



## MOA 120.71 MEDICAL TERMINOLOGY WINTER 2009

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**CREDITS:** 3 Prerequisites: JCC College Reading (ASSET or ENG requirements)  
**LENGTH OF COURSE:** 16 Weeks  
**DAY/TIME:** Tuesday 2:30-5:24 p.m.  
**LOCATION:** JCC@LISD-Tech Room 227

### **COURSE DESCRIPTION:**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented with each Unit.

**GENERAL OBJECTIVES:** Upon completion of this course, the student will be able to, given:

1. Medical terms, spell, pronounce, define, identify word parts, and correctly use the term or complete statements; ADO 2
2. Definitions, construct an acceptable and correctly spelled medical terms; ADO 2
3. Phrases, names, or labels, provide a medically acceptable abbreviations; OCC 1
4. Incomplete statements, supply the correct medical term to properly complete the statements; ADO 2
5. A singular noun form of a medical term, correctly provide the plural form; OCC 1
6. A plural noun form of a medical term, correctly provide the singular form; OCC 1
7. Word parts and definitions, construct correctly spelled medical terms; ADO 2
8. Medical abbreviations, provide the correct phrases, names, or labels; OCC 1
9. A list of medical terms, correctly pronounce each term; ADO 2
10. Quizzes, Midterm, and Final Exam and any other assignments, achieve a percentage score that is acceptable to your respective programs (e.g., Medical Assistant = 80% or higher).



To assess the overall success of this course, statistics will be gathered from Final Exam questions on the class as a whole for the following Associate Degree Outcomes:

1. ADO 1: Write concisely and intelligibly, Rubric Level-Developing
2. ADO 2: Speak clearly, concisely and intelligibly, Rubric Level-Developing

### *Course Assessment Goals:*

1. 80% of completers will earn 80% (2.5) average or better for course.
2. 80% of completers will successfully complete each course objective with 100% accuracy.

## REQUIRED TEXT:

Dennerll, Jean M.; Davis, Phyllis E. **MEDICAL TERMINOLOGY: A PROGRAMMED SYSTEMS APPROACH, 9<sup>TH</sup> EDITION**. (with computer tutorial CD ROM) Delmar Publishers Inc., Albany, NY, 2004

Optional, but recommended: Audio CDs: Dennerll, Jean. **MEDICAL TERMINOLOGY: A PROGRAMMED TEXT, 9<sup>th</sup> EDITION**. Delmar Publishers Inc., Albany, NY. 2004

### REFERENCES and learning tools:

Medical Dictionaries are available for purchase at the student bookstore or for use in the Learning Resource Center reference section. Use one of the following or any other professional medical dictionary:

Dorland's Medical Dictionary . Saunders

Miller/Keane. Encyclopedic Dictionary of Medicine, Nursing and Allied Health. Saunders.

Mosby's Medical Dictionary. Mosby

Taber's Cyclopedic Medical Dictionary . F.A. Davis

Stedman's Medical Dictionary. Williams and Wilkins

<http://www.onelook.com>

<http://www.online-medical-dictionary.org/>

<http://www.innerbody.com/htm/body.html>

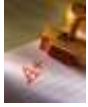
<http://www.jccmi.edu>

**Electronic devices:** Please be considerate and turn off your cell phones or put them on manner mode or vibrate. If your phone goes off accidentally during class, please just turn off the signal and do not start a conversation. The use of cell phones, hand held computers, or other aids are not permitted during testing.

**Center for Student Success:** "Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123"

"Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning."

**Academic Honesty:** Academic honesty is an unfortunate ethical issue that many students and instructors face each semester. Because of various pressures to succeed, learners are often tempted to use dishonesty, plagiarism, and cheating to reach their goals. This is considered unethical. Cheating includes: copying from or giving answers in any way to another student; conspiring with another student to obtain quiz or exam questions and answers prior to the test; unsanctioned use of reference materials or electronic devices during a quiz or exam to procure answers. Students suspected of cheating will be notified as discretely as possible as soon as the reported or observed behavior has occurred. A grade of 0% will be recorded for the quiz or exam on which the cheating has occurred and repeat offenses may lead to a faculty initiated drop. Learners have due process rights outlined in the JCC Student Handbook.



### GRADING POLICY:

Each student's grade will be determined by the following:

1. Quizzes (two lowest or missed dropped) 50%
2. Midterm exam 25%
3. Final exam 25%
4. Extra credit: 1 extra credit point per unit will be added to each quiz for attendance and participation in the entire lecture/activity class session covering that unit.

**No make up quizzes will be scheduled for the first 2 missed quizzes.** There is a quiz almost every class. Missed quizzes will be assigned a grade of 0. You are allowed to drop the two lowest quiz scores or have up to two missed quizzes before your grade is affected. Extenuating circumstances such as long term illness or family emergencies should be discussed with the instructor ASAP in person or via email.

**IMPORTANT NOTE:** You must score at least 75% on the Final Exam in order to receive at least a 2.0 grade point for this course!

<u>Grade</u>	<u>Semester Average %</u>
4.0	100-93%
3.5	92.9-89
3.0	88.9-84
2.5	83.9-80
2.0	79.9-75
1.5	74.9-70
1.0	69.9-64
0.5	63.9-60
0.0	Below 60
Y	Audit (registered for)
I	Incomplete (Given when part of course not complete due to extreme circumstances. Must be made up within the next full semester the course is offered.)
W	students must withdraw by the 12 <sup>th</sup> week or be issued a grade

### Attendance

Because regular class attendance and participation is important to your success you are encouraged to participate in the entire class experience. Your instructor has planned lectures, discussions, quizzes, exams and other learning activities will enhance your learning and improve your ability to communicate using medical terminology.

As with any language you learn, if you visit the country regularly and speak with those who speak the language, you will learn the language and its nuances quicker. To encourage your participation in class, your instructor will design extra credit work to be completed in each class that is due that class period and only accepted during that class period. Depending on the assignment the value 1% extra credit point added to your quiz score for that day. You must be present to earn extra credit. Rationale:

We remember 10% of what we read, 30% of what we see, 70% of what we say, and 90% of what we experience.....

**Notice:** New Federal Financial Aid Guidelines require JCC to report attendance or absences of students receiving financial aid such as Pell Grant.

## STUDY TIPS:

**Don't suffer from "Termocram"** (term/o/cram): the foolish practice of attempting to study 100 frames of information two hours before the quiz and expecting to get a 4.0.

Side one	Side Two
<b>bronch/o</b>	<b>Combining form for bronchus</b>
<b>bronchi</b>	<b>Plural of bronchus</b>
<b>bronch/itis</b>	<b>Inflammation of the bronchi</b>
<b>bronch/o/scopy</b>	<b>Process of looking into the bronchus with a scope</b>

1. **FLASH CARDS** - Make flash cards for yourself including: words or word parts on one side and meanings on the other. Be sure you include clues on pronunciation. Make them small enough (3x5) to carry with you in pocket or purse. The process of making the cards is as valuable as studying them.
  - A. Organize them according to subjects within each lesson: Prefixes, Suffixes, Body structures, Diagnoses, Surgeries, Diagnostic tests, Treatments, Abbreviations
  - B. Within their subject, put them in alpha order or numerical order with frame references.
  - C. Students with personal computers can produce study sheets that are in alpha or numeric order in all sorts of combinations.
2. **TIME MANAGEMENT** - Purchase a day planner calendar or appointment book. Arrange your time so that you have planned study times free of interruption from the demands of family and friends. This takes planning and creativity. Most students study about 10 hours a week for this course. 2-3 hours a day spread through the week is more effective than the last minute cram session.
3. **MATERIALS** - Text, Computer Tutorial CD-ROM, Audio CD, Dictionary, Flash Cards, Videos, Computer, note cards, time management calendar, pencils #2. Take study materials with you to all types of places. You never know when you may have to wait for someone or are delayed in some way that creates an opportunity to study. Ask your instructor for additional review activities provided in the Instructor's Guide (i.e., crossword puzzles or additional review sheets).
4. **PRONUNCIATION** – Pronounce the words out-loud while you are studying. This allows you to focus on each syllable and assists in spelling as well as prepares you to speak the language of medicine when on-the-job. Working with a partner or group is best for feedback or record yourself and listen.
5. **STUDY PARTNERS OR GROUPS** – Study with someone else regularly. Quiz each other. Share notes. Synergism works with people, and the group can inspire individuals to greater achievement and build your confidence.
6. **MEDICAL DICTIONARY** – Use your medical dictionary to enrich your vocabulary and for greater understanding of the meanings and use of medical terms. Look up each new word or word part. See what language it comes from and how it is pronounced. Look further down or up the list and see how else this word or word part is used other than the examples in your book.
7. **SEEK COUNSEL** Consult with your instructor ASAP and /or see Center for Student Success.
8. **STRESS REDUCTION** – (HPF class available) When taking tests always study several times and over several days before taking the test. Overnight cramming produces confusion, anxiety, and poor learning. If you have test anxiety, learn relaxation techniques to calm yourself so that you can perform at your best. Make sure you are well nourished and rested. Take a walk or do other physical activity to release anxiety.
9. **Audio CD Package available for purchase in Bookstore and online from Delmar**– Listen to the prepared audiocassette tapes to accompany your text. You may want to bring a tape recorder to class and tape the discussion and pronunciation sessions, then, play them in your car, at home, or in your Walkman.
10. **COME TO CLASS and STAY IN CLASS!!!!** Learn more and earn more points. Studies show that successful performance is directly correlated to good attendance and participation in the class sessions. One hour in class is one less hour at home.
11. **TUTORIAL CD ROM** – Use the computer tutorial disk designed to accompany your text that should be attached to the back cover. If you do not have your own computer you may use the student computer study areas in Whiting Hall or METECH Lab in McDivitt Hall, LRC, or any open labs. Technicians will be available to assist you. You have free email and Internet access.
12. Delmar Medical Terminology **VIDEO TAPE SERIES** is in the LRC – Walker Hall on the reserve shelf.
13. **HAVE FUN!!!** – Find ways to make learning enjoyable to you and your group. Celebrate your small successes. Reward yourself for a job well done.



## Assignment Schedule Winter 2008 Medical Terminology

### Each week you will:

1. Read and study the assigned unit (at least twice). We will be going over each unit in class together.
2. Complete the review activities following each unit and check your answers. The answer key is in Appendix A at the back of the text (pg. 555).
3. Make flash cards and review them.
4. Make several copies of the Word Parts Review page of the handout and practice answering until you achieve 100%. **BE SURE TO CHECK SPELLING AS WELL!**
5. Make several copies of the Word Building Practice page of the handout and practice until you achieve 100%. **BE SURE TO CHECK SPELLING AS WELL!**
6. Listen to the pronunciation CD Package or the pronunciation lesson on the CD ROM tutorial. Practice pronouncing each term aloud in class and at home.
7. Use the CD ROM Tutorial Practice Software
8. Work with a study partner or group.... Other learning activities

**Jan. 13**  
**Class #1**

**Introduction.** How to work the program  
Assignment: Unit 1 - Word building system and introduction to the study of medical terminology.  
Unit 1 handout – Word Building Practice

**Jan. 20**  
**Class #2**

**Unit #1 Quiz** - Take and correct in class.  
Assignment: Unit #2  
Unit 2 lecture / presentation / discussion  
Unit 2 handout – Word Building Practice

**Jan. 27**  
**Class #3**

**Unit #2 Quiz**  
Assignment: Unit 3  
Unit 3 lecture / presentation / discussion  
Unit 3 handout – Word Building Practice

**Feb. 3**  
**No Class!**

**PROJECT SUCCESS DAY – NO CLASS!**  
One extra credit quiz point will be given for each session that you attend. You **MUST** bring your signed attendance verification to class on **Feb.10** to receive the extra credit.

**Feb. 10**  
**Class #4**

**Unit #3 Quiz**  
Assignment: Unit 4  
Unit 4 lecture / presentation / discussion  
Unit 4 handout – Word Building Practice

**Feb. 17**  
**Class #5**

**Unit #4 Quiz**  
Assignment: Unit 5  
Unit 5 lecture / presentation / discussion  
Unit 5 handout – Word Building Practice

**Feb. 24**  
**Class #6**

**Unit 5 Quiz**  
Assignment: Unit 6  
Unit 6 lecture / presentation / discussion  
Unit 6 handout – Word Building Practice

<b>Mar. 3 Class #7</b>	<b>Unit 6 Quiz</b> Assignment: Units 7 and 8 Units 7 and 8 lecture / presentation / discussion Unit 7 and 8 handouts – Word Building Practice
<b>Mar. 9 – Mar. 14 No Class!</b>	<b>HOLIDAY – NO CLASS!</b>
<b>Mar. 17 Class #8</b>	<b>Unit 7 and 8 Quiz – Modified Open Book</b> Assignment – Review - Prepare for Midterm Exam Midterm review – lecture / presentation / discussion Midterm study handouts Unit 9 handouts – Word Building Practice and Study Guide
<b>Mar. 24 Class #9</b>	<b>Midterm Exam covering Units 1- 8: terms, abbreviations, and pronunciation</b> Assignment: Unit 9
<b>Mar. 31 Class #10</b>	<b>Unit 9 Quiz</b> Assignment: Unit 10 Unit 10 lecture / presentation / discussion Unit 10 handout – Word Building Practice
<b>Apr. 7 Class #11</b>	<b>Unit 10 Quiz</b> Assignment: Units 11 and 12 Units 11 and 12 lecture / presentation / discussion Unit 11 and 12 handouts – Word Building Practice
<b>Apr. 14 Class #12</b>	<b>Units 11 and 12 Quizzes – Modified Open Book</b> Assignment: Units 13 and 14 Units 13 and 14 lecture / presentation / discussion Unit 13 and 14 handouts – Word Building Practice
<b>Apr. 21 Class #13</b>	<b>Units 13 and 14 Quizzes – Modified Open Book</b> Assignment: Unit 15 Unit 15 lecture / presentation / discussion Unit 15 handout – Word Building Practice Final Exam Study Materials Handed Out
<b>Apr. 28 Class #14</b>	<b>Unit 15 Quiz</b> <b>REVIEW FOR FINAL EXAM</b>
<b>May 5 Class #15</b>	<b>FINAL EXAM UNITS 1 - 15</b>
<b>May 12 Class #16</b>	<b>Grades Distributed – Attendance optional</b>

## **JCC Policies**

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

**NOTE:** Your individual program may require a 2.5, 3.0, or 3.5 as a passing grade in some courses. Always check your individual program requirements for the minimum required grade point for each course you enroll in.

### **Academic Honesty Policy**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting others' work as your own
- Exhibiting other behaviors generally considered unethical

Cheating means obtaining answers/material from an outside source without authorization. Cheating includes, but not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

### **Collaboration**

While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

### **Consequences/Procedures**

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

## **Student Appeal Process**

In the event of a dispute, all parties should follow the Academic Complaint policy. This policy is presented in Student Rights and Responsibilities (Student Handbook) and the Master Agreement.

## **Student Complaints/Academic**

A student complaint is any non-civil rights related complaint generated by the student concerning the work-related activities of any member of the bargaining unit (such as grade disputes). Instructors shall not be subject to any disciplinary action as a result of a student grievance over strictly academic issues. The following steps are required of students wishing to file a complaint:

### **1. Student Meets with Instructor**

Students must initiate a conference with the instructor with whom they have a complaint no later than the end of the fourth week of the Fall or Winter/Spring semester following the relevant incident/dispute. One representative, who must be from JCC (a current student, instructor or administrator) may be requested by each party to participate in this informal meeting.

### **2. Student Puts complaint in Writing**

If the conflict isn't resolved in the meeting between the student and instructor, the student, if he/she chooses to pursue the matter further must put the complaint in writing using the form provided and submit it to the appropriate Department Chair.

### **3. Department Chair Holds an Informal Hearing**

The Department Chair will convene a meeting with the student and the instructor following the guidelines in the faculty manual. The department chair will conduct any necessary investigation prior to the meeting.

### **4. Complaint Submitted to Dean**

If the student or instructor is unsatisfied with the results of the meeting with the department chair, the formal written complaint and the instructor's written statement of facts as he/she understands them will be submitted to the supervising Dean. The Dean shall promptly provide the instructor and the Association President with a true and complete copy of the student's written statement(s).

### **5. Dean Holds a Hearing**

Within five (5) work days of the time the instructor and the Association should have received the copies of the student's written statement(s), the Dean shall contact the instructor and the Association President to arrange a formal hearing. Parties of interest shall include the student, the ombudsman (if the student so desires), the instructor, his/her Association representative and the Department Chair. Other individuals may be present at the hearing but they may not participate in the proceedings.

## **6. Dean Issues a Resolution**

Within five (5) work days after the hearing, the Dean will distribute a written resolution of the complaint to the student, instructor and the Association President. The written resolution will state the facts as assessed by the Dean and indicate that appropriate action will be taken. No statement of disciplinary action will be disclosed to the student until final resolution of the complaint. If the College plans to discipline the instructor, as a result of this complaint, the instructor and the Association President will be notified, in writing, accompanying the written resolution of the complaint.

## **7. Appealed to the Executive Vice President**

In the event that either the student or the instructor is not satisfied with the Dean's disposition of the complaint, the disposition may be appealed to the Executive Vice-President within five (5) work days.

## **8. Executive Vice President Holds a Meeting**

Within five (5) days of the Executive Vice-President's receipt of an appeal, he will arrange a meeting with the parties of interest and their respective representatives in an attempt to resolve the matter.

## **9. Executive Vice President Rules on the Appeal**

Within five (5) work days after the meeting with the Executive Vice-President, the Executive Vice-President shall give a written disposition of the matter.

## **10. Appeal through Grievance**

The disposition of the Executive Vice- President may be the subject of a grievance, initiated at Step 2 under the grievance procedure contained in the Master Agreement. 2005-2008 Agreement between JCC and JCCFA

### **Procedures for online or other students unable to travel to JCC offices.**

1. Meetings between students, faculty, department chairs, Academic Deans and other parties of interest will be held by conference call originating from JCC.
2. Written documents submitted by all parties must be sent by registered mail to verify receipt. Documents may be sent electronically for convenience but receipt of these will not be verified.
3. Students can find the Academic Complaint Form online at <http://www.jccmi.edu/administration/deans/Forms/AcadComplaintForm.html>  
Student signature on complaint form must be notarized.
4. Timelines begin on date documents are received as verified by registered mail.

Grade Required for My Program: \_\_\_\_\_

Record Grades

% Scores

Quiz 1	
Quiz 2	
Quiz 3	
Quiz 4	
Quiz 5	
Quiz 6	
Quiz 7	
Quiz 8	
Quiz 9	
Quiz 10	
Quiz 11	
Quiz 12	
Quiz 13	
Quiz 14	
Quiz 15	
Midterm Exam Units 1-8	
Final Exam Units 1-15 (MUST score 75% or higher)	

Formula: Add the best 13 quiz grades and divide by 13 = Q Average  
Add the Midterm + Final and divide by 2 = M/F Average  
Add Q Average + M/F Average divided by 2 = Semester % grade  
Look up percentage in grading scale to determine grade point (page 3).

