Houston Community College
Distance Education - Southeast

MDCA 1313 - 0025 – Medical Terminology
Spring 2016 – CRN: 90589
3 credit hours (3 Lecture) 48 hours per semester - Second 8 weeks Instruction: Distance Education - Southeast
SCANS Competencies Included

Course Description	Textbooks and Materials	Goals and Objectives	Program/discipline requirements
HCCS_Policies	Assignment Submission	Grading	Course Schedule

SAVE A COPY OF THIS SYLLABUS

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PURCHASE YOUR TEXTBOOK EARLY!

INSTRUCTOR: Melissa Broussard, MOS, CPC, MBA

INSTRUCTOR CONTACT INFORMATION:
E-mail: **Course mail tool**
Use the class e-mail system (Quick mail) for all course related communication regarding this course. E-mailed messages will be answered within a 24 - 36 hour period.

Emailed messages sent directly to the professor's HCC email account will not receive a response unless the Eagle Online server is undergoing service.

OFFICE LOCATION AND HOURS
Students should feel to contact me concerning any problems that they are experiencing in this course. Students do not need to wait until you have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are available for in-person meeting upon request Monday through Friday.

FINAL EXAM: Available (MAY 11, 2016) all Quiz/Test and the Final Exam will be online only.

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: _____ **4:30 p.m.**
Verify in the HCC calendar.

COURSE DESCRIPTION
Credit: 3 (3 Lecture) A study and practical application of a medical vocabulary system. Topics include structure, recognition, analysis, definitions, spelling, pronunciation, and combination of medical items from prefixes, suffixes, roots, and combining forms.

<Back to Top>

COURSE PREREQUISITE
None

PROGRAM LEARNING OUTCOMES
- The student will be able to read, listen, speak, and write proficiently.
- The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

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

LEARNING OBJECTIVES
1.1 Students will learn the meaning of Greek and Latin word parts.
2.1 Students will use prefixes, word roots, combining forms and suffixes.
3.1 Students will recognize certain body systems
4.1 Students will analyze, pronounce and spell medical terms correctly and use the medical dictionary

<Back to Top>

SCANS
The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following: Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the

heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources**—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.
4. **Systems**—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. **Technology**—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

> The following skills will be developed in the Medical Terminology
> - course: Using Resources: Identify—Plan—Manage
> - Developing Interpersonal Skills: Collaborate—Negotiate—Lead
> - Applying Technology: Select—Apply—Enhance
> - Understanding Systems: Connect—Support—Improve
> - Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills—Reading, writing, mathematics, listening, and speaking, classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

Thinking Skills—Creative thinking, decision-making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

Personal Qualities—Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

MDCA 1313 8 WEEK WEEKLY SCHEDULE OF ASSIGNMENTS

WEEK ONE: 3/21/2016

Mandatory Online Conference Call MUST BE DONE! MARCH 21, 2016 @ 7:30 PM

1. Dial into the conference: PLEASE KEEP IN A SAFE PLACE!

   Dial-in Number: (641) 715-3580 - United States

   Access Code: 782453

   International Dial-in Numbers:

   https://www.freeconferencecall.com/wall/melissa_broussard2/#international

2. Join the online meeting:

   Online Meeting Link: https://join.freeconferencecall.com/melissa_broussard2

   Online Meeting ID: melissa_broussard2

Instructions:

At the scheduled date and time of the meeting, dial into the conference line. When prompted, enter the Access Code followed by the pound key.

To join the online meeting, click on the meeting link listed above and follow the prompts to join the meeting.

For 24/7 customer service please call 844-844-1322

Professor Melissa Broussard, CPC,MBA (832-622-1430)

TEXTBOOKS **Wingerd, Bruce D. // Medical Terminology Complete! With My Medical Terminology Lab plus Pearson** **E-text -Access Card Package; Pearson Publisher; Complete 3rd Edition, 2016; ISBN 10: 0134045645/ ISBN-13: 9780134045641**	
1. Instructor & Students (Eagle Online DE Orientation Overview)	
2. Fill Out Student Demographic Forms:	
3. SMARTGOAL	

WEEK ONE:

Assignments due MARCH 26, 11:55 PM

 Biography

Chapter 1: Introduction to Word Parts and Word Construction

Chapter 2: Understanding Suffixes

WEEK TWO Assignments due APRIL 2, 11:55 PM

Chapter 3: Understanding Prefixes

 Chapter 4: The Human Body in Health and Disease

Chapter 5: Integumentary System

WEEK THREE Assignments due APRIL 9 , 11:55 PM
Chapter 6: The Skeletal and Muscular Systems
Chapter 7: Blood and the Lymphatic System
Quiz/Test 1 (Topics 1 - 5)
WEEK FOUR Assignments due APRIL 20, 11:55 PM
Chapter 8: The Cardiovascular System
Chapter 9: The Respiratory System
WEEK FIVE Assignments due APRIL 27, 11:55 PM
Chapter 10: The Digestive System
Quiz/Test 2 (Topics 6-10)
Chapter 11: The Urinary System
WEEK SIX Assignments due MAY 4 11:55 PM
Chapter 12: Reproductive System and Obstetrics
Chapter 13: The Nervous System with Mental Health
WEEK SEVEN Assignments due MAY 11, 11:55 PM
Chapter 14: The Special Senses of Sight and Hearing
Chapter 15: The Endocrine System
Quiz/Test 3 (Topics 6-10)
WEEK EIGHT
(TBA) Final Examination - **(TOPICS 12-15)**

<Back to Top>

INSTRUCTIONAL METHODS

MDCA 1313 is a required course for certain Business Technology certificates and AAS degrees. This course is a hybrid course and instruction will be delivered in person and via the Internet (Eagle Online).

As the instructor, it is my responsibility to provide students with knowledge concerning medical terminology, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world.

As a student wanting to learn about medical terminology, it is the student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in reaching their goals.

Instructions for submitting assignments:
1. All assignments must be submitted under the proper assignment in the course for credit unless specified otherwise. Only the assigned assignment will be graded under the proper assignment when specified. E-mailed assignments will not be accepted.
2. Assignments are available in advance. Therefore, **late assignments will not be accepted.**
3. All class communication will be done through the class email system. Messages will be answered within 24 - 36 hours.
4. In the event that the server is down or maintenance is being performed, your assignment will not be considered late. Allowances will be made for you to submit your assignment late.
5. Forums (Discussions) must be responded to by deadline date for credit. Be sure to read the instructions regarding the grading of discussion items. The discussion forums will not be accepted for grading after the cutoff date. Do not attach files to the Forums postings.
6. Utilize the **Student Helpdesk** for questions you may have about the use of Eagle Online.

If you are experiencing difficulties with the course material, email me through the class mail system. Please do not wait until the last minute to ask for help.

Make-Up Test and Assignment Policy

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will <u>not be</u> accepted. There will not be any make-up Quiz/Test or assignments.

NOTE TO THE STUDENT

If you have any questions or concerns about the course and/or course assignments, please contact me through the class mail so that we can resolve any issues. I will respond to your email within a 24 – 36 hour period.

<Back to Top>

INSTRUCTOR REQUIREMENTS

<u>As your Instructor, it is my responsibility to</u>**:**
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

<u>To be successful in this class, it is the student's responsibility to</u>**:**
- Log in to the class and actively participate in class activities
- Read and comprehend the textbook
- Complete the required assignments and Quiz/Test by the due date and time

- Ask for help when there is a question or problem
- Complete the field study with a 70% passing score

PROGRAM/DISCIPLINE REQUIREMENTS
Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Medical Terminology must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as online activities related to Medical Terminology.

PROGRAM/MAJOR PLAN
Students need a Program/Major Plan for a degree or certificate. If a student does not have a Program/Major plan, the student should communicate with an Advisor or the Department that you want to declare as a major.

CAREER PLANNING
The Virtual Career Center assists HCC students and alumni with career planning, assessments, job search and many other resources. Orientations and registration for the Career Planning Centers are available at all HCC campuses. http://www.hccs.edu/district/students/career-planning/

<Back to Top>

GRADING
HCCS Grading System
The Houston Community College grading system will be used to evaluate students' performance in this course.

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

Student Evaluation
The following departmental grading system will be used to evaluate students' performances in this course:

Assignments / Class Participation/Discussions	50%
Quiz/Test0020Assessments	30%
Final Exam	20%
TOTAL	100%

<Back to Top>

INSTRUCTIONAL MATERIALS REQUIRED TEXTBOOKS

Wingerd, Bruce D. // Medical Terminology Complete! With MyMedicalTerminologyLab plus Pearson eText – Access Card Package; Pearson Publisher; Complete 3rd Edition, 2016; ISBN-10: 0134045645/ISBN-13: 9780134045641

REFERENCE BOOKS

Stedman's Medical Dictionary for the Health Professions and Nursing; ISBN: 97816083616922 OR Latest Edition

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.

HCC POLICY

ACCESS STUDENT SERVICES POLICIES ON THEIR WEB SITE:

http://www.hccs.edu/district/about-us/policies/d-student-services/

ATTENDANCE POLICY

For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. The 6 hours includes accumulated minutes for arriving late to class and leaving class early.

Students in an online course (distance education) are required to actively participate in the course activities (assignments, forums, Quiz/Test zes) to meet the attendance policy. Only logging into the course does not equate to attendance. Students who login and do not actively participate in the course will be administratively withdrawn.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:
- Copying from another students' test paper
- Using materials not authorized by the person giving the test
- Collaborating with another student during a test without authorization
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS.

CLASSROOM BEHAVIOR
As an instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Students should take this responsibility very seriously and inform the instructor if the behaviors of class members make it difficult for him/her to carry out

DISTANCE EDUCATION POLICIES
Access DE Policies on Their Website: http://de.hccs.edu/media/houston-communitycollege/distance-education/student-services/DE-Student-Handbook1.pdf

All students are responsible for reading and understanding the *DE Student Handbook*, which contains policies, information about conduct, and other important information. For the *DE Student Handbook* click on the link below or go to the DE page on the HCC website.

The ***Distance Education Student Handbook*** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the *DE Student Handbook* by visiting this link: http://de.hccs.edu/media/houston-community-college/distanceeducation/student-services/DE-Student-Handbook1.pdf

<Back to Top>

LECTURE/LAB TEACHING DEMONSTRATION

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing. Please have the students complete this form during the first week of instruction.

A GLANCE AT *THIS* COMPUTER (Example)

1.   **What is a CPU _____**
        On-off buttons—(demonstrate) Start vs Reset
        Student Response ☑ _____ Student Signature

2.   **Drives on this computer:**
        USB Flash Units (explain) CD Rom
        (demonstrate)

        Student Response ☑ _____ Student Signature

3.   **Desktop (personally their desktop while on that computer)**
            ☐ If projects are stored on desktop of the computer in the classrooms, and/or HCC open
                labs, those documents are erased at the end of each day.

Name _____
Print "your" Name

I, _____, have been given
            Student Signature

Instructions on the use of "this" computer. *I was provided instruction in both the lecture and lab formats.*

Date_____

Instructor Signature_____

This form will be returned to Willie Caldwell's office, Scarcella Room N109 on date of completion of all lecture/lab classes for the semester.

HOUSTON COMMUNITY COLLEGE SYSTEM BUSINESS TECHNOLOGY DEPARTMENT
Student Questionnaire

Name:	Last Name	First Name	MI	Student ID#:
Address:	Street		Apt. #	Home Telephone
City	State		Zip Code	Cell Telephone #
E-mail address:				Instructor's Name:

Educational Plan

Have you determined your major?   _____Yes   No   _____

                                                                                (If no, please _____   see your
                                        _____ Yes   No _____   instructor or Business

Have you filed a degree plan?   _____   Technology Department Chair.)

Graduation Target Date:

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed?   _____Yes   No   _____   Is
your employment   _____Part-time?   or   _____   Full-
time?

If you are employed, please complete the following:

Employer

Address

City   St   Zip   Phone#

          _____   _____   _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m. *HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.*

Willie T. Caldwell, Department Chair
10141 Cash Road, N109, Stafford Texas 77477

STUDENT QUESTIONNAIRE

**Student Success
Organizational Stewardship
Business Technology Department**

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?
Yes □ No □

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree?   **Yes □ No □**

Have you been given **job placement** information including:
  ➢ **Job Placement Contact Person with ○ E-mail address ○ Telephone Number ○ Location**
  ➢ **Website address**
  ➢ **Access instruction for website including directions on how to navigate the job placement website**
      Yes □ No □

Name _____
Print "your" Name

I, _____, have been given
        Student Signature

Information regarding the above listed items.

Date_____

Instructor Signature_____
This form will be returned to Willie Caldwell's office on date of completion.