
HEALTH TECHNOLOGY 60A

Medical Terminology & Common Diseases

Instructor: Sumedha Sherlekar

HTEC-060A

WINTER :2024 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

HYBRID COURSE - Synchronous on Wednesday(1:35 pm to 3:35 pm). Asynchronous on Friday (1:35 pm to 3 pm.) FUHSD enrollment

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 on the website. Access your Canvas account for this course by January 10th,2024 or you will be dropped from the course.

INSTRUCTOR INFORMATION: Sumedha Sherlekar

I have been a part time instructor at De Anza Community College since 2017. I have a Bachelors in Microbiology and Diploma in Medical Technology from India. I also have a Bachelors in Medical Technology from Vassar College in New York. I previously worked at Vassar Hospital (NY) as a Blood Bank Technician. I have been a Substitute teacher in Cupertino School District for 14 years. I have also taught at Stratford Middle School before I joined De Anza as part time faculty.

I am member of ASCP and I spend my free time reading and gardening along with taking care of my family.

OFFICE HOURS by appointment: From 1/8/24 to 3/29/24

To set up time: [Send an email 48 hours in advance](#)

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

E-mail Address: sherlekarsumedha@fhda.edu

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.

NOTE: In module week 1, there is an Elsevier link for practice tests and quizzes.

Student Learning Outcome Statements (SLO)

- **Student Learning Outcome:** Illustrate the word components of medical terminology.
- **Student Learning Outcome:** Develop medical terms as they relate to the body's structure, diseases of the various body systems, medical specialties and medical specialists.
- **Student Learning Outcome:** Demonstrate the interpretation of medical abbreviations.

Assessment: Ten (10) Examinations.

II. Course Objectives

- A.** Recognize the importance of medical terminology "language" to the health care industry.
- B.** Define and describe the word components of medical terminology:
- C.** Identify and locate medical terms of the body's structure, organs, and parts.
- D.** Use accurate medical terms to describe medical instruments, machines, and their uses.
- E.** Classify medical terms that distinguish medical specialties and specialists.
- F.** Interpret medical abbreviations in prescriptions, diagnoses and the clinical laboratory.
- G.** Demonstrate various directional and positional medical terms.
- H.** Analyze and interpret case studies that concern diseases or conditions of various body systems.
- I.** Distinguish use of appropriate terminology when discussing health care issues

- J. Recognize alternative perspectives of the delivery of health care with regard to gender, persons of different cultural backgrounds and those persons with disabilities.

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, 9th Edition (2019)*
ISBN: 9780323595995
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 January 10th at 3pm.** (Online Orientation may be found at <https://deanza.instructure.com/courses/1106>) There is no form or quiz to submit.
2. **Lectures on Wednesday. TEST and Self study on Friday.**
3. Pass all examinations by their deadlines.

MEDIA COMPONENTS AND AVAILABILITY

Create a Canvas account from the DeAnza homepage. Read the syllabus and all information on Canvas very carefully.

LECTURES: All lectures on WEDNESDAY'S, will be through ZOOM. Link will be provided in announcements.

TESTING AND GRADING

All exams will be taken online. They will be open on FRIDAYS 1:35 pm to 3 pm.

There are **9 exams, one extra credit exam and one final exam. All are online.** Follow the instructions carefully. *Each exam has 50 multiple choice questions for a total of 50 points each. Each test may be taken only one time. Each test has a time limit. The time allowed is 25 minutes per exam. Once a test has begun, you must finish it in the allotted time.* 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. You need to be very prepared for these tests. Study hard and memorize all the terms so you only have to recognize the correct answer. This will allow you to move more quickly. The exam will be automatically submitted when the timer runs out. The calendar on canvas will tell you the date and time you can take the test.

NO make-up exams allowed, THEY WILL BE OPEN ON Friday 1:35 PM TO 3 PM. ONCE YOU START THE EXAM, IT WILL STOP IN 25 MINUTES. Start the test latest by 2 pm , so you have enough time to complete the test

Testing dates for each exam –There are 9 EXAMS, 1 Extra credit Exam AND ONE FINAL EXAM. There is no exam for Ch 1.

EXTRA CREDIT(25 minutes) and FINAL EXAM WILL BE CUMULATIVE ON ALL THE CHAPTERS. Extra credit exam will be 50 questions for 25 minutes.

An exam cannot be reopened once the due date passes. If you don't take the test, you get a zero for that test.

Lowest score will be dropped from all exams(9) , including the extra credit exam.(1). To this, score of the Final Exam will be added to get your grade.

Final Grades: The final grade is determined by the percentage of the 500 possible points from the 10 x 50 point exams.

GRADING SCALE

A	=	90 – 100%	450-500 points
B	=	80 – 89%	400-450 points
C	=	70 – 79%	350-400 points
D	=	60 – 69%	300-350 points
F	=	59% and below	less than 300

PASSING GRADE FOR THIS COURSE IS C

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. Once you open a test online, you may not leave the Canvas page until you submit the test.

Make sure you take the test somewhere with reliable Internet service. If your service is interrupted, the timer will continue to run and cannot be reset. Do not try to take these tests on a phone or tablet

Some chapters are bunched together for TESTS:

#	Chapters	Topic WEDNESDAY	TEST DATES OPEN: FRIDAY 1:35 PM TO 3 PM
00 1 1/10	Intro 1	Introduction to class and syllabus. Zoom meeting at 1:35PM on 1/10 (Link is announcements)	Read Chps 1 and 2 Make flash cards
2 1/17	1 2	Ch. 1/Simplified Medical Language Ch. 2/Suffixes and Combining Forms Made Easy	TEST Chp.2 1/19 :: 1:35 pm to 3 pm
3 1/24	3 4	Ch 3/ Essential Prefixes and more Ch.4/ Diagnostic Procedures and Therapeutic Interventions	Test Chp 3 and 4 1/26 :: 1:35 PM TO 3 PM

4 1/31	5 8	Ch. 5/The Body as a Whole Ch. 8/Respiratory System	TEST CHPS : 5 & 8 2/2 :: 1:35 pm TO 3 pm
5 2/7	6	Ch. 6/Musculoskeletal System	TEST Chp 6 2 /9 : 1:35 pm to 3 pm
6 2/14	7	Ch. 7/Circulatory System	TEST Chp 7 2/16 :1:35 pm to 3pm
7 2/19		HOLIDAY: PRESIDENTS WEEK	NO TEST
8 2/28	9 10	Ch. 9/Digestive System Ch. 10/Urinary System	TEST CHPs 9 & 10 3/1 :: 1:35 pm to 3 pm
9 3/6	11	Ch. 11/Reproductive Systems	TEST CHP 11 3 /8 :: 1:35 pm to 3 pm
10 3/13	12 13	Ch. 12/Integumentary System Ch. 13/Nervous System & Psychological Disorders	TEST CHPs: 12 & 13 3/15 :: 1:35 pm to 3 pm
11 3/20	14 15	Ch. 14/Special Sense Organs of the Peripheral Nervous System Ch. 15/Endocrine System	TEST CHPs: 14/15 3/22:: 1:35 pm to 3 pm
12 3/27		No Lecture	EXTRA CREDIT TEST Cumulative on all chapters 3/29: 1:35 pm to 3 pm FINAL EXAM Cumulative on all chapters 3/29: 1:35 pm to 3 pm

