

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**MEDICAL TERMINOLOGY**

**HPRS 1206 91**

**GLYNNIS GAINES**

**NOTE: This is a 16-week course.**

**NOTE: This is an Online course.**

# MEDICAL TERMINOLOGY

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## **Course Description:**

A study of medical terminology, word origin, structure, and application. Semester Hours 2 (2 lec)

Medical Terminology is a foundational course that teaches students the meaning and correct pronunciation of medical terms, so that they can correctly understand and communicate medical information. This course takes a systematic, word-building approach to medical terminology: students do not simply memorize a list of terms in this course—they learn how those terms are built using common word parts, so that they can correctly infer the meaning and correct spelling of medical terms, even those they have never studied. The terms in this course are further organized by body system, so that students can observe the word parts that are common to each system. The inference skills students gain in this course will enable them to keep pace with the ever-expanding lexicon of medical terminology.

## **Prerequisites and/or Corequisites:**

There are no prerequisites or corequisites. All students are welcome.

## **Course Notes and Instructor Recommendations:**

This is a McLennan IncludED section. You will not need to purchase your course materials as they are included in your course fees. Digital materials will be delivered to your Brightspace or emailed to your MCC student email address no later than the first day of your class. If there are physical components for your course, you will receive an email at your MCC student email address when they are ready for pickup (typically the week before classes start). Additional information may be found at McLennan IncludED.

Your instructor will engage with you frequently through Brightspace.

## **Instructor Information:**

Instructor Name: Glynnis Gaines

MCC Email: ggaines@mclennan.edu

Office Phone Number: 254-299-8306

Office Location: ADM 303

Office/Teacher Conference Hours: Tues/Thur 11AM to 1PM

Other Instruction Information: Other hours available by appointment. I am happy to Zoom, email, or chat on the phone if you need anything.

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## **Required Text & Materials:**

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Title: Medical Terminology

Author: Fagerberg, S.

Edition:

Publisher: Caduceus

ISBN:

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

## **Methods of Teaching and Learning:**

This class uses an interactive electronic resource. You will watch videos and complete activities to help you learn the structure of medical terms. A self-assessment will help you determine if you have understood all of the information and are ready for a timed module assessment. There will be a final exam.

The self-assessments and timed assessments will each have 24 questions. The final exam will have 100 questions.

Send me an e-mail at [ggaines@mclennan.edu](mailto:ggaines@mclennan.edu) if you need any help!

## **Course Objectives and/or Competencies:**

After viewing the presentations and completing the activities, the learner will be able to:

1. Examine a medical word and break down its structure into four parts: prefix, suffix, stem, and root word.
2. Assess the structural breakdown and infer the literal and actual meaning of the term.
3. Explain the difference between the literal and actual meaning of a term.
4. Recognize a medical part of speech based upon its structure.
5. Assemble compound medical terms and define them based on an evaluation of the structural breakdown.
6. Apply rules for composing the combining form of a root word and vowels used to do so.

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7. Define and identify the parts of speech in which a word may be grouped.
8. Define reference terms related to anatomy, disease, diagnosis, surgery, instruments, and procedures.

### **Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will only receive funding for those courses attended as of the course census date.

**This is a fully online course. Initial participation and attendance will be counted by completion of a course discussion assignment in the first week. Continued attendance will be counted by weekly engagement in the course and completion of your assigned activities.**

### **Course Outline or Schedule:**

Any changes will be communicated to the students via Brightspace announcements or MCC E-mail from your instructor.

Date	Assignment	Due Date
Week 1: August 21-27, 2023	Watch the Welcome from Your Instructor Video. Read "How to register" and get signed on to interactive text. Watch Chapter 1 Lectures—1. Orientation and 2. Introduction. Post on the discussion board. Read and respond to 1 or 2 posts from your peers.	Post your introduction by Thursday, August 24 at 1159PM. Respond to 1 or 2 discussion posts by August 27 at 1159PM. Watch Lecture 1 & 2 by August 27 at 1159PM.
Week 2: August 28- September 3, 2023	Watch Chapter 2, Lectures 3, 4, and 5 <b>Basics of Medical Terminology</b> . Complete the flashcards to help you with your self-test. Complete the self-test. When you are ready, take the timed test.	Complete all activities by September 3, 2023 at 1159PM

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Week 3: September 4-10, 2023 Monday is Labor Day! Enjoy some time off.	Watch Chapter 3, Lectures 10, 11, 12, 13 <b>Diagnostic Equipment</b> . Complete the flashcards to help you with your self-test, Complete the self-test. When you are ready, take the timed test.	Complete all activities by September 10, 2023 at 1159PM
Week 4: September 11-17, 2023	This week, we will complete Chapter 4 <b>Integrated Medicine</b> , Lecture 16. Complete the flashcards and self-assessment. When you are ready, take the timed assessment.	Complete all activities by September 17, 2023 at 1159PM.
Week 5: September 18-24, 2023	In Chapter 5, complete the “Fracturing Fundamentals: Medical & Disease Terms” activity and the flashcard activity.	Complete the two activities by September 24, 2023 at 1159PM.
Week 6: September 25- October 1, 2023	Watch Chapter 6 Lectures 22, 23, 24, and 25. Musculoskeletal System. Complete the flashcards, self-test, and when you are ready, complete the timed-test.	Be sure to look at “Click to Explore” at the top right side of the screen. Complete all of your activities by 1159PM on October 1, 2023.
Week 7: October 2-8, 2023	Chapter 7 will explore the Nervous System. Please watch Lectures 29, 20, 31, and 32. Then do the flashcards and the self-test. When you are ready, complete the timed- test.	Complete the activities and timed test by October 8, 2023 at 1159pm.
Week 8: October 9-15, 2023	This week, we will study Chapter 8, the Circulatory or Cardiovascular System. There are 4 lectures to watch: 36, 27, 28, and 39.	Complete the activities and timed test by October 15, 2023 at 1159pm.
Week 9: October 16-22, 2023	We only have two lectures for Chapter 9, the Respiratory System!	Just watch the lectures and jot down notes and any questions.

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	Watch lectures 43 & 44, review your flashcards, and complete the self-test to help you practice and retain the information. When you are ready, complete timed-test.	Be sure to look at “Click to Explore” at the top right side of the screen.
Week 10: October 23-29, 2023	This week, we are studying our skin! The Integumentary system is in Chapter 10 and has 4 lectures (48, 49, 50, 51). After you watch your lectures, please complete the flashcards and self-test. When you are ready, take the timed-test.	Complete all of the activities for Chapter 8, including the timed test by October 29, 2023 at 1159PM.
Week 11: October 30- November 5, 2023	This week is Chapter 11, the Digestive System. Please watch Lectures 55,56,57. Review the flashcards and complete the self-assessment. When you are ready, complete the timed test.	Complete all of the activities by November 5, 2023 at 1159PM.
Week 12: November 6-12, 2023	Watch Chapter 12 Urogenital System, Lectures 61 & 62, review the flashcards, self-test, and then the timed test.	Complete all of your activities by November 12, 2023 at 1159PM.
Week 13: November 13-19, 2023	This week, we will complete Chapter 13, Sexually Transmitted Diseases, Lecture 66. Review the flashcards & self-test, then complete the timed test.	Complete all of your activities by November 19, 2023 at 1159PM.
Week 14: November 20-26, 2023	This week, catch up on your work and take a breath. Celebrate Thanksgiving!	No activities due this week! You can start Chapter 14 if you like.
Week 15: November 27- December 3, 2023	Watch Chapter 14, Endocrine System, Lecture 70. Complete the flashcards and self-test to help you review the content. When you are	Complete all of the activities by December 3, 2023 by 1159PM.

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	ready, take the timed self-assessment.	
Week 16: December 4-10, 2023	You did it! This is finals week. The final is 100 questions and is a comprehensive test over all that you have learned.	Complete the final exam by 1159PM on Wednesday, December 6, 2023. The final will open on December 3 at 7AM.

### **Course Grading Information:**

Your grade in this course will be based upon your performance in the following areas:

Grading Area	Percentage of Grade
Activities (flashcards, lectures, self-assessments, etc.)	40%
Timed & Graded Assessments	30%
Final exam	30%
Total Course Grade	100%

A=90-100

B=80-89

C=70-79

D=60-69

F=below 60

### **Late Work and Make Up Work Policies:**

You are expected to read and complete your activities according to the schedule. Please let me know if you have a situation that delays your completion of any of the chapters. Late work will be accepted but will receive a 10-point deduction after the due date. If you do not complete the activities at all, you will receive a zero. Attendance is documented by your participation in the

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course. In order to complete the lectures and activities, you will need to log on to Brightspace at least two times a week.

Makeup work will be considered on a case-by-case basis. I want you to be successful, so let's communicate if you get behind or need any assistance.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain online decorum that includes respect for other students and the instructor, prompt and regular viewing and completion of course materials and assignments, and an attitude that seeks to take full advantage of education opportunities provided through multiple resources.

### **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.