exam and one final exam. All are online.** Follow the instructions carefully. *Each exam has 70 multiple choice questions for a total of 70 points each. Each test may be taken only one time. Each test has a time limit of 30 minutes. Once a test has begun, you must finish it in the allotted time.* The timer will begin as soon as you open the test so be prepared to start. These tests are not open-book. Due to the time constraints, if you attempt to look up answers in the book you will run out of time. You need to be very prepared for these tests. Study hard and memorize all the terms so you only have to recognize the correct answer. This will allow you to move more quickly. ***The exams will be available for 24 hours; EVERY WEEK THURSDAY 8 PM TO FRIDAY 8 PM - SEE DATES ON SYLLABUS.*** The exam will be automatically submitted when the timer runs out. The calendar on canvas will tell you the date and time you can take the test.

All tests contain multiple choice, Fill in the blank, correct spelling and match the columns from drop down menu. Testing dates for each exam –There are 9 EXAMS, 1 Extra credit Exam AND ONE FINAL EXAM. There is no exam for Ch 1.

NO make-up exams allowed, YOU HAVE 24 HOURS TO ACCESS THE EXAM. ONCE YOU START THE EXAM, IT WILL STOP IN 30 MINUTES. PLEASE START THE TEST LATEST BY 7 PM, SO YOU HAVE AMPLE TIME TO FINISH THE TEST.

EXTRA CREDIT(30 minutes) and FINAL EXAM WILL BE CUMULATIVE ON ALL THE CHAPTERS. Extra credit exam will be 70 questions for 30 minutes.

An exam cannot be reopened once the due date passes. If you don't take the test, you get a zero for that test.

Final Grade determined by percentage of 700 possible points from 10 x 70 point exams.

From 10 exams (not including final), lowest score will be dropped. Extra Credit exam is included in the "10 Exams." To this, score of the Final Exam will be added to get your grade. ALL MUST TAKE THE FINAL EXAM.

Some of the chapters are bunched together for tests. There are no graded homeworks or assignments.

A	=	90 – 100%	630-700 points
B	=	80 – 89%	560- 629 points
C	=	70 – 79%	490- 559 points
D	=	60 – 69%	420-489 points
F	=	59% and below	less than 420

PASSING GRADE FOR THIS COURSE IS C

Policy on Copying and Cheating:

Students who submit the work of others as their own or cheat on exams or other assignments receive a failing grade for that test and are reported to college authorities. Once you open a test online, you may not leave the Canvas page until you submit the test.

Make sure you take the test somewhere with reliable Internet service. If your service is interrupted, the timer will continue to run and cannot be reset. Do not try to take these tests on a phone or tablet

ONLINE TUTORING

De Anza College will provide all registered students with online tutoring service through Smarthinking. Online tutoring will be available in a wide variety of subjects, 24 by 7, to supplement on-campus tutoring that Student Success Center provides.

DESP Accommodations: contact the DESP office

Disabled Student Services: Disability Support Services are available in Building: RSS-14

Contact: Patricia Whelan Phone: 408.864.8753.

Computer Resources: If you do not have a computer at home there are two places on campus available to you.. SEE NOTES BELOW RE: CAMPUS CLOSURE

Science resource center sc3101 8:30 to noon and then 1 to 4:30 Monday thru Thursday. Friday 8:30 to noon. The Library West computer lab, located on the bottom floor of Learning Center West. Hours are Monday-Thursday 8:00am-9:00pm and Friday 8:00am-4:00pm. Please check the hours for these locations before arriving.

DUE TO THE CHANGES MANDATED BY COVID-19 PLEASE CONTACT THE COLLEGE FOR AVAILABLE RESOURCES. THE CAMPUS MAY REMAIN CLOSED.

Video/Chapter Correlation

Please note that the Video numbers do not correlate to the Chapter numbers. Look carefully at the grid below when choosing the Video for the specific chapter. Video correlation sheet is attached in announcements.

Some chapters are bunched together for videos and tests.

Video #	Chapters	Topic	TEST DATES OPEN: Thursday 8pm to Friday 8 PM
00 1 9/26	Intro 1	Introduction to class and syllabus. Zoom meeting at 10:00 am on 9/27 (Link in announcements)	
2 10/3	1 2	No Test for Chapter 1 Ch. 1/Simplified Medical Language Ch. 2/Suffixes and Combining Forms Made Easy	TEST Chp.2 10/6 :: 8pm to 10/7 :: 8pm
3 10/10	3 4	Ch 3/ Essential Prefixes and more Ch.4/ Diagnostic Procedures and Therapeutic Interventions	TEST Chps 3 &4 10/13 : 8pm to 10/14 :8pm
4 10/17	5 8	Ch. 5/The Body as a Whole Ch. 8/Respiratory System	TEST CHPS : 5 & 8 10/20 :8pm to 10/21 :8pm
5 10/24	6	Ch. 6/Musculoskeletal System	TEST CHP 6 10/27: 8pm to 10/28 : 8pm

6 10/31	7	Ch. 7/Circulatory System	TEST CHP 7 11/3 : 8pm to 11/4 : 8pm
7 11/7	9 10	Ch. 9/Digestive System Ch. 10/Urinary System	TEST CHPs 9 & 10 11/10 : 8pm to 11/11 : 8pm
8 11/14	11	Ch. 11/Reproductive Systems	TEST CHP 11 11/17 : 8pm to 11/18 : 8pm
9 11/21	–	Happy Thanksgiving!! No Test	NO TEST
10 11/28	12 13	Ch. 12/Integumentary System Ch. 13/Nervous System & Psychological Disorders	TEST CHPs: 12 & 13 12/1: 8pm to 12/2: 8pm
11 12/5	14 15	Ch. 14/Special Sense Organs of the Peripheral Nervous System Ch. 15/Endocrine System	TEST CHPs: 14/15 12/8: 8pm to 12/9: 8pm
12 12/12		EXTRA CREDIT TEST Cumulative on all chapters FINAL EXAM Cumulative on all chapters	Extra credit and Final exam (Cumulative) 12/15 :: 8pm to 12/16 :: 8pm