

MEDICAL TERMINOLOGY TELECOURSE INFORMATION SHEET

****Please read thoroughly!****

Welcome to LCC's Medical Terminology telecourse! Following, you will find important information concerning the content and requirements of this telecourse.

COURSE TITLE : Medical Terminology Telecourse

COURSE NUMBER : HO100 (3 vocational credits)

CRN: Main Campus, 10124

INSTRUCTOR : Suzanne Cassidy

OFFICE HOURS : Page 6 and posted on my office door

OFFICE: Health Tech Building 4, Room 238

PHONE : 463-3271. Leave a message and I will return your call.

E-MAIL: suzcnews@aol.com (preferred form of communication)

VIEWING SCHEDULE: see pages 8 & 9

AMERICAN DISABILITY ACT :

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information contact Disability Services at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1, room 218.

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 system 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.

GENERAL EXPECTED OUTCOMES:

Upon completion of this course, the student will be able to:

1. given a medical term, spell, pronounce, define, identify word parts, and correctly use the term or complete a statement.
2. given a definition, construct an acceptable and correctly spelled medical term.
3. given a list of phrases, names, or labels, provide a medically acceptable abbreviation.
4. given an incomplete statement, supply the correct medical term to properly complete the statement.
5. given a singular form of a medical term, correctly provide the plural form.
6. given a plural form of a medical term, correctly provide the singular form.
7. given word parts and definitions, construct correctly spelled medical terms.
8. given a medical abbreviation, provide the correct phrase, name, or label.
9. given an oral exam of sentences which include medical terms, correctly pronounce each term and explain the meaning of the sentences;
10. given Midterm, Final and Oral Exam, achieve a percentage score of 70 percent or higher.

REQUIREMENTS: For 3 vocational credits, enroll in Medical Terminology, HO100, you will read and complete the work in the required text book, view 14 videotaped lessons and complete the exams as noted on the next pages.

REQUIRED TEXTS: (All books are available in the LCC Bookstore)

Gylys, Barbara and Masters, Regina M., Medical Terminology Simplified, 3rd Edition

Taber's, Medical Dictionary (If the student already has a complete medical dictionary, Taber's is not required.)

INSTRUCTOR CONTACT:

I may be reached at the number listed on the previous page. If you reach my voice mail, please leave your name and number and the times you will be available to receive my phone call. Please do not hesitate to call with your questions. I check my home e-mail (listed on the previous page) regularly and find that this is usually the best way to communicate with students.

ENVIRONMENT FOR VIEWING:

Taking a telecourse requires a disciplined and controlled environment. Watching each program will demand your undivided attention. It is wise to prepare yourself by doing all the steps indicated in the student study guide before viewing the telecourse lessons.

One, two, or three 30-minute lessons will be cablecast on Comcast ch. 23 and Charter Communications ch. 9 each week. If you miss a lesson at home, any one of them may be viewed in the Lane library on the main campus. If you have technical difficulties viewing the lessons, please call 463-5319. The library hours are June 22–August 27, Mondays through Thursdays, 8am - 5pm. Closed Friday through Sunday. When requesting to view or check out a tape in the library, please identify this telecourse by the number MV# 2110

There are a limited number of complete sets of videotapes available for check out from the LCC Library. Only one tape may be checked out at a time for a one-week limit. These tapes are provided for those who are unable to receive the cable signal. If you wish to check materials (videotapes, books, etc.) out of the library, you will need to show a photo ID.

WITHDRAWAL: If for some reason you cannot complete the telecourse, please call me for assistance.

ADMINISTRATIVE WITHDRAWAL INFORMATION:

- Telecourse students must obtain the telecourse syllabus and complete a blue student information card before the end of the first week of classes. The syllabus and blue card are available at the orientation session or can be purchased in the LCC Bookstore, if the student does not attend the orientation.
- If students enroll after the first week of classes they must immediately obtain the syllabus and complete a student information card.
- Students are financially and academically responsible for all courses in which they enroll. Students wishing to discontinue college attendance must complete official withdrawal procedures. Any tuition refund is based on the date of official withdrawal. It is still the student's responsibility to officially drop classes. For college policy regarding refunds, see the current class schedule. **After Sunday, June 28, at midnight, there will be no refund of tuition or fees**

METHOD OF EVALUATION:

There are a total of three exams for this course:

Midterm Exam (100 multiple choice questions)	100 points
Final Exam (100 multiple choice questions)	100 points
Oral Exam (a copy of the oral exam with instructions is included on page 5)	50 points
TOTAL	250 points

*Your grade for the class will come from the total amount of points you receive on these three exams.

Grading Scale:	over 99% = A+	247-250
	90 - 99% = A	225-246
	80 - 89% = B	200-224
	70 - 79% = C	175-199
	60 - 69% = D	150-174

This is not a self-paced, individualized type of course. Exams must be taken when scheduled. A number 2 pencil is required.

CAMPUS EXAMINATION DATES: EXAMS WILL BEGIN PROMPTLY AT THE LISTED TIMES BELOW. STUDENTS MORE THAN 10 MINUTES LATE WILL NOT BE ADMITTED FOR TESTING.

MIDTERM Covers material studied Through Textbook Section A- Chapter 6	Monday, July 13, 10-11:30 AM Building 17, Rm 308 (See Map)	OR	Thurs. July 16, 6-7:30 PM Building 17, Rm 308 (See Map)
FINAL Covers material in Chapters 7 Through 11	Monday, Aug. 10, 10-11:30 AM Building 17, Rm 308 (See Map)	OR	Thurs. August 13, 6-7:30 PM Building 17, Rm 308 (See Map)
ORAL EXAM-Copy on page 6. The dates and times available to read the oral exam are listed on page 6 with the title of Office Hours.			

IMPORTANT INFORMATION: Review exams and the keys for both the Midterm and Final will be available either on my office door, building 4, room 238 or can be obtained from this site: <http://lanec.edu/distance/tele-summer.htm> (about two weeks after the term begins). The review exams contain the medical word parts, abbreviations, and other medical words that you will need to know for the actual exams. Use them to study for the Midterm and Final. You may come to my office (see my office hours on page 6) for any questions you may have about these Review exams.

STUDY TIPS:

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 (on 3"x5" cards) to carry with you in pocket or purse. The process of making the cards is as valuable as studying them.
2. TIME MANAGEMENT - Plan in advance to study Medical Terminology EVERY DAY. Most students report that they study between 7 and 10 hours a week for this course. A last minute cram session will not help you commit the words to memory.
3. MATERIALS - 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.
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.
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 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 on the list and see how else this word or word part is used other than the examples in your text book.
7. AUDIO EXERCISES - Listen to the CD that accompanies your text to learn the correct pronunciation of medical terms.
8. SEEK COUNSEL - If you are having difficulties, consult your instructor as soon as they arise.
9. STRESS REDUCTION - 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.

IMPORTANT DATES:

Sunday, June 28, midnight Last day to receive refund
Saturday, August 15..... 8 week session ends

MEDICAL TERMINOLOGY TELECOURSE

ORAL EXAM

ORAL EXAMS MUST BE READ BEFORE THE FINAL EXAM. NO EXCEPTIONS. No appointment is needed, just "drop in" at the appointed times when you feel you have mastered the pronunciation and meaning of the medical terms. The hours you may read the oral exam are listed on page 6 of this syllabus. A copy of these hours will also be posted on my office door in building 4, room 238.

This exam is worth a total of **50 points** which will be added to the two written exams to determine the grade earned for the course.

Directions: Read all ten sentences pronouncing the medical terms correctly. Be able to describe the meaning of all of the underlined medical terms. All abbreviations will be read as a medical word or phrase, "ie" ER as emergency room.

The numbers in parentheses at the end of each sentence indicate the Medical Record in your textbook from which the sentence was taken. Reading the Medical Record may help you translate the sentence. For clarification on pronunciation, check your Taber's medical dictionary.

1. The patient says he has had no dysphagia or postprandial distress, and there is no report of diarrhea, nausea, emesis, hematemesis or constipation. (6-1) p. 245
2. The Pt is currently admitted for gynecological laparoscopy and diagnostic D&C to rule out the possibility of neoplastic process. (8-1) pp. 347-348
3. A few areas on the legs and arms show multiple, sclerosed, brown macules and papules. (3-2) pp. 92-93
4. She states that most recently she has experienced generalized malaise, increased SOB while at rest, and dyspnea followed by periods of apnea and syncope. (5-1) pp. 184-185
5. A 25-year-old woman with a Dx of mucoserous otitis media on the right ear was seen by the ENT specialist. (11-2) pp. 490-491
6. The patient had a large preulcerating lesion of the left breast with metastases to the axilla, liver and bone. (8-1) pp. 347-348
7. About five hours before the CVA, the patient fell to the floor with paralysis of the R arm and R leg and aphasia. (9-2) pp. 401-402
8. A glenohumeral arthroscopy revealed the superior, anterior, inferior, and posterior glenoid labra were intact. (10-2) pp. 453-454
9. The tachycardia was attributed to preoperative anxiety and thyroiditis. (5-1) pp. 184-185
10. The patient has had a Hx of polyuria, hematuria, and urinary incontinence. (7-1) pp. 291-292

**MEDICAL TERMINOLOGY TELECOURSE
OFFICE HOURS FOR
SUZANNE CASSIDY, CMA**

I WILL BE IN MY OFFICE, ROOM 238, BUILDING 4, ON THE FOLLOWING DATES AND TIMES FOR QUESTIONS OR ADVICE **AND** FOR THE READING OF ORAL EXAMS. APPOINTMENTS ARE NOT NEEDED.

ORAL EXAMS WILL NOT BE HEARD AFTER THE LAST LISTED DATE-----NO EXCEPTIONS.

MONDAY, JUNE 29	11:00 AM–12:00 PM
MONDAY, JULY 6	12:00-2:00 PM
Monday, July 13	12:30-2:30 PM
MONDAY, JULY 20	10:00 AM–12:00 PM
MONDAY, JULY 27	2:00-5:00 PM
TUESDAY, AUGUST 4	6:00–7:30 PM

THREE EXTRA CREDIT POINTS WILL BE GIVEN FOR READING THE ORAL EXAM ON ANY OF THE ABOVE DATES AND TIMES

MONDAY, AUGUST 10	(LAST DAY)	12:30-4:00 PM
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ORAL EXAMS WILL NOT BE HEARD AFTER THE LAST LISTED DATE. NO EXCEPTIONS.

ATTENTION: The Midterm and Final exams each have a Review Exam and answer key. Each Review Exam contains all the medical word parts, abbreviations, other Pathological, Diagnostic and Therapeutic words that will be on the Midterm and Final. Use them for your study.

The Review Exams and keys will be available on my office door, or can be downloaded from this site about 2 weeks prior to the exams: <http://lanecc.edu/distance/tele-summer.htm>

STUDENT ASSIGNMENT CALENDAR

WEEK OF	MEDICAL TERMINOLOGY SIMPLIFIED, 3RD EDITION GYLYS AND MASTERS	TV Lesson
6/22	Chapter 1: Introduction to Programmed Learning and Medical Word Building Frames 1-1 to 1-75; Section Reviews	1
	Chapter 2: Body Structure Frames 2-1 to 2-72; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations	2
6/29	Chapter 3: Integumentary System Frames 3-1 to 3-99; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 3-1 and 3-2; Listen and learn CD exercises	3
	Chapter 4: Respiratory System Frames 4-1 to 4-111; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 4-1 and 4-2; Listen and learn CD exercises	8
7/6	Chapter 5: Cardiovascular and Lymphatic Systems Frames 5-1 to 5-128; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 5-1 and 5-2; Listen and learn CD exercises	6 & 7
	Chapter 6: Digestive System Frames 6-1 to 6-203; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 6-1 and 6-2; Listen and learn CD exercises	9
7/13	MIDTERM EXAM COVERING CHAPTERS 1-6 Monday, July 13, 10:00-11:30 AM or Thursday, July 16, 6:00–7:30 PM	
7/13	Chapter 7: Urinary System Frames 7-1 to 7-131; Word Elements; Section Reviews; Pathological, Diagnostic, And Therapeutic Terms; Abbreviations; Medical Record Activities 7-1 and 7-2; Listen and learn CD exercises	11
7/20	Chapter 8: Reproductive Systems Frames 8-1 to 8-147; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 8-1 and 8-2; Listen and learn CD exercises	12&13
	Chapter 9: Endocrine and Nervous Systems Frames 9-1 to 9-100; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 9-1 and 9-2; Listen and learn CD exercises	10 & 5
7/27	Chapter 10: Musculoskeletal System Frames 10-1 to 10-81; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 10-1 and 10-2; Listen and learn CD exercises	4

8/3	Chapter 11: Special Senses: The Eyes and Ears Frames 11-1 to 11-53; Word Elements; Section Reviews; Pathological, Diagnostic, and Therapeutic Terms; Abbreviations; Medical Record Activities 11-1 and 11-2; Listen and Learn CD exercises	14
8/10	FINAL EXAM COVERING CHAPTERS 7-11 Monday, August 10, 10:00-11:30 AM or Thursday, August 13, 6:00-7:30 PM	

Medical Terminology-
HO100

Delmar's Medical Terminology MV#2110

Lane Community College

Comcast channel 23 & Charter Communications channel 9

Summer Term 2008

30-minute programs

Tuesday	June	23	2:00pm 2:30pm	Basic Word Structures (Tape 1) Organization of the Body (Tape 2)
Thursday	June	25	9:00am 9:30am	Repeat - Tape 1 Repeat - Tape 2
Friday	June	26	10:00pm 10:30pm	Repeat - Tape 1 Repeat - Tape 2
Sunday	June	28	5:00pm 5:30pm	Repeat - Tape 1 Repeat - Tape 2
Tuesday	June	30	2:00pm 2:30pm	The Integumentary System (Tape 3) The Respiratory System (Tape 8)
Thursday	July	2	9:00am 9:30am	Repeat - Tape 3 Repeat - Tape 8
Friday	July	3	10:00pm 10:30pm	Repeat - Tape 3 Repeat - Tape 8
Sunday	July	5	5:00pm 5:30pm	Repeat - Tape 3 Repeat - Tape 8
Tuesday	July	7	2:00pm 2:30pm 3:00pm	The Blood and Lymphatic Systems (Tape 6) The Cardiovascular System (Tape 7) The Digestive System (Tape 9)
Thursday	July	9	9:00am 9:30am 10:00am	Repeat - Tape 6 Repeat - Tape 7 Repeat - Tape 9
Friday	July	10	10:00pm 10:30pm 11:00pm	Repeat - Tape 6 Repeat - Tape 7 Repeat - Tape 9
Sunday	July	12	5:00pm 5:30pm 6:00pm	Repeat - Tape 6 Repeat - Tape 7 Repeat - Tape 9
Tuesday	July	14	2:00pm	The Urinary System (Tape 11)
Thursday	July	16	9:00am	Repeat - Tape 11
Friday	July	17	10:00pm	Repeat - Tape 11
Sunday	July	19	5:00pm	Repeat - Tape 11

Tuesday	July	21	2:00pm 2:30pm	The Male Reproductive System (Tape 12) The Female Reproductive System (Tape 13)
Thursday	July	23	9:00am 9:30am	Repeat - Tape 12 Repeat - Tape 13
Friday	July	24	10:00pm 10:30pm	Repeat - Tape 12 Repeat - Tape 13
Sunday	July	26	5:00pm 5:30pm	Repeat - Tape 12 Repeat - Tape 13
Tuesday	July	28	2:00pm 2:30pm 3:00pm	The Endocrine System (Tape 10) The Nervous System (Tape 5) Musculoskeletal System (Tape 4)
Thursday	July	30	9:00am 9:30am 10:00am	Repeat - Tape 10 Repeat - Tape 5 Repeat - Tape 4
Friday	July	31	10:00pm 10:30pm 11:00pm	Repeat - Tape 10 Repeat - Tape 5 Repeat - Tape 4
Sunday	August	2	5:00pm 5:30pm 6:00pm	Repeat - Tape 10 Repeat - Tape 5 Repeat - Tape 4
Tuesday	August	4	2:00pm	The Special Senses (Tape 14)
Thursday	August	6	9:00am	Repeat - Tape 14
Friday	August	7	10:00pm	Repeat - Tape 14
Sunday	August	19	5:00pm	Repeat - Tape 14

SUMMER TERM 2009 TELECOURSE DETAILS

Important Dates:

College is open 8am – 5 pm Monday through Thursday, June 25 through August 15.

Monday, June 22	Summer term classes begin
Saturday, July 18	4-week session ends
Saturday, August 1	6-week session ends
Saturday, August 15	8-week session ends
Monday, September 7	Labor Day, college closed
Saturday, September 12	12-week session ends

Lane Community College's Administrative Withdrawal Policy:

Telecourse students must obtain the telecourse syllabus and complete a blue student information card before the end of the first week of the term. The college may withdraw students who fail to follow this procedure. Students unable to attend the telecourse orientation may purchase the syllabus and complete a blue student information card at the college Bookstore. It is a student's responsibility to use ExpressLane to drop any classes in which they do not want to be enrolled. Students should not assume that the instructor will withdraw them for not completing the blue card. Students are responsible for all charges for classes not dropped by the full refund deadline. **After SUNDAY, June 28, at midnight, no tuition or fees will be refunded.** Students withdrawing from a course after the refund period is over will NOT receive a refund. For college policy regarding refunds, see Lane's website or the current Aspire Magazine.

Grade Reports/Transcripts:

Students can obtain unofficial transcripts with their grades from ExpressLane the Wednesday following the end of the course session (4, 6, 8 and 12 week sessions). Grade reports are not mailed. Official transcripts are also available from ExpressLane for \$5.

Disability Services Statement:

If you need support or assistance because of a disability, you may be eligible for academic accommodations. Contact Disability Services at (541) 463-5150, or TTY 463-3079, or stop by Bldg.1, Room 218.

Student Activity Fee, And Photo I.D. Information:

Students only enrolled in distance learning courses (no on-campus courses) are not charged the ASLCC STUDENT ACTIVITY FEE. An LCC photo ID is not required to attend Lane. It is available to all currently registered students as an alternate form of photo identification. A card may be purchased at a cost of \$5 through Enrollment Services, Building 1 or the Downtown Center. Distance Learning students who wish to check materials (videotapes/books etc.) out of the main library will need to show a driver's license, passport, high school ID, Lane ID or any other type of legitimate photo ID.

Main Campus Bookstore Hours: ;

June 22 & 23 Mon. and Tues., 8am-7:30pm; June 24 and 25, 8am-4:30pm; June 29 through August 18, 8am-4:30pm; Closed Fridays during summer term. For details, call the LCC Bookstore, (541)463-5676, or email bollenbaughp@lanecc.edu. Last day to return books for full refund is Monday, June 30. Details for students using CreditLine may be found at:

<http://www.lanecc.edu/bookstore/purchasing/charging.htm>

Main Campus Library Hours:

All telecourses may be viewed in the library on the main campus. The Library is open June 22– August 27, Mondays through Thursdays, 8am - 5pm. Closed Friday through Sunday. For magazine articles, books, newspapers and other Internet resources, visit the library home page at <http://www.lanecc.edu/library/>

Main Campus Computer Lab, Student Help Desk (SHeD) and Computer Access:

Building 4 Room 201 (PCs and Macs) June 22 - September 12

Monday through Thursday - 8 am to 7 pm; Friday through Sunday closed.

NOTE: Lab hours are subject to change. For lab hour information, visit www.lanecc.edu/icl/labhours.htm.

Laptop computers are available for 2-hour checkout in the Lane Library and may be used anywhere inside the Library.

Proctored Exams With Off Campus Proctors:

If you live a distance from the college (outside Lane County) and must take your exams off campus you will need to make special arrangements and find an approved proctor. For details please see the distance learning website: www.lanecc.edu/distance/testing.htm

Distance Learning Department:

Distance Learning is located in the Workforce Training Building 19, room 253A. Students may call 541-463-5893 for assistance with technical difficulties.

Please use the MV Number when requesting Telecourse programs from the Library:

BI101J - GENERAL BIOLOGY: Unseen Life on Earth	MV# 2108
BI101J - GENERAL BIOLOGY: Unseen Life on Earth: Intimate Strangers	MVP# 870
CG140 - CAREER LIFE PLANNING: Career Advantage	MV# 2112
CG213 - IMPROVING PARENT/CHILD RELATIONSHIPS	MV# 2121
GS142 - EARTH SCIENCE: Earth Revealed	MV# 2070
HE250 - PERSONAL HEALTH: Human Condition	MV# 2130
HO100 - MEDICAL TERMINOLOGY	MV# 2110