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# HEALTH TECHNOLOGY 60A

**Medical Terminology and Common Diseases HTEC-060A-61**

**CRN #32166**

**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 Monday's at 05:30 PM to 8:20 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 6 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 (formerly known as CCOC) for 12 years.

**Office Hours Held:** From Jan 5,- March 27, 2015 **except** on holidays (office hours by phone or appointment) Monday 3:30pm-4:30pm, Tuesday 2:30pm-3:30pm, Thursday 12:00pm-2:00pm

**Days/Hours:** Phone Message Only (24 hrs./day)

**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 Monday, Jan 5, 2015 at 05:30 PM-8:20 PM in S-74**
2. Attend two hours and 50 minutes of classes.
3. Complete all reading assignments.
4. Complete and/or turn in all assigned chapter homework, self-tests and review exams, from the textbook.
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.
8. If tutoring is needed, use the Smarthinking.com website. It can found on my portal tab Student Success.

## 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
2. *Taber's Cyclopedic Medical Dictionary*, F.A. Davis, latest edition (optional).
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 Workbook assignment.
- c. Complete the assigned original 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. It is your responsibility to make sure you have received the weekly homework and that I have your correct email.**

## Missed Exams

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

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 upon arrival (It is your responsibility to turn in your homework, it is not the instructor's responsibility to tell you they are do). 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.

### Test Folders

Your graded tests will be kept in individual folders; I will bring them to each class period for you to review (*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 after the dropped date, you will receive a failing grade for the course, and not allowed to return to class until next quarter. You **CANNOT** hand in your 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 will 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.

90 – 100%	A	<b>10 homework assignments =10 pts. each</b>
80– 89%	B	<b>9 multiple choice &amp; fill in's exams=50 pts. each</b>
70 – 79%	C	<b>1 final exam, including chapter 15=250</b>
60 – 69%	D	
59% and below	F	

### ***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.*

## **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.

# Quick & Easy Medical Terminology

Winter 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	Tests/HW due
01/5/15	Class 1	1 2	Ch. 1/Simplified Medical Language Ch. 2/Suffixes and Combining Forms Made Easy <b>Have your textbook and be ready for lecture!</b>	01/12/ 15
01/12/15	Class 2	3 4	Ch. 3/Essential Prefixes and More Ch. 4/Diagnostic Procedures and Therapeutic Interventions	01/26/ 15
<b>01/19/15</b>	<b>Class 3</b>		<b>HOLIDAY</b>	
01/26/15	Class 4	5 8	Ch. 5/The Body as a Whole Ch. 8/Respiratory System	02/02/15
02/02/15	Class 5	6	Ch. 6/Musculoskeletal	02/09/15
02/09/15	Class 6	7	Ch. 7/Circulatory System	02/23/15
<b>02/16/15</b>	<b>Class 7 NO CLASSES</b>	9 10	<b>Ch. 9/Digestive System (Complete at Home)</b> <b>Ch. 10/Urinary System “ “</b>  <b>HOLIDAY- GEORGE WASHINGTON'S</b>	02/24/15 <b>03/02/15</b>
02/23/15	Class 8	11	Ch. 11/Reproductive System	<b>03/02/15</b>
03/02/15	Class 9	12 13	Ch. 12/Integumentary System Ch. 13/Nervous System/Psychologic Disorders	03/09/15
03/09/15	Class 10	14	Ch. 14/Special Sense Organs of the Peripheral Nervous System	03/16/15
03/16/15	Class 11	15	Ch.15/Endocrine System	03/23/15
03/23/15	Class 12		Final Exam and turn in Chapter 15	03/23/15

