MA 70 MEDICAL TERMINOLOGY  
Section 81293  
Instructor: Leslie Schneider  
Fall 2013  

Office:  
HW room 2207  
Aptos  
Room 08 Scotts Valley  
Room A150 Watsonville  

“Best Way to Contact Me”  
Message me on Blackboard  
I check this on an almost daily basis  

Second Best Way To Contact Me  
leschnei@cabrillo.edu  
Check WEEKLY during my office hours  
Worst Way to Contact Me  
477-3700 Ext. 1517  
This is an answering machine that I rarely check.  

Office Hours:  
Starting September 16: Monday 4:30 – 5:00 PM Aptos  
After October 2: Monday 4:00 – 5:00 PM Aptos  
Wednesday 10:45 – 11:15 Aptos  
Starting September 4 through December 11: 5:00 – 6:00 PM Scotts Valley  

Teaching Hours  
MA 181 Monday and Wednesday 11:15 – 1:40 Oct. 2 through December 11 Aptos  
MA 189 Monday 5:00 – 8:30 September 16 – December 9  
Aptos  
MA 70 Wednesday 6:00 – 9:05 September 4 – December 18  
Scotts Valley  

Required: Medical Terminology Simplified A Programmed Text, Barbara Gylys & Regina M. Masters, F.A. Davis Co.  

CREDITS: 3  
LENGTH OF COURSE: 16 Weeks  

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 is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit.  

MA 70 Medical Terminology  
Teaches allied health students fundamentals of medical word building with emphasis on prefixes, word roots, suffixes, combining forms, abbreviations, and lay terms.  

Requisites RECOMMENDED PREPARATION  
- ENGL 100  
- READ 100  

Core Cabrillo Competencies  
Communication - reading, writing, listening, speaking and/or conversing  

Critical Thinking and Information Competency - analysis, computation, research, problem solving  

Personal Responsibility and Professional Development - self-management and self-awareness, social and physical wellness, workplace skills  

Learning Outcomes  
1. Analyze medical terms based upon knowledge of rules of medical terminology construction and meanings of medical word parts.  
2. Analyze basic features and purposes of major body systems and correlate these features and purposes with relevant medical terms.  
3. Analyze major pathologies for each major body system and correlate these pathologies with relevant medical terms.
Objectives
1. Discuss ancient medical practices and beliefs.
2. Construct thousands of medical words using medical prefixes, suffixes and word roots.
3. Locate unfamiliar words in medical dictionary and apply correct rules of pronunciation.
4. Recognize/recall meanings of medical abbreviations and symbols.
5. Translate lay terms into medical terminology.
6. Relate medical eponyms to their medical equivalents.
7. Recognize and recall meanings of medical words.
8. Describe features and purposes of major body systems.
9. Describe major pathologies for each major body system.

Prerequisites: NONE. However, continuance in the Medical Assistant Department programs depends upon maintaining a "C" average or better and fulfilling the requirements specified in the program brochures. Appearance, attitude, and dependable performance of course work also are evaluated.

Material Covered In Class:

Introduction to Programmed Learning & Medical Word Building Chapter 1
Body Structure Chapter 2
Integumentary System Chapter 3
Respiratory System Chapter 4
Cardiovascular System Chapter 5
Lymphatic System Chapter 5
Digestive System Chapter 6
Urinary System Chapter 7
Male & Female Reproductive System Chapter 8
Nervous & Endocrine System Chapter 9
Musculoskeletal System Chapter 10
The Eye and the Ear Chapter 11

COMPETENCIES REQUIRED FOR COMPLETION
Complete course including tests and other assignments with a 77% grade or better.

GRADING SCALE

A 93 - 100
B 85 - 92
C 77 - 84
F 76 - below

Non-majors may elect to take the course for Pass/No Pass. You must maintain an F average to receive a No Pass and a C average for a Pass.

REPETITION OF COURSES
Please read the Cabrillo College Catalog for details. Radiologic Technology students need a “B” in MA 70 to apply for the RT Program. If you receive a “C” in MA 70 you MAY NOT be allowed to repeat the class. You may repeat the class if you receive a “No Pass” or an “F”. This class may only be taken 3 times.
**EXPECTATIONS REGARDING STUDENT CONDUCT:**

| Participation: | Attendance/Participation: This course requires active participation each day of class so it is important for you: to attend every class session, arrive on time, and come prepared. Your participation not only enhances your own learning, it benefits other students in the class, especially when the class is doing group work. Your level of participation is reflected in your grade and since you can’t participate if you are not in class, absences will also be reflected in your grade. Students are expected to participate in class every week and be present for the entire class. Leaving class after the exam and skipping lecture is considered being absent and will be counted as such. If you are absent on exam day the makeup quiz **MUST** be completed before or on the day of the next exam unless special arrangements are made with the instructor. If you are absent more than once, you may make-up a total of two exams during the semester. **Ten percent of total possible points are deducted for late exams regardless of reason for absence.** |
| Preparation: | You are expected to arrive to class prepared. Assignments and expectations are clearly identified in the syllabus and will be emphasized repeatedly in class. You and you alone are responsible for your level of preparation, and the instructor has no obligation to accommodate you. **PREPARATION FOR TEST INCLUDES: YOU LECTURE NOTES, READINGS FROM THE TEXTBOOK AND THE STUDY GUIDES.** |
| Behavior: | **NO CELL PHONES OR LAP TOPS:** You are expected to behave appropriately in class. This means you must pay attention and participate to the best of your ability. You may not use your cell phone during class for talking, texting, taking pictures, playing games, reading your email, or any other activity. If you must have your cell phone for emergency purposes or issues around childcare, the phone must be on a silent or vibrate setting, and you should warn me that you might be expecting a call. Emergency means emergency! Lap tops may only be used in class if the student presents an accommodation slip from DSPS showing the need for having one. You are expected to be respectful of the instructor and your fellow classmates. We will not use indecent language nor display unprofessional behavior. The class often considers issues of some delicacy and requires due respect of these issues. |
| Cheating and Plagiarism: | Cheating and plagiarism **will absolutely not be tolerated.** MA classes prepare students to enter healthcare professions; therefore, students are to conduct themselves as professionals. A student who cheats on any assignment or exam or any student who assists another in cheating on any assignment or exam will receive an F for the assignment or exam, an F in the course, dismissal from the class, and potentially, dismissal from the program and/or the College. Cheating can be defined as using someone else’s work as your own, looking at another person’s paper, using cheat sheets, obtaining answers from other students in class or via electronic means. Plagiarism is the conscious or inadvertent failure to identify the contributions of other’s, this includes using the textbook to answer questions. |
**Adult Responsibilities:**

You are taking a college class and are expected, regardless of age, to act as an adult and to exhibit awareness of adult responsibilities. This syllabus provides a detailed account of class expectations. If you are unable to meet these expectations for any reason, it is the assumption of the instructor that you will make the instructor aware of this. The onus is upon the student to ensure that work is completed competently and is not the burden of the instructor to accommodate the student, unless notice of official accommodation is received.

**DO NOT COME TO CLASS SAYING THAT YOU DID NOT KNOW WE WERE HAVING A TEST! DO NOT COME TO CLASS SAYING YOU DID NOT KNOW THE TEST WOULD BE GRADED!**

Exchange contact information with several people in class in order to ensure that you can get assignments and any course changes in the event you are going to miss a class unexpectedly.

*It is the student's responsibility to arrange the makeup during the instructor's office hours or by other arrangement. Pop quizzes may NOT be made up. The makeup quiz may be different and more difficult than the original exam. If you do not make up the quiz within one week of the date of the exam, then you will receive an "F" or "0" points for that quiz.

**QUIZZES CANNOT BE RETAKEN FOR MORE POINTS**

Please do not come to class when you are ill. You jeopardize your health and others.

Homework will be collected at the beginning of class. It must be turned in on time and stapled. No late assignments will be accepted, this includes trying to turn it in after class.

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**CLASSROOM RULES**

**Break Time:** Other classrooms are in session during our scheduled break time. Please be courteous and quiet when in the hallways.

**Drinks:** Must have a lid.

**Learning Differences and DSPS Statement:** I highly encourage students with learning differences to get tested as soon as possible. Accommodations are tools for students to use to help them to be successful in their classes and life. Students needing accommodations should contact the instructor ASAP. As required by the American with Disabilities Act (ADA), accommodations are provided to insure equal opportunity for students with verified disabilities. If you need assistance with an accommodation, please contact Disabled Student Services, Room 810, (479-6379) or Learning Skills Program, Room 1073 (479-6220).
# MA 70 Schedule of Assignments 2012

All assignments are subject to change. Participation is counted. Too Many Missed Hours of class will result in a lower grade.

CHECK BLACKBOARD WEEKLY for Announcements and Assignment Updates and for the Midterm

https://cabrillo.blackboard.com/webapps/login/

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic and/or Activity</th>
<th>Assignment This Week</th>
<th>What is Due Next Week</th>
<th>Possible Points</th>
<th>Your Score</th>
</tr>
</thead>
</table>
| 9/4    | **Lecture: Orientation**  
        | Chapter 1                            | 1. Read the introduction to the textbook  
        |                                             | 2. Read Chapter 1  
        |                                             | 3. Familiarize you with the inside covers and appendices  
        |                                             | 4. Do the review Exercises in the textbook and self-check using Appendix B  
        |                                             | 5. Make Flashcards from the Prefix and Suffix Sheets  
        |                                             | 6. Check Blackboard for details about what to study.  
        |                                             |                                                                                      | 1. Turn in Flashcards Made from the Prefixes Sheet and Suffix sheet.  
        |                                             | 2. Show work done in textbook  
        |                                             |                                                                                      | Test: C1 50 pts  
        |                                             |                                                                                      | HW C1 5 pts     |
| 9/11   | **Test: Chapter 1**  
        | **Lecture: Chapter 2**                | 1. Read Chapters 2  
        |                                             | 2. Do the review Exercises in the textbook and self-check using Appendix B  
        |                                             | 3. Using the MA70 MEDICAL TERMINOLOGY WORD BUILDER TOOL, write all **construc**t**ted terms** into their components and tell which rule it is using.  
        |                                             | 4. Check Blackboard for details about what to study for the test.  
        |                                             |                                                                                      | 1. Show the complete exercises at the end of chapter.  
        |                                             |                                                                                      | 2. Turn in MA70 MEDICAL TERMINOLOGY WORD BUILDER TOOL filled out.  
        |                                             |                                                                                      | Test: C2 50 pts  
        |                                             |                                                                                      | HW C2 5 pts     |
| 9/18   | **Test: Chapter 2**  
        | **Lecture: Chapter 3**                | Integumentary System  
        |                                             | 1. Read Chapter 3  
        |                                             | 2. Do the review Exercises in the textbook and self-check using Appendix B  
        |                                             | 3. Using the Study Guide: write all Medical Terms AND their definition 5 times  
        |                                             | 4. Check Blackboard for details about what to study for the test.  
        |                                             |                                                                                      | 1. Show work done in textbook  
        |                                             |                                                                                      | 2. Turn in all work written five times.  
        |                                             |                                                                                      | Test: C3 100 pts  
        |                                             |                                                                                      | HW C3 5 pts     |
| 9/25   | **Test: Chapter 3**  
        | **Lecture: Chapter 4**                | 1. Read both sections of Chapter 4  
        |                                             | 2. Do the review Exercises in the textbook and self-check using Appendix B  
        |                                             | 3. Take the chapter 4 multiple choice test on Blackboard under Practice Quizzes (on left side)  
        |                                             | 4. Check Blackboard for details about what to study for the test.  
        |                                             |                                                                                      | 1. Chapter 4 Practice Quiz will be checked by me on-line.  
        |                                             |                                                                                      | 2. Show work done in textbook  
        |                                             |                                                                                      | 3. Turn in test corrections for chapter 1  
        |                                             |                                                                                      | Test: C4 100 pts  
        |                                             |                                                                                      | HW C4 5 pts     |
| 10/2   | **Test: Chapter 4**  
        | **Lecture: Chapter 5**                | Cardiovascular  
        |                                             | 1. Read Chapter 5 Cardiovascular  
        |                                             | 2. Do the review Exercises in the textbook and self-check using Appendix B  
        |                                             | 3. Check Blackboard for details about what to study.  
        |                                             |                                                                                      | 1. Turn in test corrections for chapter 2  
        |                                             |                                                                                      | Test: C5 100 pts  
        |                                             |                                                                                      | HW C5 5 pts     |
| 10/9   | **Test: Chapter 5**  
        | **Cardiovascular Lecture: Chapter 5** | Lymphatic  
        |                                             | 1 Read Chapter 5 Lymphatic  
        |                                             | 2 Do the review Exercises in the textbook and self-check using Appendix B  
        |                                             | 3 Check Blackboard for details.  
        |                                             |                                                                                      | 1. Turn test corrections for chapter 3  
        |                                             |                                                                                      | Test: C5 100 pts  
        |                                             |                                                                                      | 25 pts Jeopardy |
| 10/16  | **Test: Chpt 5**  
        | **Lymphatic Lecture: Chapter 6**      | 1. Read Chapter 6  
        |                                             | 2. Do review Exercises and self-check answers in Appendix B  
        |                                             | 3. Check Blackboard for details  
        |                                             |                                                                                      | 1. Turn in test corrections for chapters 4  
        |                                             |                                                                                      | 2. Bring Study Guides/flashcards to class with you  
        |                                             |                                                                                      | MIDTERM ON BLACKBOARD DUE THIS WEEK  
        |                                             |                                                                                      | Chapters 1-6 Due Sunday night Oct. 20° by 12:00 PM  
        |                                             |                                                                                      | !! No Test corrections for the midterm  
        |                                             |                                                                                      | Test: C5 100 pts  
        |                                             |                                                                                      | 25 pts Jeopardy |
| Date  | Lecture: Chapter 7 Urinary System  | Quiz: Digestive Tract Diagram Jeopardy | 1. Read Chapter 7  
2. Do the review Exercises in the textbook and self-check using Appendix B for both chapters  
Check Blackboard for details. | MIDTERM ON BLACKBOARD DUE THIS WEEK  
Chapters 1 -6 Due Sunday Oct. 20th night by 12:00 PM  
No Test corrections for the midterm  
1. Turn in test corrections for Chapter 5 Cardiovascular | Midterm:  
100 points  
ON Blackboard Jeopardy 25pts |
|-------|---------------------------------|----------------------------------------|-------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|
| 10/30 | Test: Chpt 7 Urinary System     | Lecture: Chpt 8 Male Reproductive System | 1. Read Chapter 8 Male Reproductive only  
2. Do review Exercises in the textbook and self-check answers using Appendix B  
3. Check Blackboard for details |                                                   | Test:  
C7 100 pts |
| 11/6  | Test: Male Reproduction        | Lecture: Chapter 8 Female Reproductive | 1. Read Chapter 8 Female Reproductive only  
2. Do the review Exercises in the textbook and self-check using Appendix B for both chapters  
Check Blackboard for details. |                                                   | C 8 Male 50 pts |
| 11/13 | Test: Chpt 8 Female reproductive | Lecture: Chapter 9 Endocrine system    | 1. Read Chapter 9 Endocrine System  
2. Do the review Exercises in the textbook and self-check using Appendix B  
Check Blackboard for details. |                                                   | C 8 Female 50 pts |
| 11/20 | Turn in Take Home Test Endocrine System | Lecture: Nervous System | 1. Read Chapter 9 Nervous System only  
2. Do the review Exercises in the textbook and self-check using Appendix B  
Check Blackboard for details  
3. Play Endocrine Games in class for 25 points |                                                   | C 9 Endocrine  
50 pts  
Take home Game 25 points |
| 11/27 | Test: Chapter 9 Nervous System | Lecture: Chapter 10 & 11 | 1. Read Chapter 10  
2. Do the review Exercises in the textbook and self-check using Appendix B  
Check Blackboard for details.  
3. Bring All Study Guides/ flashcards to class |                                                   | C 9 Nervous 50 pts |
| 12/4  | Test: Chapter 10 Lecture: Chapter 11 | | 1. Read Chapter 11  
2. Do the review Exercises in the textbook and self-check using Appendix B  
Check Blackboard for details. |                                                   | Chapter 10  
100 pts  
Jeopardy Questions 25 pts |
| 12/11 | Review for Final Play Jeopardy | | 1. Study for Final |                                                   | Jeopardy  
25 Pts |
| 12/18 | FINAL EXAMINATION | | 1. Turn in test corrections for chapter 10 |                                                   | 200 pts |