

**NORTH DAKOTA STATE COLLEGE OF SCIENCE  
Occupational Therapy Assistant Program  
Wahpeton, ND 58076**

**STUDENT HANDOUT**

*OTA 120 Medical Terminology*

**INSTRUCTOR INFORMATION:**

Beth Schlepp, M.Ed., COTA/L  
Office: 213G  
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Office Hours: As posted or by appointment

**PROGRAM INFORMATION:**

Location: Green Allied Health Center - Second Floor  
Program Phone: 32981 (on campus)  
671-2981 (off campus-local)  
1-800-342-4325 (off campus-long distance)

Program Chair: Beth Schlepp, COTA/L  
Office: GAHC 213G  
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Health Careers  
Office: GAHC 213C  
E-Mail: [Patti.Wells@ndscs.edu](mailto:Patti.Wells@ndscs.edu)  
Office Hours: 7:45 am – 4:45 pm

Trese Saar, Administrative Secretary  
Health Careers  
Office: GAHC 213A  
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Office Hours: 7:45 am – 4:45 pm

Program Fax: 671-2570  
Campus Office Hours 7:45-4:45 (Academic Year-*Summer Hours may vary*)

**COURSE DESCRIPTION:**

OTA 120                      Medical Terminology                      2 Credit

A study of medical word construction including prefixes, suffixes, combining forms, and abbreviations are used in the medical field and rehabilitation included. Open to pre-OT and non major with departmental approval. Fall-First Year

**PROGRAM/COURSE FEES**

Refer to the NDSCS College Catalog or the OTA Student Handbook for specific program/course fees attached to this program/course (if applicable).

**COURSE FOCUS**

This course can be taken before or during first semester of OTA program. It provides a basis for using medical documents and the opportunity to practice oral/written communication skills. Emphasis will be on terms related to the Occupational Therapy field.

**TEXTBOOK AND REQUIRED MATERIALS**

Mosby. (2009). Mosby's Medical, Nursing & Allied Health Dictionary. (8<sup>th</sup> Ed.). ISBN: 978-0-323-04937-5

Myrna LaFluer Brooks. (2011). Exploring Medical Language, A Student-Directed Approach. (8<sup>th</sup> Ed). Mosby Publishing Company. ISBN: 978-0-323-07308-0

OTA 120 Syllabus. (2012). Website: <http://www.ndscs.nodak.edu/instruct/ota/>.

**COURSE OUTLINE**

- I. Introduction to Medical Terminology
- II. Concepts of Word Building using medical terms
  - A. Prefixes
  - B. Suffixes
  - C. Root Words
  - D. Combining Forms
- III. Pronunciation
- IV. Introduction into Medical Dictionaries
- V. Spelling of Medical Terms
- VI. Kinetic Terminology
- VII. Body Systems
- VIII. The Medical Record
- IX. Medical Abbreviations

**LEARNING OUTCOMES**

The following list of course goals will be addressed in the course. These goals are directly related to the learning outcomes. The student will be able to:

- 1. Define the meaning of medical term word roots, prefixes, suffixes.
- 2. Explain common rules for proper medical term formation, pronunciation, and spelling.
- 3. Analyze and spell basic medical terms correctly.

4. Correlate an understanding of the word elements with basic anatomy, physiology, and disease processes of the body.
5. Demonstrate knowledge of kinetic terminology including body planes and movement direction.
6. Construct medical terms in singular and plural forms for specific meanings using component word parts and the rules for use of combining vowels.
7. Identify the meaning of commonly used medical abbreviations.
8. Use medical terminology appropriately, both in terms of pronunciation and in proper context
9. Use a medical dictionary and other sources appropriately as a means of data collection.
10. Demonstrate principles of time management.

### **ACCESS POLICY**

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will **NOT** be accepted. Review the **Access Policy** to learn how you can take a proactive approach to your online success.

### **STUDENT CONTRIBUTIONS**

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course.

As your instructor, if I am unexpectedly unavailable and may be delayed in reviewing or correcting assignments, I will notify the class of this as a sign of courtesy and respect.

An online student who does not submit class work for ten (10) consecutive calendar days may be dropped from the course. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted.

The following action may be taken regarding irregular attendance:

- 1) Dropped from a course or program;
- 2) Course grade may be lowered;
- 3) Termination of financial aid assistance;
- 4) Cancellation of registration;
- 5) Restriction from extra-curricular activities; or
- 6) Any other judgments deemed necessary.

See the entire **NDSCS Attendance Policy**

### **ONLINE DISCUSSIONS**

The online discussions are required activities, and full participation is essential for your success of this course. These discussions are an equivalent to the traditional classroom discussions. You are expected to read all postings, and interact with each other. Refer to the specific Discussion expectations under Discussion Grading Criteria.

## **ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES**

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the **Online Student Participation and Conduct Guidelines** to learn of these expectations.

### **ASSIGNMENTS**

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have **10% of grade points deducted** at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend **at least four (4) hours per week** in the online class, studying, and completing assignments.

### **SUBMITTING ASSIGNMENTS**

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor by telephone to make other arrangements.

### **STUDENT-INSTRUCTOR COMMUNICATIONS**

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor **will not** be available 24 hours a day. I will check my email, voicemail, and Cyber Office messages on a regular basis, but there may be times when I am unavailable due to other commitments and job responsibilities. I will respond to email, voicemail, or Cyber Office messages as time allows. As a general rule, you can expect your direct question to be answered within 24 hours during week days.

When sending an email, please include your full name so I know to whom I'm responding. Often, the email address does not indicate who is sending the message.

### **HELP DESK**

For technical problems like not being able to view a page, slowness issues, problems viewing video or hearing audio, things not working as they should, please contact the 24/7 eCollege helpdesk at (877)740-2213, or email them by at [helpdesk@ndscsonline.org](mailto:helpdesk@ndscsonline.org). In addition, there is a **Chat Live with a Helpdesk Technician** feature located in the Help tab. Just click the *Contact Help Desk* option under Table of Contents. They do not answer homework questions; send those to me.

### **GRADING AND EVALUATION**

Letter grades will be assigned as follows:

93-100%	A-Excellent
86-92%	B-Superior
80-85%	C-Average

74-79% D-Deficient (not passing for OTA Courses)  
Below 73% F-Failure

Grading will be done by accumulative points from all assignments. These accumulative points will be weighted as listed below. The student's lowest chapter test score will be dropped. The final exam will be a comprehensive exam and must be taken. The final exam score **cannot** be dropped.

Assignments will be weighed as follows:

Chapter Review Worksheets - 30%

Discussions – 10%

Quizzes/Exams - 60%

Evaluation will be done by chapter worksheets, discussion and quizzes and tests. Extra credit will be offered per discretion of the instructor. The student must achieve 80% in the course or it will need to be repeated.

**DISCUSSION GRADING CRITERIA**

You are expected to respond to discussion questions and to *two* of your classmates as assigned. Each posting must be relevant and substantive. Responses to classmates must also be relevant and substantive (more than "I agree.") Your first entry is expected by Wednesday each week. Check back into the Discussion to respond to your classmates by Saturday. You will be graded on participation according to the following:

**Each week is worth 10 points**

<b>Number of Points</b>	<b>Skills</b>
9-10	Demonstrates excellence in grasping key concepts; comments or gives feedback on work of others; stimulates discussion; provides sample citations for support of opinions; readily offers new interpretations of discussion material. Ideas are expressed clearly, concisely; uses appropriate vocabulary.
7-8	Shows evidence of understanding most major concepts; will offer an occasional divergent viewpoint or challenge; shows some skill in support for opinions. Some signs of disorganization with expression; transition wording may be faulty.
5-6	Has mostly shallow grasp of the material; rarely takes a stand on issues; offers inadequate levels of support. Poor language use garbles much of the message; only an occasional idea surfaces clearly; expression seems disjointed; overuse of the simple sentence and a redundancy with words and commentary; paragraphs often appear unrelated to each other. This student requires constant prompting for contributions.
1-4	A minimal posting of material. Shows no significant understanding of material. Language is mostly incoherent. Does not respond readily to prompting.

### **DEPARTMENTAL GRADING POLICY**

1. Students must pass each OTA course with at least 80% accuracy.
2. If the student does not attain an 80% on an assignment or project, the student will be permitted to redo the assignment/project one more time.
3. The grade assigned for the retake will be no higher than 80%.
4. Time limits for retakes are one to two weeks at the discretion of the instructor.

### **TIE TO PROGRAM ASSESSMENT OUTCOMES:**

This course addresses the following assessment outcomes:

Student Outcome #3: Communicate effectively with others in oral and written format. The focus will be on writing skills to include sentence structure, grammar, spelling and legibility.

Student Outcome #4: Demonstrate professional behavior as outlined in the AOTA Code of Ethics. The focus will be on attendance and student conduct in the classroom.

### **TIE TO CURRICULUM DESIGN**

Medical language is the framework on which the practice of medicine is built. Practicing healthcare professionals, including occupational therapy assistants, use medical language every day to communicate with each other. Communication in any language consists of five language skills including:

1. Reading
2. Listening
3. Thinking, analyzing, and understanding
4. Writing and spelling
5. Speaking and pronouncing

These same skills apply to and are critical in learning and using medical terminology. This is an introductory OTA course that uses generalization to serve as a common background in which students build on logical sequential learning.

### **COURSE SCHEDULE**

This class is an online course. See class schedule for specific dates. The instructor reserves the right to modify or adjust the schedule as the class progresses. All modification and adjustments in class schedule or assignments will be announced in class.

### **ACADEMIC INTEGRITY**

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or College Catalog under College Policies and Basic Regulations of Conduct.

The O.T.A. Program is committed to upholding high standards of academic integrity. Acts of academic dishonesty undermine the values of the learning environment and are a direct violation of the American Occupational Therapy Association Code of Ethics (XIII).

Any act of academic dishonesty is a serious offense. Such acts include, but are not limited to, plagiarism (theft of other's words, ideas and using them as one's own), cheating, intentionally damaging the work of others and assisting others in an act of dishonesty by allowing others to copy your work, selling or giving others previous course work.

Students discovered to have committed acts of dishonesty are subject to penalties initiated by the instructor who teaches the course unit. Penalties can range from zero or reduced grade to a recommendation of suspension from the program for serious or repeated offenses.

Following the program Confidentiality Policy is required at all times in this course, including any social media networking. Refer to the OTA Student Handbook for the complete policy.

### **DISABILITIES**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Accessibility Services Coordinator in person at 215 Mildred Johnson Library, by phone 671-2623, toll free at 1-800-342-4325 (ext. 32623) or by email at [mindy.bessler@ndscs.edu](mailto:mindy.bessler@ndscs.edu) as early as possible in the term.

### **CHANNELS OF AUTHORITY**

Any issues regarding the course should be discussed with the instructor of the course. If there is no successful resolution to the issue, contact the Department Chair. If there is no successful resolution within the Department, then the Division Dean may be contacted at 701- 671-2295 (32295).

*Revised: June 12, 2012 (tas)*

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***\*\*The material in this packet may be subject to change at the discretion of the instructor. Students will be notified of any changes in class and or email.***