
HEALTH TECHNOLOGY 60A

Medical Terminology & Common Diseases

Instructor: Susan Erickson

Call # 01167

HTEC-060A-64Z

FALL 2017

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

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.

INSTRUCTOR INFORMATION: SUSAN ERICKSON

Susan Erickson has been a part-time instructor at West Valley College in Saratoga for 30 years. She re-joined the faculty at De Anza College as well as San Jose City College a few years ago. Ms. Erickson earned a Bachelor of Science Degree in Nursing from the University of Wisconsin and a Master's in Business Administration from San Jose State University. She worked at Community Hospital of Los Gatos for 25 years as a Clinical Nurse Manager of the Pediatric Department and then as the Financial Analyst for the CFO. She also currently works for Healthcare Cost Solutions as an Auditor and has her own business, Safety Outreach Specialists, teaching CPR/First Aid/Disaster Preparedness to the Community. She recently became a certified member of CERT (Community Emergency Response Team) and spends her free time with her favorite philanthropies.

Office Hours Held: From 9/25-12/15/17

Days/Hours: Monday-Friday 8-5

Location: All communication will occur through Canvas or DeAnza email

E-mail Address: EricksonSusan@fhda.edu

OBJECTIVES

After completing the reading assignments and watching the video programs, you should be able to:

1. Identify and define the four word components of medical terminology.
2. Identify common surgical suffixes and apply them to whole medical terms.
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:

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

1. Leonard, Peggy C. *Quick and Easy Medical Terminology*, Elsevier, 8th (2016) Editions
2. Taber, Clarence Wilbur. *Medical Dictionary*. FA Davis Company, latest edition (optional text).
3. Seven (7) Scantrons #882 and a #2 pencil.

REQUIREMENTS

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

1. Complete the **Online Orientation** by **Friday, September 29** at **noon**. (Online Orientation may be found at <https://deanza.instructure.com/courses/1106> .) There is no form or quiz to submit.
2. Watch the nine, two-hour video programs
3. Complete all reading assignments and self-tests.
5. Pass all seven examinations by their deadlines.

MEDIA COMPONENTS AND AVAILABILITY

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

TESTING AND GRADING

All exams will be taken at the DeAnza Campus.

The [seven scheduled exams](#) each consist of 100 multiple-choice questions worth 1 point each. **There are NO make-up exams allowed after the exam deadline dates!**

Exams: The testing center is open every week Monday-Thursday. You may take any test any week in **advance** but you **MUST** complete the exams by the **SCHEDULED LAST DAY** for each test-see **below**. You must not write on the exams nor are you allowed to take notes of the questions on the exams.

Testing Locations, Dates and Hours:

Science Resource Center (SC 3101) 408-864-8921 (No Reservation Required)

Open every week Monday through Thursday 8:30-10:30AM and 1:00-3PM. You will have 90 minutes to complete the exam

*You may go to the testing center during the above times within the weeks below. **The LAST DATE TO TAKE EACH TEST IN THE TESTING CENTER is in RED below.***

Exam #1 Oct 9-**Oct 12**
Exam #2 Oct 16-**Oct 19**
Exam #3 Oct 23-**Oct 26**
Exam #4 Oct 30-**Nov 2**
Exam #5 Nov 13-**Nov 16**
Exam #6 Nov 27-**Nov 30**
Exam #7 Dec 4-**Dec 7**

Arrive with enough time to complete the exam before the testing center closing time.

Those students who can take exams ONLY on Fridays

***By Reservation Only (25 seats available)**

Testing Locations, Dates and Hours:

Health Technologies Classroom (S-74)

***E-mail reservation to ericksonsusan@fhda.edu at least 3 days in advance.**

Exam #1 Oct 13 7-8:30 PM
Exam #2 Oct 20 7-8:30PM
Exam #3 Oct 27 12:15-1:45pm
Exam #4 Nov 3 12:15-1:45pm
Exam #5 Nov 17 12:15-1:45pm
Exam #6 Dec 1 12:15-1:45pm
Exam #7 Dec 8 12:15-1:45pm

***With such limited room, we cannot accept any student who does not have a reservation**

If none of these times work for you, contact me via email before dropping the course.

Final Grades: The final grade is determined by the percentage of the 700 possible points from the seven 100 point exams.

A = 90 – 100% 630-700 points

- B** = 80 – 89% 560-629 points
- C** = 70 – 79% 490-559 points
- D** = 60 – 69% 360-489 points
- F** = 59% and below less than 359 points

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.

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.

Videos/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. This grid has nothing to do with which chapter is on each test.

Video #	Corresponding Chapter(s)	Topic
00	Intro	
1	1 2	Ch. 1/Simplified Medical Language Ch. 2/Suffixes and Combining Forms Made Easy
2	3 4	Ch. 3/Essential Prefixes and More Ch. 4/Diagnostic Procedures and Therapeutic Interventions
3	5 8	Ch. 5/The Body as a Whole Ch. 8/Respiratory System
4	6	Ch. 6/Musculoskeletal System
5	7	Ch. 7/Circulatory System

6	9 10	Ch. 9/Digestive System Ch. 10/Urinary System
7	11	Ch. 11/Reproductive Systems
8	12 13	Ch. 12/Integumentary System Ch. 13/Nervous System & Psychological Disorders
9	14 15	Ch. 14/Special Sense Organs of the Peripheral Nervous System Ch. 15/Endocrine System

Here is a list of the Chapters covered on each exam:

- Exam #1 100 questions (Ch. 1, 2)**
- Exam #2 100 questions (Ch. 3, 4)**
- Exam #3 100 questions (Ch. 5, 6)**
- Exam #4 100 questions (Ch. 7, 8)**
- Exam #5 100 questions (Ch. 9,10)**
- Exam #6 100 questions (Ch. 11, 12)**
- Exam #7 100 questions (Ch. 13, 14, 15)**