



## Coleman College for Health Sciences Medical Assistant Program

<https://www.hccs.edu/programs/areas-of-study/health-sciences/medicalassistant/>

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### MDCA 1313: Medical Terminology | Lecture | # 13043

Summer 2021 | First 8 Weeks (06.07.2021-08.01.2021)

| Online Anytime: Distance Education

3 Credit Hours | 48 hours per semester

The course modality of this class is *online Anytime*. **Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.** Attendance will be taken through completion of online assignments.

#### Instructor Contact Information

Instructor: Diana Robertson-Shirdon, CMA(AAMA), RN, AAS

Office: Room 225, in Suite 226 Office Location: Coleman College for Health Sciences Office

Phone: 713-718-5489 HCC Email: [d.robertsonshirdon@hccs.edu](mailto:d.robertsonshirdon@hccs.edu)

VIRTUAL Office Hours: Mondays 1p – 3p and Wednesdays 9a – 11a

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and to discuss course topics.

#### Instructor's Preferred Method of Contact

CANVAS messaging is my preferred method of contact. However, I may also be reached via email: [d.robertsonshirdon@hccs.edu](mailto:d.robertsonshirdon@hccs.edu) or via office phone: 713-718-5489. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings. If a student has an urgent matter and is unable to reach the instructor, students may contact Nadine Montique, the Medical Assisting Program's Administrative Assistant at [nadine.montique1@hccs.edu](mailto:nadine.montique1@hccs.edu) or 713-718-7639.

#### What's Exciting About This Course

MDCA 1313 is an introduction to Medical Terminology. In this course, you will learn the basics for understanding the language of healthcare in order for you to work in the various fields of medicine. You will pronounce, spell, define medical terminology and apply the terms as it relates to body systems, signs, symptoms, diagnoses, tests, procedures, surgeries and therapies. This knowledge will assist you in comprehension of communication between healthcare professionals as well as reinforce methods of documenting patient care.

## My Personal Welcome

Welcome to Medical Terminology—I'm delighted that you have chosen this course! I have over 32 years of experience in the Healthcare Field. I have worked in a plethora of settings including: Medical-Surgical, Telemetry, Mom/Baby, and NICU units in regional hospitals in Ohio and Texas; as a Home Health and Infusions nurse; at Kelsey Seybold as a triage nurse and completely ran and managed an immunizations clinic within their Clear Lake office, in an elementary school in South Carolina as a school nurse. As a Medical Assistant, I have worked in Urgent Care and female family practice. I have been teaching for over 13 years in Medical Assisting and online continuing education nursing courses. I am a Certified Medical Assistant through AAMA (American Association of Medical Assisting) with two Associates of Science degrees in Medical Assisting and Nursing (and have a few classes remaining to complete my BSN, and then likely will start on my MSN). As faculty with a wide range of experiences in the medical field, I am committed to share it with you in order for you to achieve your educational and career goals. I can hardly wait to pass that on! I will, however, be challenging you along your way to becoming a healthcare professional!

I am available to support you. The fastest way to reach me is by my HCC email or if it's an urgent matter, via my virtual office hours. My goal is for you to walk out of the course with a better understanding of medical terminology. So please contact me whenever you have a question.

## Prerequisites and/or Co-Requisites

MDCA 1313 requires college-level reading and writing skills (completion of INRW 04020 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. This course is a prerequisite for the Medical Scribe Program. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

This section of MDCA 1313 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) and Connect/McGraw Hill for class assignments, exams, and activities. Considering this is an online course, students must have access to a laptop computer or PC to complete all course work. (Please note that tablets, phones and Notebooks do not always work with the online sites, material and lockdown browsers.) Once students log in to CANVAS, they will hover over the course and click. Once in the course, they will find all the information they need under MODULES. Included under MODULES is START HERE material, which will instruct them on how to navigate through the course, as well as expectations, assignments, quizzes, etc. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.** (Preferably Chrome, as it has the least glitches)

## HCC Online Information and Policies

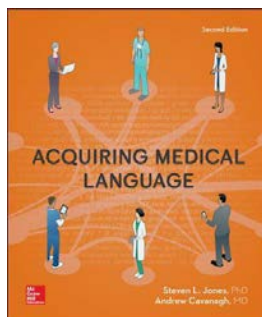
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



The textbook listed below is **required** for this course. **"Acquiring Medical Language"** (2nd edition) by Steven L. Jones and Andrew Cavanagh (McGraw Hill). ISBN: 9781259638169

### Required Materials:

Do not purchase a book or access code for this course. You have already paid for your course materials through the registration process. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through this Canvas site. NO other purchase is necessary. For student who wish to have a printed copy of the text, an optional low cost print copy is available for purchase at the Houston Community College Bookstore at Central Campus. You have the right to opt-out and purchase your own course materials if you desire, prior to the official day of record June 14, 2021. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail prices and access to your materials may be suspended.

Student Video: How to access eBook Course Materials in Canvas:

<https://vimeo.com/304674236>

### Other Instructional Resources

Recommended to supplement your learning is a Medical Dictionary, but it is optional. The book is "Steadman's Medical Dictionary for Health Professionals" by Lippincott, Williams & Wilkins This book is found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from Wolters Kluwer. Order your book here: [HCC Bookstore](#)

## Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

MDCA 1313 is a study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms.

## Core Curriculum Objectives (CCOs)

MDCA 1313 satisfies the workforce requirement in the HCCS core curriculum. The HCCS Medical Assistant Program has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a medical record review, discussions, research paper, or project.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a medical record review, discussions questions, research paper, or project.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose of goal by completing textbook reading assignments, and answering questions during discussion that pertain to Course Student Learning Outcome #1 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading

assignments, completing assignments, answering questions during discussion, quizzes and exams that pertain to Course Student Learning Outcome below #1.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/medical-assistant/>

## Course Student Learning Outcomes (CSLOs)

Upon completion of MDCA 1313, the student will be able to:

1. Define terms and abbreviations, which apply to the structural organization of the body.
2. Analyze and identify terms and their components from a list, including prefix, suffix roots and combining forms.
3. Pronounce, spell and define medical terms.
4. Interpret the contents of a written patient medical scenario.

## Learning Objectives

Students will:

- 1.1 Describe how medical words are formed from word roots, combining forms, suffixes and prefixes.
- 2.1 Recall and recognize abbreviations that relate to all body systems
- 3.1 Memorize medical words for surgical, diagnostic and symptomatic suffixes
- 4.1 Demonstrate correct pronunciation of medical terms.
- 5.1 Apply knowledge of spelling and definitions.
- 6.1 Given a patient medical record analyze medical information.
- 7.1 Define and give examples of word roots, combining forms, suffixes, and prefixes as it relates to the body systems.

## Student Success

Expect to spend at least twice as many hours per week outside of class as you would've in class studying the course content. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Assigned readings in the text & Audio Recordings
- Completing LearnSmart & Body Animated assignments
- Completing Self Study and ABA assignments
- Completing quizzes and exams

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during Online Office Hours appointment times

As a student, it is your responsibility to:

- Complete online course work
- Participate actively by reviewing course material, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 75% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

### Connect Smartbook and Body Animated Assignments

**Each chapter has corresponding Smartbook and some have Body Animated Assignments within Connect. Students will click on an assignment within Modules in Canvas and it will direct you to the assignment within Connect. There are 13 Smartbook Assignments and 11 Body Animated Assignments. Assignments will open on Mondays at 1201am and will need to be completed by the proceeding Sunday at midnight, giving students 1 week to complete the assessments. These assignments count as 10% of the total final grade.**

### Connect Self Study and ABA (Application Based Activities)

**Each chapter has a corresponding Self Study and some have ABA assignments within Connect. THESE ARE OPTIONAL ASSIGNMENTS to enhance your learning, especially on chapters that students feel weak in. Students will click on an assignment within Modules in Canvas and it will direct you to the assignment within Connect. There are 13 Self Study assignments and 18 ABA assignments. Assignments will open on**

**Mondays at 1201am and will need to be completed by the proceeding Sunday at midnight, giving students 1 week to complete the assessments.**

### **Connect Homework & Audio Record Assignments**

**Each chapter has a corresponding Homework assignment, and some have Audio Record assignments within Connect. Students will click on an assignment within Modules in Canvas and it will direct you to the assignment within Connect. There are 13 Homework assignments and 11 Audio Record assignments. Assignments will open on Mondays at 1201am and will need to be completed by the proceeding Sunday at midnight, giving students 1 week to complete the assessments. These assignments count as 15% of the total final grade.**

### **Quizzes**

**Each chapter has a corresponding quiz for each chapter. Students will click on an assignment within Modules in Canvas and it will direct you to the assessment within Connect. There are 13 Quizzes, one for each chapter, and they consist of 25 (mostly multiple choice) questions each. Assessments will open on Mondays at 1201am and will need to be completed by the proceeding Sunday at midnight, giving students 1 week to complete the assessments. There are two attempts permitted on each quiz, and the final score for the quiz will be the average of the two. If a student elects to utilize both attempts on the quiz, both attempts must be completed by the due date to count. These assessments count as 20% of the total final grade.**

### **Exams**

**There are 3 exams throughout the semester. Exams consist of 50 (mostly multiple choice) questions each. Students will click on an assignment within Modules in Canvas and it will direct you to the assessment within Connect. ONE DAY is permitted for completion of the exams and only one attempt is allotted. Exams will open at noon on Saturdays and will close on Sundays at midnight. Please see the Course Schedule/Calendar for the dates and chapters covered. The three exams count for 25% of the total final grade**

### **Final Exam**

**All students will be required to take a comprehensive (covering content from all Modules) departmental final exam, which consists of 150, mostly multiple choice, questions. The final exam will be taken during the last week of class and will be taken online on the specified day and time. Students will be sent a link to the online class approximately 15 minutes prior to the exam start time. Students will log on to receive the final exam access code. They will then log off and immediately begin the final exam. Be sure to log in at least 10 minutes early so that we may address any connection issues you may have. If a student is unable to take the exam on the specified day/time, the student must email the instructor AT LEAST one week prior**

**to make other arrangements to take the exam early (prior to the day/time it is scheduled). Information to prepare for the exam may be found on <https://eagleonline.hccs.edu> The Final Exam counts as 30% of the total course grade.**



## Grading Formula

In order to successfully complete MDCA 1313, the student is responsible for adherence to the attendance policy, completion of all assignments as designated in this syllabus; passing all written examinations, quizzes and assignments with a minimum grade average of 75% and achieve a final course average of 75% or higher.

Health Science Programs Grading Scales differ from the approved HCC Grading Scale. See the "Program Discipline" requirement section of this syllabus.

Smartbook & Body Animated	10%
Homework & Audio Record	15%
Quizzes	20%
Exams	25%
Final Exam	30%

Grade	Total Points
A	90-100
B	89-90
C	79-75
D	60-74
F	<60

### Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

### Course Calendar

<b>MDCA 1313 – Medical Terminology 8 Week Course Calendar</b>	
<b>Item</b>	<b>Deadline</b>
Complete the Online Orientation	June 11 by midnight
Review all items in the Start Here Module and the Course documents. Complete and Introduction Meet & Greet Discussion (under To Do in the Start Here Module) Complete the Orientation Videos and Audio Orientation Prep in Connect if you're unfamiliar with how to navigate within the Connect assignments.	June 11 by midnight
<b>WEEK 1</b>	
Attend Mandatory Online Conference Meeting for Week 1 (Your instructor will send you a link to your CANVAS messages - INBOX on left menu approximately 10 minutes before class time). Follow prompts and once you are in the Conference, type "Hello" in the bottom text box and click on the arrow beside it to post it. If a student is not able to attend this Mandatory meeting, the student must email the instructor at least 24 hours prior to make other arrangements, and to prevent being dropped from the course due to lack of attendance.	June 9 at 930am
Review all Smartbook (Connect) material for Chapter 1 and complete the exercises (REQUIRED)	Jun 13 by midnight
Complete Chapter 1 Connect Homework Assignment (REQUIRED)	6/13 by midnight

<b>Complete Module 1 Quiz (CH 1) REQUIRED</b>	<b>6/13 by midnight</b>
<b>Complete Chapter 1 Connect LearnSmart and Self Study Assignments (OPTIONAL)</b>	<b>6/13 by midnight</b>
<b>WEEK 2</b>	
<b>Review all SmartBook (Connect) material for Chapters 2 &amp; 3 &amp; complete the exercises; Complete Body Animated for CH 3 (REQUIRED)</b>	<b>June 20 2021 by midnight</b>
<b>Complete Chapters 2 &amp; 3 Homework Assignments (Connect); and complete CH 3 Audio Record assignment (REQUIRED)</b>	<b>6/20 by midnight</b>
<b>Complete Module 2 Quizzes (CHs 2 &amp; 3) REQUIRED</b>	<b>6/20 by midnight</b>
<b>Complete EXAM 1 – opens on 6/19 and closes on 6/20 at midnight (over CH's 1 – 3) REQUIRED</b>	<b>6/20 by midnight</b>
<b>Complete Chapters 2 &amp; 3 Self Study Assignments (Connect); and complete ABAs (OPTIONAL)</b>	<b>6/20 by midnight</b>
<b>WEEK 3</b>	
<b>Review all SmartBook (Connect) material for Chapters 4 &amp; 5 &amp; complete the exercises; Complete Body Animated for CH 4 &amp; 5 (REQUIRED)</b>	<b>Jun 27 2021 by midnight</b>
<b>Complete Chapters 4 &amp; 5 Homework Assignments (Connect); and complete CH 4 &amp; 5 Audio Record assignment (REQUIRED)</b>	<b>6/27 by midnight</b>

<b>Complete Module 3 Quizzes (CHs 4 &amp; 5) REQUIRED</b>	<b>6/27 by midnight</b>
<b>Complete Chapters 4 &amp; 5 Self Study Assignments (Connect); and complete ABAs (OPTIONAL)</b>	<b>6/27 by midnight</b>

<b>WEEK 4</b>	
<b>Review all SmartBook (Connect) material for Chapters 6 &amp; 7 &amp; complete the exercises; Complete Body Animated for CH 6 &amp; 7 (REQUIRED)</b>	<b>July 4, 2021 by midnight</b>
<b>Complete Chapters 6 &amp; 7 Homework Assignments (Connect); and complete CH 6 &amp; 7 Audio Record assignment (REQUIRED)</b>	<b>7/4 by midnight</b>
<b>Complete Module 4 Quizzes (CHs 6 &amp; 7) REQUIRED</b>	<b>7/4 by midnight</b>
<b>Complete EXAM 2 – opens on 7/3 and closes on 7/4 at midnight (over CH's 4 – 7) REQUIRED</b>	<b>7/4 by midnight</b>
<b>Complete Chapters 6 &amp; 7 LearnSmart, Self Study (Connect); and ABA Assignments (OPTIONAL)</b>	<b>7/4 by midnight</b>
<b>WEEK 5</b>	
<b>Review all SmartBook (Connect) material for Chapters 8 &amp; 9 &amp; complete the exercises; Complete Body Animated for CH 8 &amp; 9 (REQUIRED)</b>	<b>July 11, 2021 by midnight</b>

<b>Complete Chapters 8 &amp; 9 Homework Assignment (Connect); and complete CH 8 &amp; 9 Audio Record assignments</b>	<b>7/11 by midnight</b>
<b>Complete Module 5 Quizzes (CHs 8 &amp; 9) REQUIRED</b>	<b>7/11 by midnight</b>
<b>Complete Chapters 8 &amp; 9 LearnSmart, Self Study (Connect); and ABA Assignments (OPTIONAL)</b>	<b>7/11 by midnight</b>
<b>WEEK 6</b>	
<b>Review all SmartBook (Connect) material for Chapters 10 &amp; 11 &amp; complete the exercises; Complete Body Animated for CH 10 &amp; 11 (REQUIRED)</b>	<b>July 18, 2021 by midnight</b>
<b>Complete Chapters 10 &amp; 11 Homework Assignment (Connect); and complete CH 10 &amp; 11 Audio Record assignments</b>	<b>7/18 by midnight</b>
<b>Complete Module 6 Quizzes (CHs 10 &amp; 11) REQUIRED</b>	<b>7/18 By midnight</b>
<b>Complete EXAM 3 – opens on 7/17 and closes on 7/18 at midnight (over CH's 8 – 11) REQUIRED</b>	<b>7/18 by midnight</b>
<b>Complete Chapters 10 &amp; 11 LearnSmart, Self Study (Connect); and ABA Assignments (OPTIONAL)</b>	<b>7/18 by midnight</b>
<b>WEEK 7</b>	
<b>Review all SmartBook (Connect) material for Chapters 12 &amp; 12 &amp; complete the exercises; Complete Body Animated for CH 12 &amp; 13 (REQUIRED)</b>	<b>July 25, 2021 by midnight</b>

Complete Chapters 12 & 13 Homework Assignment (Connect); and complete CH 12 & 13 Audio Record assignments	7/25 by midnight
Complete Module 6 Quizzes (CHs 12 & 13) REQUIRED	7/25 by midnight
Complete Chapters 12 & 13 LearnSmart, Self Study (Connect); and ABA Assignments (OPTIONAL)	7/25 by midnight
<b>WEEK 8</b>	
<p><b>Comprehensive Final Exam</b></p> <p>No testing will be permitted outside the 24 hour window that is allotted. The exam will open at 12am on Monday, July 26 and must be COMPLETED prior to midnight on July 26, 2021.</p> <p>The FINAL EXAM IS PROCTORED VIA VIDEO, THEREFORE STUDENTS MUST HAVE A VIDEO CAMERA ON THEIR COMPUTER IN ORDER TO TAKE THE FINAL EXAM!</p> <p><i><b>Congratulations!!! You're finished!!</b></i></p>	7/26 by midnight

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course contents and skills) outlines in the syllabus. If you find you are not mastering the material

and skills, you are encourage to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance. The MDCA Program provides a prescription for success. Please see your instructor. It is the student's responsibility to consult with the instructor for any make-up assignments. The instructor is not required to provide any make-up assignments. All or any make-up work is at the discretion of the individual instructor. Midterm and final exam must be taken at the designated time and scheduled. **There is no makeup for midterm or final exams.**

### Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentprocedures/>

### Attendance Procedures

Research has shown that the *single most important factor* in student success is ATTENDANCE. Attendance (**which equates to participation in the online conferences and completion of the weekly Modules work**) is mandatory. HCC Policy state that you may be withdrawn by your instructor after missing 12.5% of the course (which equates to 2 weeks without participation in the course/completion of the weekly work) or never attended (which includes logging in to your online classes). Although is it your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences (failure to complete online course work 2 weeks in a row). If you must withdraw from a course for any reason, please contact the instructor and/or program director (via e-mail or phone). **The last day to drop this course is July 12, 2021 at 4:30 p.m.** Please give your instructor 24 hours' notice.

### Student Conduct

Students are expected to be respectful of classmates and faculty at all times. It is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously, and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal.

### Instructor's Course-Specific Information

Students are permitted one week to complete their Module work and quizzes. Late quizzes are not accepted. If a student submits late assignments, 25% will be deducted for each day late. No assignments are accepted that are greater than 3 days late as the score will then be

a zero.



## Medical Assistant Program Information

Medical Assistant Program handbook- see the link below

<https://learning.hccs.edu/programs/medical-assisting/medical-assistant-handbook>

Program Information and Policies & Procedures

### **MAERB 2015 Core Curriculum**

### **CAAHEP Standards and Guidelines for Medical Assisting**

### **Foundation for Clinical Practice**

### **IC Cognitive (Knowledge Base) Anatomy & Physiology**

1. Describe structural organization of the human body
2. Identify body systems
4. List major organs in each body system
5. Identify the anatomical location of major organs in each body system
7. Describe the normal function of each body system
9. Identify medical terms labeling the word parts
10. Define medical term and abbreviations related to all body systems

## HCC Policies

Here's the link to the HCC Student Handbook

<http://www.hccs.edu/resourcesfor/currentstudents/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## EGLS<sup>3</sup>

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints. <http://www.hccs.edu/resources-for/current-students/egls3evaluate-your-professors/>

### Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

### HCC COVID-19 Resources

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to

<http://www.hccs.edu/supportservices/disability-services/>

## **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentcomplaints/speak-with-the-dean-of-students/>

## **Director Medical Assistant Program Contact Information**

Director: Cynthia Lundgren, [cynthia.lundgren@hccs.edu](mailto:cynthia.lundgren@hccs.edu), Coleman College for Health Sciences, 1900 Pressler Street, Suite 216, Houston, TX 77030 and office phone 7137187361.