COURSE SYLLABUS
AND
INSTRUCTOR PLAN

MEDICAL TERMINOLOGY
HPRS - 1206 - 01

LESLEY PLEMONS
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. Semester Hours 2 (2 lec)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

3x5 Index Cards
Access to Medical Dictionary for homework assignments.
USB Storage Device

Instructor Information:

Instructor Name: Lesley Plemons
MCC E-mail: lplemons@mclennan.edu
Office Phone Number: 254-299-8233
Office Location: BT 208
Office/Teacher Conference Hours: Mondays – Thursdays 9:00 – 10:00 a.m. and 2:00 – 3:00 p.m.
Other times available by appointment only.

Required Text & Materials:

Title: Medical Terminology for Health Professions 8th ed.
Author: Ann Ehrlich, Carol Schroeder
Publisher: Cengage Learning

Optional –
Title: Medical Terminology for Health Professions (Workbook) 8th ed
Author: Ann Ehrlich
Edition: 8th Ed.
Publisher: Cengage Learning
ISBN: 9781305634367
MCC Bookstore Website:  http://www.mclennan.edu/bookstore/

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/

* Click Here for the Minimum System Requirements to Utilize MCC’s D2L|Brightspace (www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements) 
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC’s D2L|Brightspace learning management system.

Methods of Teaching and Learning:
Lecture, learning assignments, case studies, exams, quizzes, and tutorial software

Course Objectives and/or Competencies:

a) Define, pronounce, and spell medical terms with the use of medical references as resource tools;
b) Use terms in context;
c) Build and analyze medical terms;
d) Examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols.

SCANS Criteria

The Secretary’s Commission for Achieving Necessary Skills, or the SCANS criteria, is incorporated into the learning outcomes and activities for the course. They are identified in each general course objective as well as in each specific course objective or learning outcome and address basic skills and workplace competencies:

- Maximize resource allocations (C01)
- Employ interpersonal skills (C02)
- Use information skills (C03)
- Use systems concepts (C04)
- Use technology (C05)
- Enhance basic skills (F01)
- Apply thinking skills (F02)
- Display appropriate personal qualities (F03)

**Course Outline or Schedule:**

Please note this schedule is tentative and subject to change. Students will be notified of any changes in class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture</th>
<th>Cases</th>
<th>Quiz</th>
<th>Homework due before start of class</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon June 4</td>
<td>Review Syllabus and Course Overview</td>
<td></td>
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</tr>
<tr>
<td>Tues June 5</td>
<td>Ch 1 &amp; 2 Intro to Med term &amp; Directional Terms</td>
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</tr>
<tr>
<td>Wed June 6</td>
<td>Health Record</td>
<td>Quiz - Intro to Med term &amp; Directional Terms</td>
<td>HW - Intro to Med term &amp; Directional Terms</td>
<td>Pronunciation 1 Intro to Med term</td>
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</tr>
<tr>
<td>Thurs June 7</td>
<td>Ch 3 Skeletal system</td>
<td>Case - Skeletal</td>
<td>Quiz - Health Record</td>
<td>HW - Health Record</td>
<td>Pronunciation 2 Skeletal System</td>
</tr>
<tr>
<td>Mon June 11</td>
<td>Ch 4 Muscular System</td>
<td>Quiz - Skeletal system</td>
<td>HW - Skeletal system</td>
<td></td>
<td>Pronunciation 3 Muscular System</td>
</tr>
<tr>
<td>Tues June 12</td>
<td>Ch 10 Nervous</td>
<td>Case - Nervous</td>
<td>Quiz - Muscular System</td>
<td>HW - Muscular System</td>
<td>Pronunciation 4 Nervous System</td>
</tr>
<tr>
<td>Wed June 13</td>
<td>Ch 5 Cardiovascular</td>
<td>Case - Cardio</td>
<td>Quiz - Nervous</td>
<td>HW - Nervous</td>
<td>Pronunciation 5 Cardiovascular</td>
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</table>

4
<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Case</th>
<th>Quiz</th>
<th>HW</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs June 14</td>
<td>Ch 7 Respiratory</td>
<td>Case – Respiratory</td>
<td>Quiz - Cardiovascular</td>
<td>HW - Cardiovascular</td>
<td>Pronunciation 6 Respiratory</td>
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<tr>
<td>Mon June 18</td>
<td>Ch 6 Lymph</td>
<td>Quiz - Respiratory</td>
<td>HW - Respiratory</td>
<td>Pronunciation 7 Lymph</td>
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<tr>
<td>Tues June 19</td>
<td>Review Midterm</td>
<td>Quiz – Lymph</td>
<td>HW – Lymph</td>
<td>------------------------</td>
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</tr>
<tr>
<td>Wed June 20</td>
<td>Midterm</td>
<td></td>
<td></td>
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<tr>
<td>Thurs June 21</td>
<td>Ch 13 Endocrine</td>
<td>Case – Endocrine</td>
<td></td>
<td>Pronunciation 8 Endocrine</td>
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<tr>
<td>Mon June 25</td>
<td>Ch 9 Urinary</td>
<td>Quiz - Endocrine</td>
<td>HW - Endocrine</td>
<td>Pronunciation 9 Urinary</td>
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<tr>
<td>Tues June 26</td>
<td>Ch 8 Digestive</td>
<td>Case – Digestive</td>
<td>Quiz - Urinary</td>
<td>HW - Urinary</td>
<td>Pronunciation 10 Digestive</td>
</tr>
<tr>
<td>Wed June 27</td>
<td>Ch 11 Eyes/Ears</td>
<td>Quiz - Digestive</td>
<td>HW - Digestive</td>
<td>Pronunciation 11 Eyes/Ears</td>
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</tr>
<tr>
<td>Thurs June 28</td>
<td>Ch 12 Integumentary</td>
<td>Quiz - Eyes/Ears</td>
<td>HW - Eyes/Ears</td>
<td>Pronunciation 12 Integumentary</td>
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<tr>
<td>Mon July 2</td>
<td>Ch 14 Reproductive</td>
<td>Case – Reproductive</td>
<td>Quiz - Integumentary</td>
<td>HW - Integumentary</td>
<td>Pronunciation 13 Reproductive</td>
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<td>Tues July 3</td>
<td>Ch 15 Diagnostic Procedures</td>
<td>Quiz - Reproductive</td>
<td>HW - Reproductive</td>
<td>Pronunciation 14 Diagnostic Procedures</td>
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<tr>
<td>Wed</td>
<td>Holiday</td>
<td></td>
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</table>
MEDICAL TERMINOLOGY
1206.01

<table>
<thead>
<tr>
<th>July 4</th>
<th>Thurs July 5</th>
<th>Review Final</th>
<th>Quiz – Diagnostic Procedures</th>
<th>HW – Diagnostic Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon July 9</td>
<td>Final</td>
<td>Comprehensive Final Exam</td>
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</table>

Please note this schedule is tentative and subject to change.

**Course Grading Information:**

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 5%
- Case Studies will be averaged and multiplied by 15%
- Pronunciation exercises will be averaged and multiplied by 10%
- Quizzes will be averaged and multiplied by 20%
- Midterm will be multiplied by 20%
- The comprehensive final exam will be multiplied by 30%

The final is worth 30%. The greater the percentage the more impact the assignment or exam will have on the overall course grade.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent toward final grade</th>
<th>Grade range</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>5%</td>
<td>A 90-100%</td>
</tr>
<tr>
<td>Case Studies</td>
<td>15%</td>
<td>B 80-89%</td>
</tr>
<tr>
<td>Pronunciation</td>
<td>10%</td>
<td>C 70-79%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
<td>D 60-69%</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
<td>F 0-59%</td>
</tr>
<tr>
<td>Comprehensive Final Examination</td>
<td>30%</td>
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</tr>
</tbody>
</table>
**Late Work, Attendance, and Make Up Work Policies:**

Under *no* circumstances will late homework assignments be accepted.

Students who are late to class or who miss class will *not* be allowed to “makeup” quizzes or pronunciation quizzes.

Case Studies will be completed in class. Makeups outside of class are *not* permitted.

Students who miss 5 class periods before the drop date will be dropped from the course.

**Attendance is imperative to be successful in this course.**

No late work will be accepted.

Pronunciation quizzes and daily quizzes will be taken at the beginning of each class period.

Quizzes are timed. Students who are not present when pronunciation quizzes and daily quizzes are dispersed will not be allowed to take the quiz.

There will be no makeup quizzes for tardy or absent students.

**Attendance in this class is important for the entire class period.**

**Examinations**

Examinations are to be taken when scheduled.

The midterm exam may only be made up if the there is a death of an immediate family member or if the student provides proof of hospitalization/doctor’s note.

Students who do not show for the final and do not contact the instructor regarding the absence due to the death or an immediate family member or hospitalization before or on the day of the final examination will receive a grade of zero on the final exam.

**Instructor Feedback:**

Student assignments/homework/quizzes will be graded within 2 days of the due date.

Students shall receive feedback on Emails related to this course within 48 hours. Except for those questions posted after 3:30 p.m. on Fridays.
Emails should be sent using your student email. 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 may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Technical Support
Students who need technical support should contact MCC’s Information Systems and Support at 254-299-8077. You can access the link by going to the Web Links tab, MCC’s Information Systems and Support.

Testing Center
MCC’s testing center link is provided. Please copy and paste the following link into your browser http://www.mclennan.edu/testing-center/

Academic Support
Click on the Web Links tab, and then click on the Library and Academic Support link to access.

Student Support Services
Please copy and paste the following link into your browser to gain access to the Student support services site. http://www.mclennan.edu/student-support-services/
If you would like more information about academic counseling, personal counseling, or career counseling; tutoring; study skills sessions; and a number of other services available to you visit the site provided above.

Student Behavioral Expectations or Conduct Policy:

Students are expected to use appropriate language and display respect for others regardless of the method of communication. Face to face, email, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior in 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 Academic Integrity Statement](www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](www.mclennan.edu/highlander-guide-2016-17/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Disabilities/ADA Statement
Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](mclennan.edu/disability).

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

Jana Zuehlke Bennette, Success Coach, Accommodations
disabilities@mclennan.edu
254-299-8122
Room 249D, Completion Center, in the Student Services Center

* [Click Here for more information about Title IX](www.mclennan.edu/titleix)
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. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.
McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) 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.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.