

OST 1257C CRN 24879 Valencia West Campus Spring, January 8 – April 29, 2018
3 Credit Hours; Online
No Show Reporting Period January 17 - 26, 2018
MEDICAL TERMINOLOGY FOR THE OFFICE
WITHDRAWAL DEADLINE – March 30, 2018

DATE	ASSIGNMENT	
<p>Week of 1/8/2018 Week 1</p>	<p style="text-align: center;">Introduction-Orientation</p> <p style="text-align: center;">Read How to Use this Book in <u>Building A Medical Vocabulary</u></p> <p style="text-align: center;">And</p> <p style="text-align: center;">Read: Building Medical Terms Starting with Medical Specialties pages 1 – 11</p> <p style="text-align: center;">Go through the online links to review all materials for the course</p>	<p style="text-align: center;">Online Handout: Building Medical Terms Starting with Medical Specialties – Tools for Building Medical Terms</p>
<p>Week of 1/15/2018 Week 2</p>	<p>Work on the Self-Test at the end of Chap 1. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p style="text-align: center;">Download and begin to work on the Study Sheet for Test 1</p>	<p style="text-align: center;">Online Handout: Building Medical Terms Starting with Medical Specialties – Tools for Building Medical Terms</p>
<p>Week of 1/22/2018 Week 3</p>	<p>Read: Building Medical Terms Starting with Medical Specialties pages 12 – 30</p> <p style="text-align: center;"><u>Study all vocabulary and</u></p> <p>Complete the Self-Test at the end of Chap 1. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p style="text-align: center;">Work on the Study Sheet for Test 1</p>	<p style="text-align: center;">Online Handout: Building Medical Terms Starting with Medical Specialties – Building on Familiar Terms</p>
<p>Week of 1/29/2018 Week 4</p>	<p>Read: Diseases and Disorders: Diagnostic and Therapeutic Terms pages 54 – 74</p> <p style="text-align: center;"><u>Study all vocabulary and</u></p> <p>Work on the Self-Test at the end of Chap 2. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p style="text-align: center;">Work on the Study Sheet for Test 1</p>	<p style="text-align: center;">Online Handout: Diseases and Disorders – Diagnostic and Therapeutic Terms; Diagnostic, Therapeutic and Surgical Terms</p>

<p>Week of 2/5/2018 Week 5</p>	<p>Read: Diseases and Disorders: Diagnostic and Therapeutic Terms pages 33 – 54</p> <p><u>Study all vocabulary and</u> Work on the Self-Test at the end of Chap 2. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p>Work on the Study Sheet for Test 1</p>	<p>Online Handout: Diseases and Disorders – Diagnostic and Therapeutic Terms; Diseases and Disorders</p>
<p>Week of 2/12/2018 Week 6</p>	<p>Read: Diseases and Disorders: Diagnostic and Therapeutic Terms pages 75 – 83</p> <p><u>Study all vocabulary and</u> Complete the Self-Test at the end of Chap 2. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p>Complete the Study Sheet for Test 1</p>	<p>Online Handout: Same as above</p>
<p>Week of 2/19/2018 Week 7</p>	<p>Complete all questions and study the Study Sheet for Test #1</p>	<p>Concentrate and memorize the Study Sheet for Test #1</p>
<p>Week of 2/26/2018 Week 8</p>	<p>QUIZ</p>	<p>Will add ½ point to overall final score if taken and passed.</p>
<p>Week of 3/5/2018 Week 9</p>	<p>TEST 1</p>	
<p>Week of 3/12/2018 Week 10</p>	<p>NO SCHOOL</p>	<p>Enjoy the week off.</p>
<p>Week of 3/19/2018 Week 11</p>	<p>Read: Organization of the Body pages 86 – 93</p> <p><u>Study all vocabulary and</u> Work on the Self-Test at the end of Chap 3. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p>Download and begin to work on the Study Sheet for Test 2</p>	<p>Online Handout: Organization of the Body; Prefixes</p>

<p>Week of 3/26/2018 Week 12</p>	<p>Read: Organization of the Body pages 93 – 123</p> <p><u>Study all vocabulary and</u> Complete the Self-Test at the end of Chap 3. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p>Work on the Study Sheet for Test 2</p>	<p>Online Handout: Organization of the Body</p>
<p>Week of 4/2/2018 Week 13</p>	<p>Read: Body Fluids pages 127 – 157</p> <p><u>Study all vocabulary and</u> Work on and complete the Self-Test at the end of Chap 4. You do not need to turn this in, but do it for your knowledge.</p> <p>Review and study the Online Handout for the chapter.</p> <p>Complete the Study Sheet for Test 2</p>	<p>Online Handout: Body Fluids; Body Fluids and Immunity</p> <p>Ancillary – (Body Fluids and Immunity) Blood Info.</p>
<p>Week of 4/9/2018 Week 14</p>	<p>Review all material for Final Test chapters. Review all Self-Tests for Final Test Chapters. Review Study Sheet for Test 2 for potential errors. Contact professor if unable to find answers.</p>	<p>Study All online handouts for Test 2 Concentrate and memorize the Study Sheet for Test #2</p>
<p>Week of 4/16/2018 Week 15</p>	<p>QUIZ</p>	<p>Will add ½ point to overall final score if taken and passed.</p>
<p>April 23/24 and 25 2018 Week 16</p>	<p>TEST 2</p>	<p>NOTE: THERE ARE ONLY <u>THREE</u> DAYS IN WHICH YOU CAN TAKE THE FINAL TEST.</p>
<p>April 26, 2018</p>	<p>MAKE-UP TEST(S) ONLY FOR PRIOR APPROVED TESTING ABSENCE</p>	<p>MAKE-UP TESTS MUST BE COMPLETED ON 4/26/2018</p>