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Supervisor: Sharon Burton, 972-860-4163, sburton@dcccd.edu

Course Description
MDCA 1313 is designed to teach the most commonly used terms, abbreviations, drugs, diseases, disorders and procedures used in health and modern medicine. (3 lecture; 3 credits)

Course Focus
The focus of this course is on identifying and defining the most commonly used prefixes, word roots, combining forms, and suffixes along with their definitions that are used in a medical front office setting.

Course Outcome
Students will be able to define, pronounce, build, and spell basic medical terms.

Prerequisites
None

Course Materials

Required Text and Materials

(Contact the Brookhaven campus Store, Building S, Room 238. Student MUST purchase both book and internet access code for this course.)

Required:
Your personal e-mail address and Internet access to eCampus.
Optional:

*Taber’s Medical Dictionary* or any other medical dictionary of your choice.

Flash cards for study

**Student Learning Outcomes**

The following lists of goals are directly related to the performance objectives:

- Identify, spell, pronounce, and define medical terms and individual word elements (word parts) that make up medical terms
- Identify and define commonly used medical abbreviations
- Identify word parts and terms specific to human body systems, organs, and their functions
- Identify various medical specialty areas, diseases, and disorders
- Recognize major classifications of drugs and the body system or medical/surgical areas in which they are used.
- Recognize diagnostic procedures and the body system or medical/surgical areas in which they are used.

**Performance Objectives**

Students can complete activities (check with instructor about references), chapter quizzes, and exams (no reference used). Midterm and final exams are identified as the common assessments for the Medical Office certificate program.

**Student Contributions** – The following is a list of student contributions that are required for success in this course.

1. Read the Syllabus and Completion Schedule.
2. Navigate the website for this course and learn where things are and how they work.
3. Learn how the text, the on-line activities, and the free text website work.
4. Read e-mail messages and announcements posted by the instructor.
5. Communicate directly with the instructor by email as needed.
6. Demonstrate and refine the skills of an independent learner as discussed in the class.
For each chapter:

1. Read the chapters in the text as a first step to prepare for classes, tests, and quizzes that are due as listed in the Completion Schedule.
2. Complete the Study and Review section at the end of each chapter in the text using the guidelines in the text.
3. Complete useful, interactive exercises for each chapter available on the free website, [www.prenhall.com/rice](http://www.prenhall.com/rice) and on the on-line activities that accompany the text.
4. Review the audio glossary found in the on-line site for each chapter and practice pronouncing terms.
5. Engage in further review of the text, instructional presentations, and practice exercises located in the on-line site.
6. Complete the activities, quizzes, and exams provided for each chapter in a timely manner.

In addition, students will:

1. "Speak up" if problems arise. Otherwise, how will the instructor know what is wrong?

**College Policies**

**Religious Holidays**

Students who do not participate in class activities for the observance of a religious holiday must notify the instructor in advance. Refer to the college catalog “Student Obligations” section.

**Announcement to Financial Aid Recipients**

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date (the 12 day after the start date of the class) either by logging on to eCampus and e-mailing/contacting your instructor. Students taking open enrollment classes that do not have traditional semester start dates should make note of the start date of their class.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

For more information about financial aid services, contact the Financial Aid Office on your campus.
American with Disabilities Policy Statement

If you are a student with a disability and/or special needs who requires ADA accommodations, contact Brookhaven College’s Special Services at 972-860-4847.

Drop Policy

If you are unable to complete this course, you must officially withdraw from the class. If you stop attending this class and do not withdraw by the drop date, you will automatically receive a performance grade of F. Students sometimes drop courses when help is available that would enable them to continue. Your instructor is available to discuss your plans if you feel the need to withdraw. Drop Date: April 18, 2013. The drop date is printed on the fee receipt and posted on the college web site.

Regarding your financial aid status and dropping classes, refer to note above under financial aid information.

SIX DROP ISSUE

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

For more information, you may access: https://www1.dcccd.edu/coursedrops

Student Code

Brookhaven College provides guidelines for a learning environment in which students are encouraged and invited to learn and grow independently. Such an environment presupposes both rights and responsibilities. Disciplinary regulations of the college are set forth in writing in order to give students general notice of prohibited conduct. It is the student’s responsibility to be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Should such a situation occur during this course, the instructor will refer to the guidelines outlined in Brookhaven College's current catalog.
Your instructor’s specific policy regarding any form of cheating (working with another student or a group of students while completing a quiz or exam including any use of a cell phone) or plagiarism (submitting the work of another writer as your own) is as follows:

Any student attempting to use a textbook, written notes or otherwise cheat, will receive a zero for that test or quiz. If the test or quiz is an open book test, this rule will not be applied.

Any student who shares quiz or exam information with another student is guilty of academic dishonesty and all students involved will receive an F on the exam.

Any student who submits an assignment that is plagiarized in part or whole will receive an F grade on the assignment.

Your instructor also places a letter in the student’s file indicating the violation of the Student Code of Conduct. There are no exceptions to the policy.

**Third Attempt to Enroll in a Course**

Effective for fall semester 2005, the college district will charge additional tuition to students registered for the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in an additional tuition charge. Developmental Studies and a few other courses will not be charged additional tuition. Third attempts included courses taken at any of the college district’s colleges since the fall 2002 semester.

**Disclaimer**

The Internet represents an electronic "connectivity" and is used by many people for different purposes. Some material is offensive, explicit, and pornographic. While this material is certainly NOT a part of this class or endorsed in any way by Brookhaven College, you may accidentally come across it on your own.

**Attendance Policy**

There are no specific attendance policies at Brookhaven College. Research shows that absences from class affect student success. If students do not attend class, lectures, discussions, and activities conducted in class cannot be made up. So much is gained by attending EVERY class.

For this course, there are policies regarding work submitted late. This information is provided under Grading in this syllabus.

Since instructors cannot withdraw students, you will receive a performance grade of F if you do not initiate the withdrawal procedure yourself.
Final Grade Reported by eConnect

Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone at 972-613-818. Use your identification number when you log onto eConnect, an online system developed by the college district to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office.

Grading

Learning Exercises

. . . at the end of each chapter help to prepare you for quizzes & exams. Answers to these exercises are at the end of each chapter PowerPoint presentation. You may be asked to submit the Learning Exercises at the end of each chapter. Be sure to save all the assignments so you will have them available to present to your instructor, if needed.

Quizzes

. . . consist of a Syllabus/Orientation quiz and a quiz for each of the chapters addressed in the course.

Chapter quizzes may include spelling tests identify items in a picture, multiple choice, completion & true/false questions. The quizzes are timed and are given at the beginning of the class. If you are late and the test has been started by the class, you only have the amount of time left for the whole class. If you arrive after the class has completed the quiz, you may not take it later. Each quiz is worth 10 points. While you take 11 quizzes, only the top ten grades will count. If you miss a quiz, that grade will be the grade that will be eliminated. Study; be prepared for the quizzes.

Test one and three will consist of 50 questions and tests two and four will consist of 100 questions that cover content from chapters one through 10 and test four covering chapters 11 through 18. See the Completion Schedule, which is distributed as a separate document. Each exam is taken in the classroom.

Eleven Chapter Quizzes worth 10 points each = the possible score of 100. One lowest grade will be dropped

Three Tests = the possible maximum score of 300

Final Test= the possible maximum score of 100

All these Quizzes and Tests will be averaged according to the plan just listed for a maximum score of 100.
Bonus opportunities are available. A total of 10 bonus points may be accumulated for outstanding participation. Topics will be announced along with their deadlines.

**Grading**

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<thead>
<tr>
<th>Percentage Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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</tbody>
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**Late Submission**

Quizzes are available for the dates listed in the Schedule. If a missed exam is not taken within 1 week or the final exam is not taken within the specified time set by the instructor, a zero will be entered as the grade. In the case of illness or other significant reason for absence, the student must call and talk with the instructor prior to the testing date for other arrangement for course completion to be made. Any make up exam will receive a deducted score of 10%. Otherwise if the test is not taken the test grade will be a zero.

**Note**

- The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances so dictate. You will be notified if changes are made.

**Method of Communication**

Numerous opportunities exist for student- instructor communication. For this class, note the following procedure for email communication with the instructor.

1. **Email to:** dstahl@dcccd.edu
2. **Use “MDCA 1313” in the subject line.**
3. **Include the sender’s first and last name at the bottom of the email.**
4. **The instructor will respond to e-mails sent using all the above guidelines within 48 hours.**
<table>
<thead>
<tr>
<th>DATE</th>
<th>WEEK</th>
<th>ASSIGNMENT</th>
<th>TEST/QUIZ</th>
</tr>
</thead>
</table>
| 1-26-13  | Week 1 | Class Orientation  
OrIENTATION TO BLACKBOARD RESOURCES  
Chapter 1 Introduction to Medical Terminology | Course/Syllabus  
Quiz 1: Syllabus  
Scavenger Hunt to turn in next class. |
| 2-2-13   | Week 2 | Chapter 2 Suffixes  
Chapter 3 Prefixes  
Chapter 4 Organization of the Body | Quiz 2                                                          |
| 2-9-13   | Week 3 | Chapter 5 Integumentary System                                             | Quiz 3: Spelling: Integumentary                                    |
| 2-16-13  | Week 4 | **Test 1** 50 questions over chapters 1-5  
Chapter 6 Skeletal System   | No Quiz                                                          |
| 2-23-13  | Week 5 | Review Test 1  
Chapter 7 Muscular System   | Quiz 4: Spelling: Skeletal System                                  |
| 3-2-13   | Week 6 | Chapter 8 Digestive System  
Chapter 9 Cardiovascular System | Quiz 5: Spelling: Muscular System                                  |
| 3-9-13   | Week 7 | Chapter 9 Cardiovascular System                                             | Quiz 6: Spelling: Digestive System                                |
| 3-16-13  | Week 8 | Chapter 10 Blood & Lymphatic System  
Review of content for Test 2   | Quiz 7: Spelling: Blood & Lymphatic System                         |
| 3-24-13  |       | Spring Break—No Class                                                       |                                                                  |
| 3-29-13  |       | Holiday                                                                     |                                                                  |
| 4-6-13   | Week 9 | **Test 2** 100 Questions over Chapters 1-10  
Chapter 11 Respiratory System | Test 2: No quiz                                                    |
| 4-13-13  | Week 10 | Review Test 2  
Chapter 12 Urinary System  
Chapter 13 Endocrine System | Quiz 8: Spelling: Respiratory System                              |
| 4-20-13  | Week 11 | Chapter 14 Nervous System                                                  | Quiz 9: Spelling: Endocrine System                                |
| 4-27-13  | Week 12 | **Test 3** 50 Questions over Chapters 11-14  
Chapter 15 Special Senses: Ear  
Chapter 16 Special Senses: Eye | Quiz 10: Spelling: Eye                                            |
| 5-4-13   | Week 13 | Review Test 3  
Chapter 17 Female Reproductive System with an Overview of Obstetrics  
| 5-11-13  | Week 14 | **Test 4** 100 Questions over Chapters 11-18 | No quiz                                                          |