



# Medical Terminology - Mdca 1313

Course Syllabus: Summer 2017

---

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

## April Brannon

**Office:** Online

**Phone:** Cell: 903-563-5478 (I prefer text messages or email)

**Email:** abrannon@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online	Online	Online	Online	Online	

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description (include prerequisites):** This course is a study and practical application of the medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

### Required Textbook(s):

"Medical Terminology Complete" 2<sup>nd</sup> ed. by Bruce Wingerd, Copyright 2013  
Taber's Cyclopedic Medical Dictionary, 21<sup>st</sup> ed.

**Publisher:** Pearson  
Davis

**ISBN Number:** 0-13-513395-5  
0-8036-1559-0

### Recommended Reading(s):

Along with your text books for this course, additional course materials such as PowerPoint presentations and articles are available as educational resources. Please refer to the course calendar for any additional readings.

### Student Learning Outcomes:

- Describe and diagram the components of a medical term. (CAAHEP IV.CIV.10)
- Build a medical term using prefixes, suffixes, word roots, and combining forms. (CAAHEP IV.CIV.10)
- Utilize medical terminology to build descriptive sentences.
- Define words provided using a medical dictionary.
- Demonstrate knowledge of common medical terminology components and abbreviations related to all body systems. (CAAHEP IV.CIV.11)
- Pronounce and spell common medical terms.
- Use appropriate medical abbreviations and symbols when communicating in writing.

**Exemplary Educational Objectives:**

1. Have an extensive knowledge-base of theory, technologies, skills, practices, and research related to the medical environment and be able to apply these to the issues encountered in the medical environment.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

**SCANS Skills:**

Resources: Identify and build medical terminology using prefixes, suffixes, word roots, and combining forms so that appropriate terms and symbols are used when communicating.

Interpersonal: Recognize limitations of expertise and communicate with instructor when questions arise. Show respect for instructor and peers during class time.

Information: Apply information gained from lecture, laboratory, Internet, and independent study to acquire relevant information to specific topics that relate to medical terminology.

Systems: Apply critical thinking skills to medical terminology discussions.

Technology: Use computers and the Internet to access course materials and other relevant course information and research.

**Lectures & Discussions:**

This is an online course, there is no on-ground requirement. For maximum learning experience, it is suggested that you check into our online classroom at least once per day. Powerpoint lectures and discussion questions are a key component to the online environment. Please refer to the online classroom for assignments, assignment rubrics, lectures, and discussion requirements.

**Evaluation/Grading Policy:**

Exams will be given each week throughout the semester and will cover information contained in your text, Powerpoint lectures, worksheets, and any additional materials given by the instructor during course. If there is an alteration in the class calendar, the change will be posted in the announcements area of BlackBoard.

The instructor will not drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar’s office. Failure to do so will result in an “F” being awarded in the course. Last day to withdraw with a grade of "W" is Thursday, April 11, 2013.

**Grading Scale:**

DQ’s and Workbook assignments	25%
Examinations and Synopses	35%
Final Comprehensive Exam	40%

Grading Scale: The grading scale of all evaluation combined will be as the following

90% - 100%	=	A
89% - 80%	=	B
79% - 70%	=	C
69% - 60%	=	D

Below 59% = F

**Tests/Exams:**

All examinations are considered to be a part of the course work upon which a major portion of your final grade will be based. Class exams are listed in the class calendar. If this calendar must be altered, the change will be posted in the announcements section of BlackBoard. There are NO make-up exams! If you have a conflict with the date, it is your responsibility to contact me in advance of the exam to make arrangements for alternate testing. Failure to do so will result in an examination grade of zero.

Tests: There is a weekly test over each chapter. This test is in Respondus format which is an electronic format that is auto-generated, graded and immediately entered into your grade book. Each test is formatted in “lock down” mode, which prevents the user from accessing outside web pages during the tests. The tests each have a 30 minute time limit and must be taken in one sitting. You will only have one opportunity to take each test. Each test must be submitted for credit by the due date.

Final Comprehensive Test: This test will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted the last week of class.

**Assignments:**

All assignments are due on the specified due date and are listed in the course calendar. I do NOT accept late assignments. If you are unable to turn assignments in on the appointed date, please contact me to make appropriate arrangements. Failure to do so will result in a zero for the assignment.

Synopses: There are several synopses due throughout the semester. Synopsis forms are posted in the learning module for the week the synopsis is due. Please note that you must adhere to APA standards for citations and references of your written material.

Worksheets: Worksheets for each chapter are due weekly. There are two worksheet formats:

1. Printable Worksheet: This worksheet is in PDF printable format that can be printed and completed.
2. Worksheet for Submission: This worksheet is numbered the same as the printable version except it is formatted in Respondus. Respondus is an electronic format that can be auto-generated, graded, and immediately entered into your grade book.

The Worksheet for Submission is the version that must be submitted for credit by the due date.

**Other Course Requirements:**

Discussion questions are an additional component of this class. You will have at least one DQ due each week. Your initial response to the DQ is due by Day 3 with at least two peer responses due by Day 5. The rubric for discussions is posted in each learning module. Please note that you must adhere to APA standards for citations and references of your written material. The DQ posting requirements are posted in the DQ rubric.

## Course Calendar

### Medical Terminology Spring 2013

\*\*Please note, the course week begins on Monday at 12:01am and ends on Sunday, 12:00 midnight.  
Day 1 is Monday of each week, Day 7 is Sunday of each week.

Week	Lecture Topic	Date
Week 1	Course and BlackBoard Introduction	
	Chapter 1 – Introduction to Word Parts and Word Construction	Jan 14 - Jan 20
Week 2	Chapter 2 – Understanding Suffixes	Jan 21 - Jan 27
Week 3	Chapter 3 – Understanding Prefixes	Jan 28 - Feb 3
Week 4	Chapter 4 – The Human Body in Health and Disease	Feb 4 - Feb10
Week 5	Chapter 5 – The Integumentary System	Feb 11 - Feb 17
Week 6	Chapter 6 – The Skeletal and Muscular Systems	Feb 18 - Feb 24
Week 7	Chapter 7 – Blood and the Lymphatic System	Feb 25 - Mar 3
Week 8	Chapter 8 – The Cardiovascular System	Mar 4 - Mar 10
Week 9	Chapter 9 – The Respiratory System	Mar 18 - Mar 24
Week 10	Chapter 10 – The Digestive System	Mar 25 - Mar 31
Week 11	Chapter 11 – The Urinary System	April 1 - April 7
Week 12	Chapter 12 – Reproductive System and Obstetrics	April 8 - April 14
Week 13	Chapter 13 – The Nervous System, Mental Health and Special Senses	April 15 - April 21
Week 14	Chapter 14 – The Endocrine System	April 22 - April 28
Week 15	Finals	April 29 - May 5

#### **Student Responsibilities/Expectations:**

1. Check into class at least one time per day.
2. Participate in online discussions.
3. Be respectful of instructors and classmates.
4. Please respect "netiquette" since this is an online environment.

#### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

#### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic

pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**Family Educational Rights And Privacy Act (Ferpa):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Other Course Policies:**

APA (American Psychological Association) Format: APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a table to avoiding plagiarism and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material. If you are unfamiliar with APA formatting, I have provided an Internet link on the "START HERE" page for reference.

**Online Communication:**

Since this is online course and we do not interact face-to-face, good communication within the online environment is essential. Please read "The Core Rules of Netiquette" posted under "START HERE."

If you have any questions regarding course content or questions related specifically to the class, please post them in the "Ask The Instructor Forum" posted under "START HERE" or "DISCUSSIONS." Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom twice daily during the semester. If for any reason I will be unavailable during the semester, I will post the information under the "Announcements" tab.

**Course Navigation:**

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. It is your responsibility to ensure your knowledge of

the BlackBoard system. If you have any questions, please post in the “Ask The Instructor Forum,” or you can contact NTCC’s Tech Support or your instructor. There are several “tabs” to the left of the course screen that provide additional information for the course.

**Internet Connection Issues:**

Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues. If you have issues regarding connectivity, please contact NTCC’s Tech Support for help. If you have issues with navigating through the BlackBoard system, please refer to the “HELP” tab to the left on the course screen.

**Illness or Emergencies:**

When illness or emergencies arise which necessitate a student's inability to complete assignments, the instructor should be notified as soon as possible.