NORTHEAST TEXAS COMMUNITY COLLEGE

# *Medical Terminology*

#### *MDCA 1313 Online*

***Fall 2022***

## *COURSE SYLLABUS*

Instructor: Amanda Hutchings, MS-HSA

Classroom: Online / MPHS Rm 309

Office: Online / MPHS Rm 309

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**Course Description**

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

Textbooks: ***Medical Terminology for Health Professions, 8th ed., Ehrlich &***

***Schroeder***

***MindTap Access Card (bundled with Textbook)***

**Course Learning Objectives**

Upon successful completion of this course, the student should be able to:

* Identify medical terms labeling the word parts.
* Build a medical term using prefixes, suffixes, word roots, and combining forms.
* Utilize medical terminology to build descriptive sentences.
* Define medical terms and abbreviations related to all body systems
* Pronounce and spell common medical terms.

**Cognitive Competencies:**

I.C.2 - Identify body systems (Body systems must include but are not limited to the following: Circulatory, Digestive, Endocrine, Integumentary, Lymphatic, Muscular, Nervous, Sensory, Reproductive, Respiratory, Skeletal, and Urinary).

V.C.8.a,b – Identify the following related to body systems: medical terms, abbreviations. (Body systems must include but are not limited to the following: Circulatory, Digestive, Endocrine, Integumentary, Lymphatic, Muscular, Nervous, Sensory, Reproductive, Respiratory, Skeletal, and Urinary).

**Course Policies**

To ensure you have all key information available to you off-line, it is highly recommended that you print the syllabus and course calendar for your reference.

**Attendance:**

This is an online/ hybrid course – there is on-campus attendance for this course. Attendance is not recorded for this class, but will be recorded on MPHS campus during your class time Monday through Friday per MPHS school schedule. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday – Day 1

Tuesday – Day 2

Wednesday – Day 3

Thursday – Day 4

Friday – Day 5

Saturday – Day 6

Sunday – Day 7

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid).  Should this be the case, every effort will be made to continue instruction in an alternative delivery format.  Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

**Drop Policy:** The last day to drop with a grade of “W” is **Tuesday, November 15, 2022.** You MUST email me prior to this date to request approval to withdrawal from the course.

**Evaluation and Grading Criteria:**

Test / Quizzes will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. The instructor will monitor assignments in MindTap and be available for questions as well as monitor each student as they complete quizzes and tests in class. Additionally, there will be a lecture over each weeks’ material. If there is an alteration in the class calendar, the change will be announced in your practicum class on the board under your designated area. There are **NO** make-up exams and I do **NOT** accept late assignments, understanding that certain circumstances arise, the instructor will grant acceptable time to complete assignments at the instructors’ discretion. All assignment due dates are listed in the course calendar located in each week’s Learning Module. Failure to complete assignments by the end of the week as aligned on the instruction board in the classroom will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date posted in each Learning Module, as the dates may change!** Course weeks closes on Day 5 at 11:59pm.

The instructor will **not** drop students from the course for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course after speaking to the instructor and the MPHS CTE Director. This course is a requirement for Practicum 2 Medical Assistant Program at MPHS, therefore, dropping the course will result in the student being unenrolled from Practicum 2 and your schedule will change. Failure to speak with the instructor and/or the MPHS CTE Director will result in an “F” being awarded for the course*. I would like to remind you that the course grade is for MPHS as well as NTCC. This is a course that will affect your GPA for MPHS and GPA for NTCC, if you do poorly in this class, the grade will stay on your college transcripts.*

**Grading:**

DQ’s 15%
Homework/Apply It 20%

Weekly Quizzes and Tests 35%

Final Comprehensive Exam 30%

Grading Scale: The grading scale of all evaluations combined will be the following:

90% - 100% = A

89% - 80% = B

79% - 75% = C

Below 74% = F

Grades will be posted online under **“My Grades”** in Blackboard. Grades will be posted no later than day 5 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 5 of Week 4. MindTap grades will automatically post to your grade book after you have submitted the assignment. I do review tests and worksheet assignments for computer errors and may award credit for answers that I feel are correct.

As a class, we will log in to the course daily to complete the schedule of assignments located in each Learning Module for the week. During each week, we will discuss the weekly **Discussion** area. I will provide verbal feedback during the on-ground discussion to individual students and pose different scenarios and questions. Requests for more specific feedback may be made in the **Discussion** area. I will post one instructor post in addition to the main discussion question each week that you will be required to answer per the guidelines set for each discussion. Posting to the additional instructor post will provide a minimum of four (4) post each week. The posts are required to be thoughtful and add new information from your research to the main discussion. If you pose a question in your peer response, you will be required to provide an answer to that question to ensure you are adding to the discussion post. If you fail to answer the question, it will not count as a post. If you feel you are not receiving enough feedback, you are strongly encouraged to contact me and ask for more specific feedback in class or come in during my scheduled conference time 7:30am – 8:55am, Monday through Friday.

**Academic Dishonesty:**

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under **“START HERE”**

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC’s policies.

**Online Communication:**

Since this is a hybrid /online course and we are limited to an hour a day, interacting face-to-face as well as online requires, good communication within the class / online environment. Please read “The Core Rules of Netiquette” posted under **“START HERE.”**

If you have any questions regarding course content or questions related specifically to the class, please contact the instructor in person, or through email or text message. If you have a personal question or situation, please contact your instructor in person or via email. All emails will be answered within 24 hours of receipt of the email. Any course information or changes to schedules will be posted under the “**Announcements**” tab or on the instruction board in the classroom.

It is important to always check your **Blackboard Course E-mail, the Discussion** area, **Announcements**, and the **Ask the Instructor** area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the **Blackboard Course e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

**Course Navigation:**

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. It is your responsibility to ensure your knowledge of the BlackBoard system. If you have any questions, please post in the “**Ask the Instructor Forum**,” or you can contact NTCC’s Tech Support. There are several “tabs” to the left of the course screen that provide additional information for the course.

**Internet Connection Issues:**

Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, “my dog ate my computer” is not a valid excuse. DO NOT wait until the last day to complete your work because that will be the day you will experience an issue. If you have issues regarding connectivity, please contact NTCC’s Tech Support for help. If you have issues with navigating through the BlackBoard system, please refer to the **“HELP”** tab to the left on the course screen.

**Course Materials and Assignments:**

Along with your text books for this course, additional course materials located within the MindTap program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course. *Please note, if you are not participating in the class, I will speak with you in-person regarding improvements. Also note that all grades received for MDCA 1313.MPDC will reflect for your course grades for MPHS.*

**Discussion Questions (DQs):** You will have one DQ due each week. Your initial post to the DQ is due by Day 1 (minimum word count of 50 words). You are required to respond to at least two of your peers and your instructor (by Day 5) as this is an open forum and we often learn from each other’s posts. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, and punctuation as correct use of written communication is important. Additionally, If you pose a question in your peer response, you will be required to provide an answer to that question to ensure you are adding to the discussion post. If you fail to answer the question, it will not count as a post.

**MindTap Assignments:** There are several activities within the MindTap learning platform consisting of Homework, “Apply It” exercises, quizzes and Chapter Tests.

**Apply It Exercises:** There are several activities within each chapter of the MindTap learning platform. All Quick Apply It exercises are due by Day 5 at midnight of each week.

**Homework:** Any homework assignments within the MindTap learning platform are due by Day 5 at midnight each week.

**Chapter Quizzes and Tests:** There is a weekly quiz and/or test over each chapter found within the MindTap learning platform. Each quiz/test is due by Day 5 of each week at midnight.

**\*\*\*\*There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made.**

**Final Comprehensive Test:** This test will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted the last week of class. **There is absolutely NO MAKE UP for the final exam.**

**ADA Statement**

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities.  This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity.  It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website at:  <http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

**Chapter Objectives**

**Chapter 1**

1. Define the three word parts of a term that are used to construct medical terms.
2. Identify the function of a combining vowel that is added to a word root to form a combining form.
3. Define the vocabulary listed within the chapter.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 2**

1. Define the vocabulary listed within the chapter
2. Identify anatomical planes, regions, an directional terms used to describe areas of the body
3. Identify and list diagnostic imaging procedures
4. Use the MindTap tools to complete assignments and exercises

**Chapter 3**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the skeletal system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the skeletal system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 4**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the muscular system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the muscular system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 5**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the cardiovascular system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the cardiovascular system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 6**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the lymphatic and immune systems
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the lymphatic and immune systems.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 7**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the respiratory system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the respiratory system.
4. Identify medical terms labeling the word parts. (V.C.9)
5. Use the MindTap tools to complete assignments and exercises.

**Chapter 8**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the digestive system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the digestive system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 9**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the urinary system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the urinary system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 10**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the nervous system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the nervous system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 11**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the special senses system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the special senses system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 12**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the integumentary system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the integumentary system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 13**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the endocrine system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the endocrine system.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 14**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the reproductive system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the reproductive system.
4. Define medical terms and abbreviations related to all body systems (V.C.10)
5. Use the MindTap tools to complete assignments and exercises.