# MCLENNAN COMMUNITY COLLEGE

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**Medical Terminology**

**HRS 1206.O088**

**Dr. Bridgit Moore,**
**EdD, MLS(ASCP)**

# NOTE:  This is a 16-week, online course.

Spring, 2024

## Course Description:

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

Medical Terminology is a foundation 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. They will also learn the "sounds-like" pronunciation system that will enable them to pronounce virtually any medical term. 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.  Semester Hours 2 (2 lec)

## Prerequisites and/or Corequisites:

There are no prerequisites and/or corequisites for this course.

## Course Notes and Instructor Recommendations:

COMPUTER RESOURCE AT MCC:
Students may use computers located in the Library, on the third floor of the Learning Technology Center.  Computers are also available in open computer labs in various areas on campus.

OFF-CAMPUS COMPUTER REQUIREMENTS:
The link for the Microsoft Viewers for Word that is used in this course is:
http://www.microsoft.com/office/000/viewers.asp
IBM-compatible Intel Pentium II or higher computer system; minimum 128 MB of RAM; 200 MB of available hard disk space; minimum 56K modem; CD ROM-drive and Internet Explorer 5.5 or higher.  Students will not need a PowerPoint viewer for this course. The AOL Internet browsers are not supported for MCC Brightspace or e-mail access.

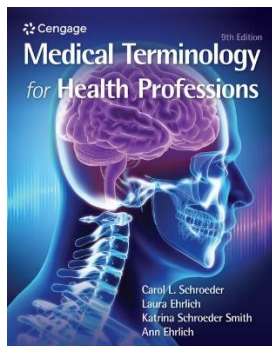## Instructor Information:

Instructor Name: Dr. Bridgit Moore
MCC E-mail: bmoore@mclennan.edu
Office Phone Number: 254-722-8963
Office Location: HP 115
Office/Teacher Conference Hours: by appointment

## Required Text & Materials:

Medical Terminology for Health Professions
by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder
9th Edition | Copyright 2022
ISBN: 978-0-3575-1369-9

Toll-free number for help with your MindTap account: 1-800-354-9706

**Please NOTE: You do NOT need to purchase a print copy of the textbook. There is an electronic textbook within the MindTap program that you can use.**

The materials required for this course and any others using Cengage products are included in your tuition for the course. You only need the Computer Access Code but you may obtain the printed textbook if you want to. Go to the MCC bookstore to get the access code. You may use your financial aid for this, as well.

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

## Methods of Teaching and Learning:
Assignments and activities are online through the MindTap learning platform from Cengage Publishing. There is not a separate written final exam. All assignments and activities are due by the date specified by the instructor on the Course Schedule. There may be one word or a phrase as the answer to a question on any of your assignments and/or activities. **Respond with the most correct answer that makes grammatical sense. Pay attention to grammar. Pay attention to spelling and the use of dashes and slashes for the word parts.** You may work and save but only **one submission** for a grade on a MindTap assignment, activity, and/or exam is permitted. Send me an email at bmoore@mclennan.edu if you have a question or if you need any help.

**Course Objectives and/or Competencies:**
At the completion of the course, students should be able to:
1.  Analyze how medical terms are built using common word parts.
2.  Properly spell, define, and pronounce medical terms associated with each of the major body systems.
3.  Identify and define the word parts most frequently associated with the major body systems.
4.  Interpret common abbreviations used in medical terminology and cautions to remember when using them.

**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.

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.

**Course Outline or Schedule**:
Week 1:         Ch 1:   Introduction to Medical Terminology
                **Due before midnight, Jan 14**

Week 2:         Ch 2:   The Human Body in Health and Disease
                **Due before midnight, Jan 21**

Week 3:         Ch 3:   The Skeletal System
                **Due before midnight, Jan 28**

Week 4:         Ch 4:   The Muscular System
                **Due before midnight, Feb 4**

Week 5:         Ch 5:   The Cardiovascular System
                **Due before midnight, Feb 11**

Week 6:        Ch 6:   The Lymphatic and Immune Systems
               **Due before midnight, Feb 18**


Week 7:        Ch 7:   The Respiratory System
               **Due before midnight, Feb 25**


Week 8:        Ch 8:   The Digestive System
               **Due before midnight, March 3**


Spring Break   March 4-10


Week 9:        Ch 9:   The Urinary System
               **Due before midnight, March 17**


Week 10:       Ch 10: The Nervous System and Mental Health
               **Due before midnight, March 24**


Week 11:       Ch 11:  The Eyes and Ears
               **Due before midnight, March 31**


Week 12:       Ch 12: The Integumentary System
               **Due before midnight, April 7**


Week 13:       Ch 13:  The Endocrine System
               **Due before midnight, April 14**


Week 14:       Ch 14: The Reproductive System
               **Due before midnight, April 21**


Week 15:       Ch 15: Diagnostic Procedures, Nuclear Medicine, & Pharmacology
               **Due before midnight, April 28**


Week 16:       **April 29-May 1:** Assignment Make-ups

**All assignments must be completed and turned in for a grade before**
        **midnight, May 1**

## Course Grading Information:

A =     90-100
B =     80-89
C =     70-79
D =     60-69
F =     59 and below   Grades are generally rounded up when the average is $\geq$ to 0.5

## Late Work, Attendance, and Make Up Work Policies:

Students are expected to complete coursework on time.

## 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**)
Please let your instructor know as soon as possible if you are going to be absent from class.

# McLENNAN COMMUNITY 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 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.