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# HEALTH TECHNOLOGY 60A

## Medical Terminology & Common Diseases

Instructor: Susan Erickson

CRN 30458-01

HTEC-060A-63Z

WINTER 2018

3 Units

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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

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### 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.**

### 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 1/8-3/30/18

**Days/Hours:** Monday-Friday 8-5

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

**E-mail Address:** [EricksonSusan@fhda.edu](mailto: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, 8<sup>th</sup> (2016) Editions
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 **Friday, Jan12, 2107** 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.-not graded
5. Pass all 14 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 online.**

**There are 14 online exams. These exams will be taken on Evolve. This is a website offered by the publisher of your book. The instructions to setting up an account on Evolve are on Canvas. Follow the instructions carefully. Each exam is 70 multiple choice questions and 10 fill in the blank. Each test may be taken one time. Each test has a time limit. The time allowed will increase with the difficulty of the exam. 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. Remember to save your answers after every page. Do not remain inactive too long on one question or the system may log you out. The exams will be available for one week; from Friday to Friday. See the dates below. The exam will be automatically submitted when the timer runs out. The correct answers and score will be available the day after the last exam date. The calendar online will tell you the last date and time you can take the test. You will find the first date the test is available on the syllabus below.**

**NO make-up exams allowed after the exam deadline dates!**

**Testing dates for each exam –There are 14 exams.. One for each Chapter. There is no exam for Ch 1. See below for the first date each test is available online and the last possible day to take that exam. You will have one week. No late submissions accepted**

**Exam for Ch 2 (there is no exam for Chapter 1) Jan 19-Jan26**

**Exam for Ch 3 and exam for Ch 4 Jan 26-Feb 2**

**Exam for Ch 5 and exam for Ch 6 Feb 2-Feb 9**

**Exam for Ch 7 and exam for Ch 8 Feb 23- Mar 2**

**Exam for Ch 9 and exam for Ch 10 Mar 2- Mar 9**

**Exam for Ch 11 and exam for Ch 12 Mar 9 – Mar 16**

**Exam for Ch 13 and exam for Ch 14 and exam for Ch 15 Mar 16-Mar 23**

**Your scores will not appear on Canvas until the week of Mar 24. You can see all your scores per test on Evolve until that time.**

**Final Grades: Your test scores will be uploaded to Canvas the week of Mar 24.** The final grade is determined by the percentage of the 1120 possible points from the 14 80 point exams. There is no graded homework or assignments however many tools for practice testing are available online.

<b>A</b>	=	90 – 100%	1008-1120 points
<b>B</b>	=	80 – 89%	896-996 points
<b>C</b>	=	70 – 79%	784-885 points
<b>D</b>	=	60 – 69%	672-772 points
<b>F</b>	=	59% and below	less than 672 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 for that test 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.

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

<b>9</b>	14 15	Ch. 14/Special Sense Organs of the Peripheral Nervous System Ch. 15/Endocrine System
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