

Updated 08/03/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

MEDICAL TERMINOLOGY I

HITT - 1205 – O280

LESLEY PLEMONS

NOTE: This is a 8-week course.

NOTE: This is an Online course.

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Course Description:

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Technology Requirements:

Please note to run the various electronic health record software systems you will need access to a computer that runs a Windows operating system not an Apple system. A basic PC. You may choose to use a computer at your local library, community college, or if you live near Waco you may use the computers in the on-campus labs and library.

Webcam is required with audio/video capabilities if your computer does not have a built in webcam.

Students should use Chrome or Firefox for completing LMS (Brightspace) course activities.

Please note MAC computers are NOT compatible with a number of our programs.

Students should also have the most current version of Word, Excel, Access, and Power Point.

For free downloads or copy and paste the url into your browser <https://www.microsoft.com/en-us/education/products/office> Register with your mcc email @students.mclennan.edu

Minimum software/hardware requirements:

Use the following AHIMA VLab® system requirements for individual user PCs (subject to change). Applications are hosted and maintained by the AHIMA VLab® and our application partners.

- Depending on the application, Windows 7, 8, 10 & 11 are supported, as well as Mac OS, but each AHIMA VLab® application has different compatibility requirements (specific system information is provided to all users within the course, and is available upon request).
- Internet access required is: Broadband High-Speed, Cable, or DSL.
- Depending on the application, Internet Explorer 9 and above, Firefox and Google Chrome are supported.

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- Again, each program has different requirements. Some are browser- and OS-agnostic while others may only work with a specific browser or OS; this information is provided to all users.
- AHIMA websites requiring login, including the AHIMA Learning Center where the AHIMA VLab® course is hosted, no longer support Internet Explorer. In some cases you may need to access the AHIMA VLab® course through one browser, and an application that requires Internet Explorer in that browser.
- Additional requirements for individual applications and instructions for changing computer settings or installing software are provided in the lessons, the FAQs and by request.

Hardware

- 1Ghz Intel or AMD processor (minimum)
- 2GB of RAM (minimum)
- In most cases the AHIMA VLab® course and applications are best viewed at a screen resolution of at least 1024 x 768. Otherwise you may experience clipping or pixelated content.

Instructor Information:

Instructor Name: Lesley Plemons

MCC E-mail: lplemons@mclennan.edu

Office Phone Number: 254-299-8233

Office Location: BTB 227

Office/Teacher Conference Hours:

Tuesday 5:30 pm – 7:30 pm Zoom

Wednesday 10:00 am – 1:00 pm BTB 227

Other times are available by appointment.

Required Text & Materials:

Textbooks will be used throughout the program. Retain a hard copy of the texts as you will need them next semester.

Title: Acquiring Medical Language

Author: Jones

Edition: Fourth

Publisher: McGraw Hill

ISBN: 9781260018578

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

Methods of Teaching and Learning:

Lecture videos, learning assignments, pronunciation, case studies, exams, homework, and tutorial software

Course Objectives and/or Competencies:

1. Identify, pronounce, and spell medical terms; use terms in context
2. Utilize prefixes, suffixes, root words, and plurals to construct medical terms
3. Analyze medical terms; translate abbreviations; and interpret symbols

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.

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.

In this course a module is defined as 1 week. In the course units section under content modules are organized as weeks.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of

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work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Course Outline or Schedule:

This schedule is tentative and subject to change. Students will be notified of changes via Brightspace announcements.

Week 1 Mar 11-17 Introduction		
Overview:	Learning Objectives:	Assignments
<ul style="list-style-type: none"> Review Syllabus and Tentative Schedule Introduction to Medical Terms Directional Terms Health Records 	<ul style="list-style-type: none"> Identify the component parts of a medical term. Recognize basic prefixes, suffixes, and combining forms. Illustrate proper pronunciation of medical terms. 	<p>Read</p> <ul style="list-style-type: none"> Ch 1 Introduction to Medical Language Ch 2 Introduction to Health Records <p>Discussion</p> <ul style="list-style-type: none"> Introductions – initial post due Wednesday 8:00 am Responses due Sunday 8:00 am <p>Pronunciation</p> <ul style="list-style-type: none"> Pronunciation 1 – due Sunday 8:00 a.m. <p>Homework</p> <ul style="list-style-type: none"> Intro to Medical Terminology – due Sunday 8:00 am Directional Terms – due Sunday 8:00 am Health Records – due Sunday 8:00 am <p>Exams</p> <ul style="list-style-type: none"> Proctored using Respondus. No notes or books allowed. WebCam will be required. Students must download Chrome and Respondus to take the exam. Ensure you have a reliable Internet connection.
Week 2 Mar 18-24 Dermatology, Musculoskeletal, and Nervous		
Overview:	Learning Objectives:	Assignments

Drop/ Census Date – Mar 18

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<ul style="list-style-type: none"> Integumentary/ Dermatology system Musculoskeletal system Nervous system 	<ul style="list-style-type: none"> Illustrate proper pronunciation of medical terms. Recognize abbreviations and symbols used in health record documentation. Summarize documentation related to prescribed vitamins and medications documented in a health record. 	<p>Read</p> <ul style="list-style-type: none"> Ch 3 Integumentary/ Dermatology System Ch 4 Musculoskeletal System Ch 5 Nervous System <p>Pronunciation</p> <ul style="list-style-type: none"> Pronunciation 2 – due Sunday 8:00 a.m. <p>Homework</p> <ul style="list-style-type: none"> Dermatology – due Sunday 8:00 am Musculoskeletal – due Sunday 8:00 am Nervous – due Sunday 8:00 am <p>Case Study</p> <ul style="list-style-type: none"> Skeletal – Case Study – due Sunday 8:00 am
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Week 3 Mar 25 - 31 Sensory, Endocrine, Blood & Lymph

Overview:	Learning Objectives:	Assignments
<ul style="list-style-type: none"> Sensory Endocrine Blood & Lymph 	<ul style="list-style-type: none"> Illustrate proper pronunciation of medical terms. Recognize abbreviations and symbols used in health record documentation. Summarize discharge documentation instructions 	<p>Read</p> <ul style="list-style-type: none"> Ch 6 Sensory Ch 7 Endocrine System Ch 8 Blood/Lymph Systems <p>Pronunciation</p> <ul style="list-style-type: none"> Pronunciation 3 – due Sunday 8:00 a.m. <p>Homework</p> <ul style="list-style-type: none"> Eyes & Ears – due Sunday 8:00 am Endocrine – due Sunday 8:00 am Blood/Lymph – due Sunday 8:00 am <p>Case Study</p> <ul style="list-style-type: none"> Endocrine – Case Study – due Sunday 8:00 am <p>Exams</p> <ul style="list-style-type: none"> Will be taken using Respondus Review for Midterm Exam

Week 4 Apr 1-Apr 7

Exam

- Midterm taken using Respondus

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Week 5 Apr 8-14 Cardiology, Respiratory, and Gastrointestinal Apr 12 60% date withdrawal deadline		
Overview:	Learning Objectives:	Assignments
<ul style="list-style-type: none"> Cardiology Respiratory Gastrointestinal 	<ul style="list-style-type: none"> Illustrate proper pronunciation of medical terms. Recognize abbreviations and symbols used in health record documentation. Summarize documentation related to prescribed medications documented in a health record. 	<p>Read</p> <ul style="list-style-type: none"> Ch 9 Cardiovascular System Ch 10 Respiratory System Ch 11 Gastrointestinal System <p>Pronunciation</p> <ul style="list-style-type: none"> Pronunciation 4 – due Sunday 8:00 a.m. <p>Homework</p> <ul style="list-style-type: none"> Cardiovascular – due Sunday 8:00 am Respiratory– due Sunday 8:00 am Gastrointestinal– due Sunday 8:00 am <p>Case Study</p> <ul style="list-style-type: none"> Cardiology – Case Study – due Sunday 8:00 am
Week 6 Apr 15-21 Reproductive and Sensory Systems		
Overview:	Learning Objectives:	Assignments
<ul style="list-style-type: none"> Urinary & Male Reproductive Female Reproductive 	<ul style="list-style-type: none"> Illustrate proper pronunciation of medical terms. Recognize abbreviations and symbols used in health record documentation. Summarize diagnoses and procedure methodologies. 	<p>Read</p> <ul style="list-style-type: none"> Ch 12 Urinary & Male Reproductive System Ch 13 Female Reproductive System <p>Pronunciation</p> <ul style="list-style-type: none"> Pronunciation 5 – due Sunday 8:00 a.m. <p>Homework</p> <ul style="list-style-type: none"> Urinary & Male Reproductive – due Sunday 8:00 am Female Reproductive – due Sunday 8:00 am <p>Case Study</p> <ul style="list-style-type: none"> Reproductive – Case Study – due Sunday 8:00 am <p>Exam</p> <ul style="list-style-type: none"> Review Final Exam

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Week 7 Apr 22-28 Review		
Exam <ul style="list-style-type: none"> Review Final Exam 		
Week 8 Apr 29 – Apr 30 Final Exam		
Overview:	Learning Objectives:	Assignments
<ul style="list-style-type: none"> Final Exam 		Exam <ul style="list-style-type: none"> Final Exam taken using Respondus due Tuesday Apr 30th

Course Grading Information:

Grades will be recorded in Brightspace. Student work will be graded within 2 weeks of the due date unless there are extenuating circumstances (instructor illness, conference attendance, etc) in which the instructor will notify students via Brightspace announcements.

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

Homework exercises will be averaged and multiplied by 15%

Pronunciation exercises will be averaged and multiplied by 15%

Case Studies will be averaged and multiplied by 20%

Midterm will be multiplied by 25%

The comprehensive final exam will be multiplied by 25%

The midterm and final are worth 25%. The greater the percentage, the more impact the assignment or exam will have on the overall course grade.

Category	Percent toward final grade	Grade range	
Homework	15%	A	90-100%
Pronunciation	15%	B	80-89%

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Case Studies	20%	C	70-79%
Midterm	25%	D	60-69%
Comprehensive Final Examination	25%	F	0-59%

Please note online courses will require students to spend more time reading, studying, reviewing materials, and researching than what is usually required in a face-to-face course. To be as successful in this online course students will need to spend about twice as much time as they would spend in a face to face due to the fact that more reading and research will be required of the student.

Turnitin is used in Brightspace. Any student found to be cheating will receive an automatic zero if cheating is evident. A second offense will result in automatic failure of the class and dismissal from the program. In addition, students found to be cheating will be reported to the appropriate MCC staff and recorded in a database.

In addition, in this class, students are subject to the following discipline regarding cheating in any form:

First Offense: failing grade on the assignment

Second Offense: failing grade in the course

Sharing or uploading case studies, homework questions, quiz material or any content from this course to any website or with any other individual will result in disciplinary action. If any material is found on any website the student will not be permitted to continue in any HITT course or HITT related programs.

Students found to be cheating and/or sharing course materials online or with others will be reported to appropriate MCC staff and recorded in a database.

Late Work and Make Up Work Policies:

Late homework, simulations, and/or case study assignments will not be accepted late. No makeup exams. In the event of hospitalization or death of an immediate family member (spouse, child) documentation must be provided to the instructor for consideration of late work acceptance. Students may “make-up” 1 “one” missed assignment or quiz due to death in the immediately family (spouse/child) or personal hospitalization. An obituary and/or doctors note will be required. For hospitalization the student **MUST** be hospitalized for the entire week in which the assignment or quiz was due. Hospitalization *only on the due date*, ER visit, or a visit to your general practitioner will **not** be acceptable.

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Again ONE assignment or quiz ONLY may be “made up” given there is sufficient documentation to justify the deficiency.

Students are encouraged to complete and submit work early in the week. No make-up exams will be provided. Since students have all available information to complete the course materials in advance. Stay ahead in the event that a tragedy occurs in your family or in your personal situation.

You have the ability to check your submitted work in Brightspace. If you see an error in the submission you have another chance to resubmit the assignment correctly at any point before the due date.

Work submitted in error or incorrectly submitted will receive a grade of zero. It is the responsibility of the student to ensure the accuracy and completeness of each submitted assignment.

Examinations are to be taken when scheduled.

If you feel that you may have a technical problem or if your computer crashes, you will be expected to turn your work in as usual and complete exams at an alternate location such as the Library on campus, your local library, or an alternate location.

There will NOT be a make-up for the midterm exam or final exam. I will **not** reset the Midterm or Final Exam. DO NOT wait until the last minute to take the exam.

It is up to the student to ensure that he/she has the resources necessary to fully complete this online course.

Communication Policy

Emails are returned within 24 hours of receipt **except** when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Emails should be sent using your student email, preferably from within the Brightspace course. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language.

At times, the instructor may have an extenuating circumstance or be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Recordings

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Please note that lectures, questions, and answers inside and outside of the classroom may be recorded and posted to Brightspace for this course and future courses.

As a student in this course, I agree to the possibility that I may be recorded and my questions/answers may be used/produced on Brightspace for present and future purposes.

Student Behavioral Expectations or Conduct Policy:

Students are expected to use appropriate language and display respect for others regardless of the method of communication. Zoom, face to face, email, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior in zoom sessions or the classroom will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all emails should be free of typos, grammatical, spelling, and other errors. Students are to treat fellow classmates' and the instructor with respect in and outside of the classroom though email discussions and discussion board postings.

Any inappropriate behavior or language may result in the student being dropped from the course immediately.

[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

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 Title IX Coordinator at 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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email (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 or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-Staff-Commons/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](#) 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.