



**Business Technology
Southwest College**

MDCA 1313 Medical Terminology
CRN 72948 - Spring 2011
Distance Education--Online
3 credit hours (3 lecture)
48 hours per semester-16 weeks (Regular Term/RT)

SCANS Competencies Included

INSTRUCTOR: Jacqueline Potosky

INSTRUCTOR CONTACT INFORMATION:

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**Course
Description**

This course is designed for students interested in the medical and paramedical fields. In an easy-to-follow format, the chapters are organized around the 12 major body systems. Within each chapter, the emphasis is on the use of medical word parts, pronunciation, spelling, and the definitions of key pathology, diagnostic, and treatment procedures terms. To enhance comprehension, each chapter begins with a brief overview of the structure and functions of the body system.

Home Campus

Alief Campus, now called Hayes Rd. Campus

**ON-Campus Office
Hours**

To be announced.

HCCS Email

jacqueline.potosky@hccs.edu Not to be confused with our Blackboard email, which you will use once you are enrolled in the course.

Online Hours

I will check Blackboard e-mail, logins, assignments, and tests on two days a week.

NOTE TO STUDENTS: If you have any questions or concerns about this course and/or course assignments, please contact me via e-mail so that we can resolve any issues. I will respond to

	your e-mail within 24-36 hour period EXCEPT FOR WEEKENDS
FINAL EXAM: LAST DAY FOR ADMINISTRATIVE OR STUDENT WITHDRAWAL	TBA TBA. Any drops after this date, you “will” receive an “f”. If you cannot drop your class, please get someone to drop your class for you, as your instructor “will not” drop you from classes.
HOLIDAYS/SCHOOL CLOSED	TBA
INSTRUCTION ENDS	TBA
Course Goals	On completion of this course, the student should be able to:
Student Learning Objectives	<ol style="list-style-type: none"> 1. Identify and define the word parts most frequently associated with the 12 major body systems. 2. Properly spell, define, and pronounce medical terms associated with each of these body systems. 3. Define unfamiliar medical terms by analyzing the word parts and verifying the definition in the dictionary. 4. Use the Internet to locate information about specific medical conditions. <p>MDCA 1313 introduces basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.</p> <ol style="list-style-type: none"> 1.1 Learn the meaning of Greek and Latin word parts and the rules for connecting them to form medical terms. 2.1 Be able to use prefixes, word roots, combining forms and suffixes to build medical words. 3.1 Recognize certain body systems according to anatomical terms, word parts and medical terms. 4.1 Analyze, define pronounce and spell medical words correctly. 4.2 Use the medical dictionary to look up medical terms.
Student Information	A student handbook is available on the College website: http://www.hccs.edu . Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and

other details are included in the student handbook..

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808, Program Chair at Southwest Colelge for information about filing a degree plan, or you may check with Counseling at Northwest College, 713 718-5700 to get Counseling.

ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Ms. Donna Price, ADA Coordinator for HCCS, 713 718-5165, or the Northwest College Disability Support Staff Office: 713 718-5708 for additional ADA counselors. Also visit the ADA web site at:

<http://www.hccs.edu/students/disability/index.htm>

REPEATER POLICY

NOTICE: Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

INCOMPLETES

The grade of "I" (Incomplete) is conditional. If you receive an "I," you must arrange with the instructor to complete the course work within six months. After the deadline, the "I" becomes an "F". All "I" designations must be changed to grades prior to graduation. The changed grade will appear on your record as "I"/Grade (ex: "I/A").

HCC COURSE WITHDRAWAL

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the

POLICY

same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting students to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and distance education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your DE class, you **MUST** contact a DE counselor or your DE professor prior to withdrawing (dropping) the class and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a DE professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

MAKE-UP POLICY

Make-up policy is at the discretion of the instructor. Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will be accepted and make-up tests will be administered at the discretion of the instructor. All assignments for each Chapter are due at the end of that chapter.

GRADING

The standard Houston Community College grading system will be used to evaluate your performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

Textbook

Required text:

On-Line student “must” purchase the “Distance Education” textbook, if there is a designation for “DISTANCE EDUCATION”. [Unlocking Medical Terminology, Bruce Wingerd, Second Edition, Pearson Education Inc., 2011 “new textbook”!!!. ISBN#s: 13: 978-0-13-514988-1 & 10: 0-13-514988-6.](#) There is an on-line study companion that supports the textbook, you must use the “access code” in your “new” textbook. The code is good for 12-month access!

Bookstore Information

The texts are available at the HCCS bookstore. To order online, go to <http://hccs.bkstore.com> Students can order textbooks online and also reserve their textbooks online for in-store pickup.

Composition of Semester Grade

Quizzes 50%

Complete each quiz by the assigned due date as stated in the syllabus. There is one quiz per chapter and all quizzes are taken online, including the final exam.

Research Assignments 15%

Research Assignments

4 assignments each worth 20%.

These may be submitted early.

For the research assignments, you will pick a topic of your choice that is medically related. Refer to the syllabus for the grading rubric. Compose approximately 300 to 500 words.

Include an introductory paragraph telling why you chose that topic, an explanation of the research, and a closing that includes your own personal summary.

Use the **Internet** for your resources and **cite your web sites**. Include a cover page with your name, date, and topic of your paper. Double-space the report. The report must be in Microsoft Word.

Grading Rubric for the Content Of A Research Assignment

10, 9 points

Excellent summary of your thoughts pertaining to the subject matter.

8, 7, 6 points

Adequate summary of your thoughts pertaining to the subject matter.

5, 4, 3, points

Vague summary of your thoughts pertaining to the subject matter.

Grading Rubric

Grading Rubric for the Format Of A Research Assignment

10, 9 points

Clear organization
Correct grammar
No spelling errors

8, 7, 6 points

Adequate organization
Few grammatical errors
No spelling errors

5, 4, 3, points

Confusing organization
Incorrect grammar
Many spelling errors

**MTI Assignments—
TBA—15%**

Final Exam 20%

Required Equipment And Software

**HCCS open
computer labs and
libraries**

Access to a computer with Internet access is essential. You must be familiar with email, sending Microsoft Word documents as attachments, and browsing the Internet. This is a MUST.

NOTICE: Please note that HCCS open computer labs and libraries are open during limited hours at most campuses. You are responsible for choosing a site and obtaining the specific hours for its location. Therefore, if your equipment is not in working order, you are to go to any of these sites or alternative sites (such as work, hotel, public library, Kinko's, etc.) You must

submit your work in a timely manner.

Class Policies

Login/Attendance

Students are **REQUIRED** to log into the system at least **TWICE PER WEEK** to read email, announcements, send assignments to the instructor, and take the quizzes. **Failure to do so can result in the student being withdrawn from the class.**

Makeup Assignments/Tests

There are **no makeup tests and assignments**. If you are going to be away from a computer during a test or when an assignment is due, email your instructor ahead of time for alternative instructions. The makeup will have to be taken in person at the Alief campus.

HCCS Policies

New Policy on Repeating a Course

Students who repeat a course will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

International Students

International Students receiving a W in a course may affect the status of your student Visa. **Once a W is given for the course, it will not be changed to an F because of the visa consideration.** Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

Scholastic Integrity

Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook located on the website for further information regarding Academic Dishonesty.

http://distance.hccs.edu/de-counseling/student_handbook.htm and http://distance.hccs.edu/de-counseling/DE_student_handbook.htm

Academic dishonesty includes, but is not limited to, unauthorized collusion on tests or papers, copying directly from another person's work but passing it off as your own, or using unauthorized cheat sheets, notes, or other forms of information during a test.

Distance Education Advising and

Advising can be accomplished by telephone at 713/718-5275 – option # 4, via email at de.counseling@hccs.edu, by visiting the

Counseling Services

Distance Education Office at the HCC Administration Building, 3100 Main Street, 3rd floor and/or by on-site advising at other HCC locations upon request. Confidential sessions with the distance education counselors will help students understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

Statement on Reasonable Accommodations

Disability (ADA) Notification
“Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate DSS Counselor for assistance. Please contact the Distance Education Counselors at 713.718.5275, option #4 or at de.counseling@hccs.edu in order to be referred to the appropriate HCC DSS Counselor.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact the distance education instructor’s “Instructional Support Specialist” (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met. If you need assistance in determining your instructor’s ISS, please contact your instructor or the Distance Education Counselors for assistance.”

JOB PLACEMENT FOR HCCS STUDENTS

Notes to all Students: (1)Be sure to check out “HCCS Job Placement”—“Job Connections”—HCCS Job Placement Home Page: <http://hccs.edu/jobs>. This is a very important resource to help you get a job, change job, find new position, etc.

Due Dates for Tests	Tests will be open for 24 hours on the designated day. You MUST take the test during that time.
	To be announced

All TBA	Bio due—see Welcome Statement in Online Orientation
	Chapter 1: Word Parts: The Building Blocks of Medical Terminology
	Chapter 2: The Human Body in Health and Disease
	Chapter 3: Cells, Tissues, and Cancer
	Chapter 4: The Integumentary System
Chapters 5 – 17	To be announced

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare students with the knowledge and skill needed to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for MDCA 1313-Medical Terminology.

COMMON WORKPLACE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

Students in MDCA 1313-Medical Terminology must be able to allocate their time effectively in order to complete their class assignments. Students must be able to organize their own working area for maximum utilization of space.

Interpersonal: Works with others

Students in MDCA 1313-Medical Terminology must be able to share workspace, at times, with another student and thus develop competency in working effectively with others. Should conflict arise, students must be able to resolve differences effectively for the common good of all parties involved and thus develop negotiating skills.

Information: Acquires and uses information

Students in MDCA 1313-Medical Terminology must be able to acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, and reference books available to the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

Technology: Works with a variety of technologies

Students in MDCA 1313-Medical Terminology must be able to use computer hardware and software effectively in order to properly maintain the functioning of the equipment and solve and identify problems concerning the equipment and software technology.

FOUNDATION SKILLS

Students in MDCA 1313-Medical Terminology must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information in text documents such as instructions, mathematical techniques, letters, reports, and tables.

Students in MDCA 1313-Medical Terminology must be able to demonstrate thinking skills, make decisions, solve problems, visualize, and reason effectively.

Students in MDCA 1313-Medical Terminology must be able to demonstrate personal qualities such as responsibility, a positive view of self, politeness towards others, self-control, self-motivation, and honesty.

EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

FIVE COMPETENCIES

RESOURCES: IDENTIFIES, ORGANIZES, PLANS, AND ALLOCATES RESOURCES

Time: Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules

Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives

Material and Facilities: Acquires, stores, allocates, and uses materials or space efficiently

Human Resources: Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

Participates as Member of a Team: contributes to group effort

Teaches Others New Skills

Serves Clients/Customers: works to satisfy customers: expectations

Exercises Leadership: communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies

Negotiates: Works toward agreements involving exchange of resources, resolves divergent interests

Works with Diversity: works well with men and women from diverse backgrounds.

Information: Acquires and uses information

Acquires and Evaluates Information

Organizes and Maintains Information
Interprets and Communicates Information
Uses Computers to Process Information
Systems: Understands complex inter-relationships

Understands Systems: knows how social, organizational, and technological systems work and operates effectively with them
Monitors and Corrects performance: distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems: performance and corrects malfunctions
Improves or Designs Systems: suggests modifications to existing systems and develops new or alternative systems to improve performance
Technology: Works with a variety of technologies

Selects Technology: chooses procedures, tools or equipment including computers and related technologies
Applies Technology to Task: understands overall intent and proper procedures for setup and operation of equipment
Maintains and Troubleshoots Equipment: prevents, identifies, or solves problems with equipment, including computers and other technologies

A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

Reading: locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules

Writing: communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts

Arithmetic/Mathematics: performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques

Listening: receives, attends to, interprets, and responds to verbal messages and other cues

Speaking: organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

Creative Thinking: generates new ideas

Decision Making: specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives

Problem Solving: Recognizes problems and devises and implements plan of action

Seeing Things in the Mind's Eye: organizes, and processes symbols, pictures, graphs, objects, and other information

Knowing How to Learn: uses efficient learning techniques to acquire and apply new knowledge and skills

Reasoning: discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

Responsibility: exerts a high level of effort and perseveres towards goal attainment

Self-Esteem: believes in own self-worth and maintains a positive view of self

Sociability: demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings

Self-Management: assesses self accurately, sets personal goals, monitors progress, and exhibits self-control

Integrity/Honesty: chooses ethical courses of action