



Course Syllabus Medical Terminology MDCA 1313

Instructor:	Leo Radford
CRN:	33826 (Regular Term)
Phone:	(713) 718-5545
Course Location/Times	By Appointment Only (Online within the course)
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
Total Course Contact Hours	48.00
Course Length (number of weeks)	18
Type of Instruction	Distance Education
Course Description:	Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
Course Prerequisite(s)	None required
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none">1. The student will be able to read, listen, speak, and write proficiently.2. The student will be able to apply keyboarding and document processing skills to specific office applications.3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
Course Student Learning Outcomes (SLO): 4 to 7	<ol style="list-style-type: none">1. Students will use Greek and Latin word parts and the rules for connecting them to form medical terms by using prefixes, word roots, combining forms and suffixes to build medical words.2. Students will demonstrate certain body systems according to anatomical terms, word parts and medical terms by illustration.

3. Students will learn the basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.
4. Students will learn to recognize certain body systems according to anatomical terms, word parts and medical terms.

Learning Objectives
(Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

Students will use Greek and Latin word parts and the rules for connecting them to form medical terms by using prefixes, word roots, combining forms and suffixes to build medical words.
Students will demonstrate certain body systems according to anatomical terms, word parts and medical terms by illustration.
Students will learn the basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.
Students will learn to recognize certain body systems according to anatomical terms, word parts and medical terms.

SCANS and/or Core Curriculum Competencies: If applicable

SCANS
Students will use Greek and Latin word parts and the rules for connecting them to form medical terms by using prefixes, word roots, combining forms and suffixes to build medical words.
 Foundation Skills - Basic -Reading
 Foundation Skills - Basic -Writing
 Foundation Skills - Thinking -Reasoning
Students will demonstrate certain body systems according to anatomical terms, word parts and medical terms by illustration.
 Workplace Competencies - Information -Acquires & Evaluates
 Workplace Competencies - Information -Organizes & Maintains
 Workplace Competencies - Information -Interprets & Communicates
 Workplace Competencies - Information -Uses Computers to Process
Students will learn the basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.
 Foundation Skills - Thinking -Creative
 Foundation Skills - Thinking -Knowing How to Learn
 Foundation Skills - Personal Qualities -Self-Esteem
 Workplace Competencies - Technology -Applies Technology to Task
Students will learn to recognize certain body systems according to anatomical terms, word parts and medical terms.
 Foundation Skills - Thinking -Decision Making
 Foundation Skills - Thinking -Knowing How to Learn
 Foundation Skills - Thinking -Reasoning
 Workplace Competencies - Information -Acquires & Evaluates
 Workplace Competencies - Information -Organizes & Maintains
 Workplace Competencies - Information -Interprets & Communicates
 Workplace Competencies - Information -Uses Computers to Process

Instructional Methods

Web-enhanced (49% or less)
 Hybrid (50% or more)
 Distance (100%)
 Face to Face

Student Assignments

Students will use Greek and Latin word parts and the rules for connecting them to form medical terms by using prefixes, word roots, combining forms and suffixes to build medical words.

No assignments selected for this outcome

Students will demonstrate certain body systems according to anatomical terms, word parts and medical terms by illustration.

No assignments selected for this outcome

Students will learn the basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.

No assignments selected for this outcome

Students will learn to recognize certain body systems according to anatomical terms, word parts and medical terms.

No assignments selected for this outcome

Student Assessment(s)

All assessments will be administered in MyLab & Mastering Online.

Instructor's Requirements

For this course you are expected to manage your time as well as meet deadlines as posted within the course. It is the student responsibility to communicate with the instructor regarding any concerns about the course or HCC Distance Education Student Handbook procedure.

Program/Discipline Requirements: If applicable

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Medical Management must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended

class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria

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

STUDENT EVALUATION

The following grading system will be used in this course:

Evaluation	Percentage of Final Grade
Assignments	25%
Participation (Discussions)	15%
Chapter Tests	40%
Final Exam	20%
Total	100%

Instructional Materials

- Required Textbooks: Unlocking Medical Terminology, Complete; Bruce Wingerd; 2nd Edition; Publisher: Pearson; ISBN-10: 0132843226 • ISBN-13: 9780132843225
- Stedman's Medical Dictionary for the Health Professions, Thomas Lathrop, Editor, Lippencott, Williams and Wilkins-latest edition.
- Taber's Cyclopedic Medical Dictionary, F. A. Davis Company, Philadelphia, latest edition; Dorland's Illustrated Medical Dictionary, W. B. Saunders Company, latest edition.
- **Access Code:** You can buy an access code packaged with your textbook or as a standalone access code kit.

HCC Policy Statement:

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

EGLS3 -- Evaluation for Greater Learning Student Survey System At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site: http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site: <http://hccs.edu/CE-student-guidelines>

16 Weeks Course Calendar Weekly Schedule of Assignments and Quiz

Weekly Schedule	Topics/Assignments
Week 1	Orientation Chapter 1: Introduction to Word Parts and Word Construction Assignments: MyLab & Mastering Online <ol style="list-style-type: none">1. Chapter 1: Guided Lecture2. Chapter 1: Game - Labeling3. Chapter 1: Game - Matching4. Chapter 1: Game - Medical Language Spoken Here5. Chapter 1: Game - Spelling Challenge
Week 2	Chapter 1: Quiz Chapter 2: Understanding Suffixes Assignments: MyLab & Mastering Online <ol style="list-style-type: none">1. Chapter 2: Guided Lecture2. Chapter 2: Game - Labeling3. Chapter 2: Game - Matching4. Chapter 2: Game - Medical Language Spoken Here5. Chapter 2: Game - Spelling Challenge
Week 3	Chapter 2: Quiz Chapter 3: Understanding Prefixes Assignments: MyLab & Mastering Online <ol style="list-style-type: none">1. Chapter 3: Guided Lecture2. Chapter 3: Game - Labeling3. Chapter 3: Game - Matching4. Chapter 3: Game - Medical Language Spoken Here5. Chapter 3: Game - Spelling Challenge Chapter 3: Quiz
Week 4	Test 1: Chapter 1-3 Chapter 4: The Human Body in Health and Disease Assignments: MyLab & Mastering Online <ol style="list-style-type: none">1. Chapter 4: Guided Lecture2. Chapter 4: Game - Labeling3. Chapter 4: Game - Matching4. Chapter 4: Game - Medical Language Spoken Here5. Chapter 4: Game - Spelling Challenge Chapter 5: The Integumentary System Assignments: MyLab & Mastering Online <ol style="list-style-type: none">1. Chapter 5: Guided Lecture2. Chapter 5: Game - Labeling3. Chapter 5: Game - Matching4. Chapter 5: Game - Medical Language Spoken Here

5. Chapter 5: Game - Spelling Challenge

Week 5
Chapter 5: Quiz
Chapter 6: The Skeletal and Muscular Systems
Assignments: MyLab & Mastering Online

1. Chapter 6: Guided Lecture
2. Chapter 6: Game - Labeling
3. Chapter 6: Game - Matching
4. Chapter 6: Game - Medical Language Spoken Here
5. Chapter 6: Game - Spelling Challenge

Chapter 6: Quiz
Test 2: Chapter 4-6

Week 6
Chapter 7: Blood and the Lymphatic System
Assignments: MyLab & Mastering

1. Chapter 7: Guided Lecture
2. Chapter 7: Game - Labeling
3. Chapter 7: Game - Matching
4. Chapter 7: Game - Medical Language Spoken Here
5. Chapter 7: Game - Spelling Challenge

Week 7
Chapter 7: Quiz
Chapter 8: The Cardiovascular System
Assignments: MyLab & Mastering Online

1. Chapter 8: Guided Lecture
2. Chapter 8: Game - Labeling
3. Chapter 8: Game - Matching
4. Chapter 8: Game - Medical Language Spoken Here
5. Chapter 8: Game - Spelling Challenge

Week 8
Chapter 8: Quiz
Chapter 9: The Respiratory System
Assignments: MyLab & Mastering Online

1. Chapter 9: Guided Lecture
2. Chapter 9: Game - Labeling
3. Chapter 9: Game - Matching
4. Chapter 9: Game - Medical Language Spoken Here
5. Chapter 9: Game - Spelling Challenge

Chapter 9: Quiz

Test 3: Chapter 7-9

Week 9 **Chapter 10: The Digestive System**
Assignments: MyLab & Mastering Online
1. Chapter 10: Guided Lecture
2. Chapter 10: Game - Labeling
3. Chapter 10: Game - Matching
4. Chapter 10: Game - Medical Language Spoken Here
5. Chapter 10: Game - Spelling Challenge

Chapter 10: Quiz

Week 10 **Chapter 11: The Urinary System**
Assignments: MyLab & Mastering Online
1. Chapter 11: Guided Lecture
2. Chapter 11: Game - Labeling
3. Chapter 11: Game - Matching
4. Chapter 11: Game - Medical Language Spoken Here
5. Chapter 11: Game - Spelling Challenge

Chapter 11: Quiz

Week 11 **Chapter 12: Reproductive System and Obstetrics**
Assignments: MyLab & Mastering Online
1. Chapter 12: Guided Lecture
2. Chapter 12: Game - Labeling
3. Chapter 12: Game - Matching
4. Chapter 12: Game - Medical Language Spoken Here
5. Chapter 12: Game - Spelling Challenge

Chapter 12: Quiz

Week 12 **Test 4: Chapter 10-12**

Week 13 **Chapter 13: The Nervous System and Mental Health**
Assignments: MyLab & Mastering Online
1. Chapter 13: Guided Lecture
2. Chapter 13: Game - Labeling
3. Chapter 13: Game - Matching
4. Chapter 13: Game - Medical Language Spoken Here
5. Chapter 13: Game - Spelling Challenge

Chapter 13: Quiz

Thanksgiving Holiday

Week 14 **Chapter 14: The Special Senses of Sight and Hearing**
Assignments: MyLab & Mastering Online
1. Chapter 14: Guided Lecture
2. Chapter 14: Game - Labeling
3. Chapter 14: Game - Matching
4. Chapter 14: Game - Medical Language Spoken Here
5. Chapter 14: Game - Spelling Challenge

Chapter 14: Quiz

Week 15

Chapter 15: The Endocrine System

Assignments: MyLab & Mastering Online

1. Chapter 15: Guided Lecture
2. Chapter 15: Game - Labeling
3. Chapter 15: Game - Matching
4. Chapter 15: Game - Medical Language Spoken Here
5. Chapter 15: Game - Spelling Challenge

Week 16

Chapter 15: Quiz

Final Exam