HEALTH TECHNOLOGY 60A
Medical Terminology and Common Diseases  HTEC-060A-01  CRN #O1165
De Anza College, Classroom S-74  Instructor: Maureen Miramontes R.N.  3.0 Units

DAYS/TIMES
HTEC 060A-01 will be held Tuesdays at 11:30 AM to 2:20 PM in S-74.

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 (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 4 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 Career Adult Education Center for 12 years.

Office Hours Held: From January 6, - March 27, 2015, (except on holidays)

Days/Hours: Monday 3:30PM-4:30PM, Tuesday 2:30PM-3:30PM, Thursday 12-2PM
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, Jan 5, 2015 at 11:30 PM-2:20 PM in S-74
2. Attend two hours and 50 min 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. A lot of class participation.
7. Cell phones must not be visible.
8. Required to access and read the students handbook. An on-line copy is available on My Portal under the Current Student’s 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:
3. Flashcards

STUDY EACH WEEK’S ASSIGNMENTS
The primary course content comes from the workbook readings. The classes are intended to emphasize and illustrate the reading material. If, for any reason, you miss class during the assigned week, you should still keep current with your reading assignments.

Work on the lessons in the following order:
a. Attend the classes.
b. Read the Textbook assignment.
c. Complete the assigned chapter reviews and self-tests.
d. Check and print your email weekly for the assigned Chapter homework.
e. 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 you correct email address).

Missed Assignments
If you miss an exam you have one week to make it up. Make arrangements with the instructor for make up’s. 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 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 choose to FAX: include your name and student ID#, name of the instructor, course, the date, and a telephone number where you can be reached.

Test Folders
Your graded tests 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. If you hand in an assignment at the beginning of class then leave, that will be 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. Tardiness could affect your grade.

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

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
<td>You will have 15 homework assignments =10pts. each</td>
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<tr>
<td>80 – 89%</td>
<td>B</td>
<td>9 multiple choice and fill in exams=50pts. each</td>
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<tr>
<td>70 – 79%</td>
<td>C</td>
<td>100 Final M.C. exam, including Chapter 15=200</td>
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<td>60 – 69%</td>
<td>D</td>
<td>the Final includes 25 fill in’s X 2 =50</td>
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<td>59 % and below</td>
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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 in the course and are reported to college authorities.

For additional assistance you can go to 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 My Portal approximately a week after the quarter has finished.

IMPORTANT DATES

Monday January 19, 2015- Last Day to drop with no record of a grade and a Holiday No Classes
Martin Luther King’s Birthday

Monday February 16, 2015- Holiday No Classes George Washington’s Birthday

Friday February 27, 2015- Last Day to drop with a W.
<table>
<thead>
<tr>
<th>Date</th>
<th>Attend the Classes</th>
<th>Read the Workbook Chapter</th>
<th>Topics discussed in Class</th>
<th>DUE DATES FOR Tests/HW</th>
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<tbody>
<tr>
<td>01/06/15</td>
<td>Class 1</td>
<td></td>
<td>INTRODUCTION, REVIEW CLASS SYLLABUS, PLEASE BRING IT WITH YOU.</td>
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<tr>
<td>01/13/15</td>
<td>Class 2</td>
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<td>Ch. 1/Simplified Medical Language</td>
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<td>Ch. 2/Suffixes and Combining Forms Made Easy</td>
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<td>01/20/15</td>
<td>Class 3</td>
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<td>Ch. 3/Essential Prefixes and More</td>
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<td>4</td>
<td>Ch. 4/Diagnostic Procedures and Therapeutic Interventions</td>
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<td>Ch. 5/The Body as a Whole</td>
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<td>Ch. 8/Respiratory System</td>
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<td>02/03/15</td>
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<td>Ch. 6/Musculoskeletal</td>
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<td>Ch. 7/Circulatory System</td>
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<td>Ch. 9/Digestive System</td>
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<td>Ch. 10/Urinary System</td>
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<td>Ch. 12/Integumentary System</td>
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<td>13</td>
<td>Ch. 13/Nervous System/Psychologic Disorders</td>
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<td>Ch. 14/Special Sense Organs of the Peripheral Nervous System</td>
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<td>Class 11</td>
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<td>Ch.15/Endocrine System</td>
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<td>Class 12</td>
<td>All</td>
<td>Final Exam including Chapter 15</td>
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<td><strong>Date to be determined depending on room availability on final’s week.</strong></td>
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