Business Technology Department
Northwest College

Course Syllabus: Spring 2014
Medical Terminology (MDCA 1313)
(Distance Education, Eagle On-Line)

SCANS Competencies Included
(3 Credit Hours)

Instructor: Leo Radford
CRN: 83193 (SS)
Phone: 713 718-5545 (Office)
Time: Online
Office Hours Online: *By Appointment Only* (Online)
Campus: Katy
Prerequisites – None   Credit: 3 (3 Lecture)

COURSE DESCRIPTION
A study and practical application of a medical vocabulary system which Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

COURSE GOALS
- Learn the meaning of Greek and Latin word parts and the rules for connecting them to form medical terms.
- Be able to use prefixes, word roots, combining forms and suffixes to build medical words.
- Recognize certain body systems according to anatomical terms, word parts and medical terms.
- Analyze, define pronounce and spell medical words correctly.
- Using the medical dictionary to look up medical terms.

Mission/Purpose
MDCA 1313 introduces basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.

Required Textbook

- *Unlocking Medical Terminology*, Bruce Wingerd, Second Edition, Pearson Education Inc., 2011 **ISBN**: 13: 978-0-13-514988-1 & 10: 0-13-514988-6 There is an on-line study companion website for Medical Terminology Interactive that supports the textbook, you must use the access code in your new textbook in order to have access to the online interactive course. *The code is good for 12-months only.*

Reference/Research Books

1. Stedman's Medical Dictionary for the Health Professions, Thomas Lathrop, Editor, Lippencott, Williams and Wilkins, 5th edition, 2006, ISBN: 0-817-4426-.
2. Taber's Cyclopedic Medical Dictionary, F. A. Davis Company, Philadelphia, 18th Edition or greater.
3. Dorland's Illustrated Medical Dictionary, W. B. Saunders Company, current edition

Course Objectives

- Learn the meaning of Greek and Latin word parts and the rules for connecting them to form medical terms.
- Be able to use prefixes, word roots, combining forms and suffixes to build medical words.
- Recognize certain body systems according to anatomical terms, word parts and medical terms.
- Analyze, define pronounce and spell medical words correctly.
- Using 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 713-718-5701 (Division Chair) or 713 718-5700 Spring Branch or 713 718-5757 Katy—Counselors! Business Technology Program Chair: Southwest College, HCC, 713 718-7807 or 08.

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 (Incomplete) is conditional. If you receive an Incomplete, you must arrange with the instructor to complete the course work within six months. After the deadline, the Incomplete becomes a failing grade. All incompletes 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 POLICY
The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the 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.

SEOI (Student Evaluation of Instruction) change to new system below:
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 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 division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College System online near the end of the term. Go to: hccs.edu, select Student System Sign In to complete the EGLS3 survey.

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. Late work may receive a grade of —70‖ as the lowest grade.

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%**

NOTICE:
Assignments/Exams/Final must be turned in to the instructor only, on the specified due dates. **This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs!!!**

JOB PLACEMENT FOR HCCS STUDENTS:

Notes to all Students: (1) be sure to check out HCCS Job Placement Home Page: **http://hccs.edu/jobs**. This is a very important resource to assist you with your job search, change jobs, find new position and other employment services. **Northwest College: Call (713) 718-5423 for further details (FAX: 713 718-5432)**—(Note: There are Job Placement departments at all —six‖ HCCS colleges!). (2) Be sure to see a counselor at the early part of each semester to check on filing for a certificate or degree plan; if you need specifics from Business Technology, please see the Department Chair of the program (phone: (713) 718-7807 or 7808). (3) Talk to any Business Technology full-time instructor about specifics in the Business Technology Department.

Medical Terminology (MDCA 1313)
Weekly Course Calendar

Weekly Schedule	Topics/Assignments
Week 1	**Orientation** **Chapter 1:** Word Parts: The Building Blocks of Medical Terminology **Assignments:** Chapter 1 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 1:** Quiz
Week 2	**Chapter 2:** The Human Body in Health and Disease **Assignments:** Chapter 1 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 2:** Quiz
Week 3	**Chapter 3:** Cells, Tissues, and Cancer **Assignments:** Chapter 1 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 1:** Quiz **Test - 1:** Chapters 1-3
Week 4	**Chapter 4:** Integumentary System **Chapter 5:** The Skeletal and Muscular Systems **Assignments:** Chapter 4-5 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 4 and 5:** Quiz
Week 5	**Chapter 6:** The Nervous System and Mental Health **Assignments:** Chapter 6 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 6:** Quiz **Test - 2:** Chapters 4-6
Week 6	**Chapter 7:** The Special Senses: The Eyes **Chapter 8:** The Special Senses: The Ears **Assignments:** Chapter 7-8 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 7 and 8:** Quiz

Week 7	**Chapter 9:** The Endocrine System **Assignments:** Chapter 9 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 9:** Quiz **Test - 3:** Chapters 7-9
	Chapter 10: The Cardiovascular System **Assignments:** Chapter 10 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 10:** Quiz
Week 8	**Chapter 11:** The Blood and the Lymphatic System **Chapter 12:** The Respiratory System **Assignments:** Chapter 11-12 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 11 and 12:** Quiz **Test - 4:** Chapters 10-12
Week 9	**Chapter 13:** The Digestive System **Chapter 14:** The Urinary System **Assignments:** Chapter 13-14 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 13 and 14:** Quiz
Week 10	**Chapter 15:** The Male Reproductive System **Assignments:** Chapter 15 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 15:** Quiz **Test - 5:** Chapters 13-15
Week 11	**Chapter 16:** The Female Reproductive System **Chapter 17** Obstetrics and Human Development **Assignments:** Chapter 16-17 and Unlocking Medical Terminology Online Interactive Course (Check online course for listed assignments) **Chapter 16 and 17:** Quiz

Week 12	**Final Examination** (Comprehensive exam including Chapters 1-17)

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