



Medical Assisting Department

Title: Medical Terminology

Course Number: MDAS 100-01

Cross-listed as HLTH 105-01

Credit Hours: 3

Instructor: Loreen W. MacNichol CMRS, RMC,
CCS-P

Semester: Spring 2017: 1/17/17-5/13/17

Instructor e-mail: lmacnichol@smccme.edu

Office Hour: By request.

Course Syllabus

Course Description

This course is designed as an introduction to medical terminology using a body systems approach. The student will develop a basic understanding of medical language by analyzing prefixes, suffixes, root words, and combining forms as they relate to the different body systems and the basic cellular structure.

This course is a hybrid course utilizing **Cengage Learning MindTap within the Blackboard learning platform.**

Prerequisites: Medical Assisting Program or Health Science Program acceptance. ENGL 050 / 075 and MATH 050

Corequisite: none

Course Learning Goals

- Demonstrate academic subject matter for entry-level health care occupations.
- Demonstrate ability to read and interpret medical information using knowledge of medical terminology
- Demonstrate organizational skills for coursework.

Course Objectives

On completion of this course the student will:

- Explain how medical terms are analyzed.
- Build medical words from Greek and Latin prefixes, suffixes word roots, and combining forms.
- Demonstrate familiarity with the word components as they relate to each body system.
- Pronounce medical terms correctly.
- Spell medical terms correctly.
- Utilize common medical abbreviations with accuracy.
- Apply medical terms as they relate to basic anatomy and physiology of each body system.
- Apply medical terms as they relate to common diagnostic tests associated with each body system.
- Apply medical terms as they relate to common diseases associated with each body system.

Teaching Procedures

- Posted instructor announcements
- Lesson presentations in Blackboard platform
- Online MindTap activities
- Communication using Blackboard email and discussion options

- Textbook readings

The instructor reserves the right to alter the syllabus, exams, assignments, and homework to meet the learning outcomes/objectives set forth by the Medical Assisting Department and the National Accrediting body, within reason.

Required Text and Supplies:

Medical Terminology for Health Professions, 8th edition; Erlich, Shroeder, Cengage Learning, 2015: ISBN: 978-130-593-1954 (Includes MindTap Access Code)

OR

E-Book: ISBN 978-130-563-4466 (Includes MindTap Access Code)

Must have access to a computer with audio and microphone capability to record your voice for pronunciation quizzes and reliable high-speed internet access to Firefox, or Google Chrome browsers. (Internet Explorer/Edge will not support the MindTap program). Blackboard Access at <https://blackboard.smccme.edu>

Course Outline

Note: Weekly assignments discussion posts and quizzes are due by midnight on the day designated on the course schedule below. For example, the Week 1 work is due by midnight, January 21, 2017.

MDAS 100	COURSE SCHEDULE			SPRING 2017
WEEK	TOPIC	COURSE DOCUMENTS IN BLACKBOARD	TEXT REFERENCE	BLACKBOARD RESOURCES
1. 1/17/2017- 1/21/2017	Welcome Ch. 1 Introduction to Medical Terminology (In-class meeting on January 20)	Week 1 activities for Ch. 1 Submit by 1/21/2017	Pages 1-27	Welcome/Start Here Announcements Discussion Rubric Discussion Board Course Content Week 1
2. 1/22/2017- 1/28/2017	Chapter 2: The Human Body in Health and Disease (In-class meeting on January 27)	Week 2 activities for Ch. 2 Submit by 1/28/2017	Pages 28-55	Announcements Course Content Discussion Board
3. 1/29/2017- 2/4/2017	Chapter 3: The Skeletal System	Week 3 activities for Ch. 3 Submit by 2/4/2017	Pages 56-91	Announcements Course Content Discussion Board

4. 2/5/2017- 2/11/2017	Chapter 4: The Musculoskeletal System	Week 4 activities for Ch. 4 Submit by 2/11/2017	Pages 92-121	Announcements Course Content Discussion Board
5. 2/12/2017- 2/18/2017	Chapter 5: The Cardiovascular System	Week 5 activities for Ch. 5 Submit by 2/18/2017	Pages 122-162	Announcements Course Content Discussion Board
6. 2/19/2017- 2/25/2017	Chapter 6: The Lymphatic and Immune Systems (In-class meeting on February 17)	Week 6 activities for Ch. 6 Submit by 2/25/2017	Pages 163-197	Announcements Course Content Discussion Board
7. 2/26/2017- 3/4/2017	Chapter 7: The Respiratory System	Week 7 activities for Ch. 7 Submit by 3/4/2017	Pages 198-230	Announcements Course Content Discussion Board
8. 3/5/2017- 3/11/2017	Chapter 8: The Digestive System	Week 8 activities for Ch. 8 Complete Mid-term Exam (Ch. 1-7) Submit by 3/11/2017	Pages 231-267	Announcements Course Content Discussion Board Announcements Course Content Discussion Board
Spring Break 3/13/2017- 3/18/2017				
9. 3/19/2017- 3/25/2017	Chapter 9: The Urinary System (In-class meeting on March 24)	Week 9 activities for Ch. 9 3/25/2017	Pages 268-297	Announcements Course Content Discussion Board
10. 3/26/2017- 4/1/2017	Chapter 10: The Nervous System	Week 10 activities for Ch. 10 Submit by 4/1/2017	Pages 298-335	Announcements Course Content Discussion Board
11. 4/2/2017- 4/8/2017	Chapter 11: Special Senses, Eyes and Ears	Week 11 activities for Ch. 11 Submit by 4/8/2017	Pages 336-367	Announcements Course Content Discussion Board
12. 4/9/2017- 4/15/2017	Chapter 12: The Integumentary System	Week 12 activities for Ch. 12 Submit by 4/15/2017	Pages 368-398	Announcements Course Content Discussion Board
13. 4/16/2017-	Chapter 13: The Endocrine System	Week 12 activities for Ch. 13	Pages 399-425	Announcements Course Content

4/22/2017	In-class meeting on April 21)	Submit by 4/22/2017		Discussion Board
14. 4/23/2017- 4/29/2017	Chapter 14: The Reproductive System	Week 14 activities for Ch. 14 Submit by 4/29/2017	Pages 426-461	Announcements Course Content Discussion Board
15. 4/30/2017- 5/6/2017	Chapter 15: Diagnostic Procedures, Nuclear Medicine and Pharmacology	Week 15 activities for Ch. 15 Submit by 5/6/2017	Pages 462-498	Announcements Course Content Discussion Board
16. 5/7/2017- 5/13/2017	Comprehensive Medical Terminology Review and Final Exam	Week 16 Terminology Review Complete Final Exam Submit by 5/13/2017	Pages 499-522	Announcements Course Content

Late work:

Work will NOT be accepted late unless an unusual circumstance has been cleared with the instructor ahead of the deadline.

Student Evaluation and Grading

- Students are expected to be prepared (books, and other materials needed) for the start of class.
- Spelling is very important. Spelling errors will not be scored as correct. This is especially important with medical terms as different spelling may infer an entirely different word.
- Grading will be based on percentage, with the exception of some MindTap items which are point based. See posted list of *Point Values for MindTap Activities* in the Blackboard Content area.

Each weekly Discussion item is worth a possible 100 points. (See posted Discussion Rubric document in Blackboard Course Documents page). An initial post and two response posts are required for complete participation.

MindTap Activities	25%
Discussion/Participation	15%
Quizzes:	30%
Mid-Term and Final Cumulative Exam:	20%
Selected Assignments:	10%

Grading System

Letter Grade	Percentage	Grade Point
A	93 - 100	4.00
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.00
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.00
C-	70 - 72	1.67

D+	67 – 69	1.22
D	63 – 66	1.00
F	0 – 62	0.00

SMCC Medical Assisting Attendance Policy

Note: for everyone hour spent in class, you at minimum need to spend 2-3 hours outside of class

Classes on Campus

1. If course only meets twice a week, students are allowed two (2) absences per course per semester and if course only meets one (1) time per week, student is allowed one (1) absence per course per semester. **For each subsequent absence, the student's grade will drop a whole letter—i.e. for a student has a B or 83% average- their grade will automatically drop to a 73%.**
2. Exceptions to the above are illness documented by a note from a physician or death in the immediate family. These would constitute a written or faxed excused absence.
3. Per school policy, if a student misses 3 consecutive classes s/he will be withdrawn from the course unless student has been in contact with instructor and made arrangements. **Three consecutive absences results in a grade of AF (Administrative Failure).**
4. If a student must miss a scheduled class time the expectation is that the instructor will be notified before the beginning of the class. If this is not possible, then the expectation is that the instructor will be notified as soon as possible afterwards.

Written Assignments

Written assignments must be submitted on or before the due date. Since this course is online and the assignment is available on-line then it must be submitted on or before the due date whether or not the College has been closed. The due date for all weekly required tasks, i.e. assignments, discussion items, and quizzes, is midnight of the designated day as shown on the syllabus. All written graded homework or other assignments are expected to be submitted in the appropriate format as directed by the instructor. Students will submit all typed assignments in a Microsoft Word or PDF document.

Online Classes

1. A student is required to log into the course once a week-failure to do so will result in an absence.
2. The instructor will accept two excused absences per semester with makeup work allowed. **For each subsequent absence, the student's grade will drop a whole letter—i.e. for a student has a B or 83% average- their grade will automatically drop to a 73%.**
3. Students are expected to be active participants and engage in all required course activities as described in the course syllabus. If a student does not log in and **meaningfully engage** for a period of **two consecutive weeks** the student will be withdrawn from the course.

Exceptions to this policy will be evaluated at the discretion of the instructor teaching the course. The Medical Assistant Department Chair also has the option to evaluate instructor expectations.

Course Sequence

To continue in the Medical Assisting program a grade of “C” or better must be attained in all core courses prior to taking advanced core courses or participating in the PRACTICUM. Student is expected to meet all pre-requisites and take core courses in appropriate approved sequence.

Communication

All communication regarding the class should be through the Blackboard either by email or appropriate Discussion forums link. Students are responsible setting up email accounts and for

checking Blackboard for announcements and other communications. Students will have access to computers in SMCC computer labs and library.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available

ADA (Americans with Disabilities Act):

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call [207-741-5798](tel:207-741-5798). **If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923.** Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

This policy identifies the cost per page for black and white as well as color printing in varying page sizes. Specifics of the policy are outlined below:

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, *etc.* The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the HelpDesk at 741-5696 to have a special account set up.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have

questions about the pay-for-printing policy or your printing charges, please contact the HelpDesk at 741-5696 or send an email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

Add-Drop Policy

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Academic Achievement Center

The Academic Achievement Center (AAC) is located next to the Library. They offer a wide range of services that include study techniques, test-taking techniques, and math refresher courses customized to fit the individual student's needs.

Academic Integrity

Southern Maine Community College requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned by the College. Students involved in such activities are subject to serious disciplinary action.

- **PLAGIARISM** is defined as the use, whether by paraphrase, or direct quotation of a work, published, or unpublished of another person's ideas, words, statistics, or other creative materials, without full or clear acknowledgement that the work belongs to that other person.
- **CHEATING** would include the giving or receiving of unauthorized assistance on quizzes, examinations, and written assignments from any source not approved by the instructor.
- **STEALING, DESTROYING, or UNAUTHORIZED COPYING** of another person's computer program or files, deliberately preventing another's access to the college computer system, or impeding the system's performance in any way are also included in this policy.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

Syllabus revised in January, 2017 by Loreen W. MacNichol