

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

COURSE NAME

HPRS-1206-01 (1898) MEDICAL TERMINOLOGY

Dr. Deepak Robert. MD.

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

HPRS-1206-01 (1898)

MEDICAL TERMINOLOGY

Course Description:

This course introduces 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.

Prerequisites and/or Corequisites:

NONE

Course Notes and Instructor Recommendations:

3 X 5 Index Cards

- Access to Medical Dictionary for homework assignment
- USB Storage Device

Instructor Information:

- Instructor Name: **Dr. Deepak Robert**
- MCC E-mail: drobert@mclennan.edu
- Office Phone Number: **469-216-2013**
- Office Location: **N/A**
- Office/Teacher Conference Hours: M- W – 1300
- Other Instruction Information: N/A

Required Text & Materials:

- **Title: Medical Terminology for Health Professions 8th Ed.**
- Author: Ann Ehrlich, Carol Schroeder
- **Edition: 8th edition**
- Publisher: Cengage Learning
- **ISBN: 13: 978-1-305-63435-0**

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

Methods of Teaching and Learning:

Lecture, learning assignments, student performances, exams, quizzes, simulators, and/or tutorial software

Information:

- Acquires & evaluates information
- Organizes & maintains information
- Interprets & communicates information

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- Uses computers to process information

Basic Skills:

- **Listening**—receives, attends to, interprets & responds to verbal messages in writing
- **Writing**—communicates thoughts, ideas, information, & messages in writing
- **Speaking**—organizes ideas & communicates orally

Thinking Skills:

- **Knowing how to learn**—uses efficient learning techniques to acquire & apply new knowledge & skills
- **Reasoning**—discovers a rule or principle underlying the relationship between 2 or more objects & applies it when solving a problem

Course Description:

This course introduces 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 Objectives and/or Competencies:

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

- Define, pronounce, and spell medical terms with the use of medical references as resource tools;
- To divide medical terms into component parts;
- Build and analyze medical terms;
- Examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols.
- Interpret and understand complex medical terms.
- Acquire a foundation of knowledge for the language of medicine.
- Participate with the audiovisual presentation of each known lesson.
- Complete the modules and quizzes following each lesson.
- **Critical Thinking (CT)** -- to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM)** -- to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical & Quantitative Skills (EQS)** -- to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

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Teamwork (TW) -- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Course Outline or Schedule:

Week 1: Syllabus/ Chapter 1 Introduction to Med. Term

Week 2: Ch. 2: Human Body in Health & Disease

Week 3: Chapt.3: Skeletal System.

Week 4: Chapter. 4: Muscular System

Week 5: Chapter 5: Cardiovascular system

Week 6: Chapter 7: Respiratory System

Week 7: 8: Digestive System Chapter

Week 8: Chapter 9: Urinary System Chapters

MARCH 6 TO 10 SPRING BREAK

MID-TERM Exam

Week 9: Chapter 10: Nervous System

Week 10 Chapter 11: Special Senses Chapter

Week 11: Chapter 12: Integumentary System

Week 12: Chapter 13: Endocrine System

Week 13: Chapter 14 Reproductive system

Week 14: Chapter 14 Reproductive system

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Week 15: Revision

Week 16: **FINAL EXAM**

Course Grading Information:

Grades for this course will be **weighted**. To determine your grade at any point in the semester, calculate the average & multiply by the percentage for each category.

Category	Percent toward final grades	Grade range
Quizzes	30%	A 90-100%
Tests	30%	B 80-89%
Assignments	10%	C 70-79%
Discussion Board	10%	
		D 60-69%
Comprehensive Final Examination	20%	F 0-59%

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NOTE: The Passing Grades will for this class is a semester average of 70%

Late Work, Attendance, and Make Up Work Policies:

You are expected to be present for all class meeting of this course. Assignments/Homework needs to be submitted on the due date. If for any reason an assignment is not submitted on the date, ten points will be deducted from the grade when taken late. No work will be accepted after one week of the grace period.

Student Behavioral Expectations or Conduct Policy:

- **No food or drink** is allowed in the classroom
- Students must respect each other
- Come to class **prepared and on time**
- Turn off **cell phones and beepers**
- **Only students enrolled in class may attend** (no minors may accompany an adult student nor may they be left attended.)

[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.

Updated 11/04/2022

McLennan
C O M M U N I T Y
COLLEGE

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.

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

disabilities@mclennan.edu 254-299-
8122
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 or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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/. 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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/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.

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 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.

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.