Eastfield College
STEM Department
Medical Terminology
Spring 2015
MDCA 1313-43432/93404
3 Credit Hours

Instructor: Melinda B. Berry
Office: C202
Class time: Online
Office Hours: Appointment only
Office Phone: (972)860/7108/7297
E-mail Address: melindaberry@dcccd.edu

Course Description (3 Credit Hours):

MDCA 1313 is designed to teach the most commonly used terms, abbreviations, drugs, diseases, disorders and procedures used in health and modern medicine. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

Prerequisites:

GED or High School Diploma and admission to program.

Required: Course Materials/ Computer Experience

A. Required text:

B. Optional text:
Stedman’s Medical Dictionary, 28th ed., Lippincott Williams & Wilkins, 2006, Baltimore, Maryland

OR

Dorland’s Illustrated Medical Dictionary

C. A computer with email and specifications that meet the minimum standards.
   a. Blackboard Operating Systems

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for
enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI office. https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

Course Objectives:

During this course students will:
1) Define common component parts of medical terms.
2) Analyze medical terms by breaking them down into their component parts.
3) Relate medical terms to the structure and function of the human body.
4) Define and properly use medical terms which relate to pathological conditions of each of the major organ systems of the body.
5) Define and properly use medical terms related to common laboratory tests and clinical procedures.

Student Learning Outcomes:

In this course students will learn to:
1) Define terms and abbreviations which apply to the structural organization of the body
2) Analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms
3) Identify correct pronunciation, spelling, and definition of medical terms
4) Correctly interpret the contents of a written patient scenario

Method of Communication

For this online course, please note the following procedure for email communication with the instructor.

1) E-mail: melindaberry@dcccd.edu
2) Use “MDCA 1313” in the subject line
3) Include your first and last name at the bottom of the email
4) If the question regards a quiz or test, state the quiz/test number and the question number. For instance, Quiz 3, Question 22.
5) The instructor will respond to e-mails using all the above guidelines within 48 hours, e-mails that do not follow these guidelines may not get a response.

Evaluation Procedures:

Final grade

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
<th>Letter</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>663 – 740pts</td>
<td>90 – 100%</td>
<td></td>
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<tr>
<td>B</td>
<td>589 – 662pts</td>
<td>80 – 89%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>515 – 588pts</td>
<td>70 – 79%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>440 – 514pts</td>
<td>60 – 69%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0 - 440pts</td>
<td>0 - 59%</td>
<td></td>
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Quizzes and Exams

There is an eCampus quiz for each chapter, plus a quiz over the Syllabus/Orientation. Chapter quizzes and the Syllabus Quiz in eCampus have 10 questions that are worth 2 points each. The exams have 50 questions that are worth 2 points each. Quizzes and exams are timed, taken online only during dates listed in the schedule and results are posted to the gradebook in eCampus.

- Quizzes and exams must be completed in one attempt.
- Chapter quizzes and exams are timed and if they are not saved, then submitted before the end of the time limit, all points for that quiz are lost. Please use a timer! I suggest submitting 5 minutes early. Save the entire quiz or exam at once. You must make allowances for slow computers.
- Quizzes and exams are only available for the dates listed under the schedule and a grade of “0” is earned if the quiz or exam is not taken within the available times and dates. Technical difficulties will sometimes occur, and at the discretion of the instructor, the quiz/exam will be reset. Please take your quizzes/exams early enough so that you leave time for this to occur, if necessary. A reset may be allowed if all of the following conditions are met: 1) the instructor must be e-mailed immediately after the malfunction occurs 2) the malfunction must be able to be documented in Blackboard 3) it is prior to 10 PM on the last day the quiz or exam is open.
- Quizzes and exams ONLY show up under the Chapter Quizzes/ Exam when they are available. Those dates are listed in the schedule at the end of the syllabus.
- Quizzes and exams open at 8AM and will close at 11:59 PM.
- After 11:59 PM on the last date, the quiz is unavailable and a grade of “0” is earned for that quiz if it is not taken within the allotted time.
- If any exams are not taken within the specified time, a grade of “0” for that exam is earned. Quizzes and exams are almost never reopened, so be sure to follow the schedule closely.
- There are no make-up quizzes or exams.
- Do not print or copy and paste quizzes/exams. Do not save every question. Save the entire quiz/exam at the end.
- References should not be used to complete online quizzes or exams. Use of references is a violation of academic honesty and is cheating.

Discussion board activities should also be completed in their allotted time frame. Details of the assignment will be given, and the quality of your participation will determine your grade.

Obtaining Final Course Grades Using eConnect:

Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.decccd.edu](http://www.econnect.decccd.edu). Use your identification number when you log onto eConnect, an online
system developed by the DCCCD 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 Office.

**Eastfield College Email Policy:**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

**Attendance Policy:**

Students are expected to attend regularly all classes (classroom or online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. **Instructors will not automatically drop students who have stopped attending class.**

**Emergency/Inclement Weather Procedure:**

In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

**Financial Aid Statement:**

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.**

**Financial Aid Statement for Distance Learning Classes**

If you are receiving financial aid grants or loans and are enrolled in a distance learning class, you must show participation in the class prior to the certification date by either e-mailing or contacting the professor or logging to e-Campus. 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.

**Repeating This Course: (Third Attempt to Enroll in a Course):**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering 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 additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

**Academic Honesty:**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college. Specifically, if you are caught cheating in any way on any assignment or test in this class, you will receive a failing grade for the class.

**Facilities, Equipment, and Resources**

- **Computer lab environment**- Should you come to campus to use the computer lab, please note the following: because students and staff appreciate a clean and safe environment, eating, drinking, and smoking are not allowed in our computer lab. Our computer labs are open only to adult students, not to children.
- **Equipment**- Use of computers and equipment in the lab are for the sole use of enrolled students.
- **Software License**- As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and tests. Because of Eastfield College’s licensing agreement, you man not use this area for any other work, such as typing personal documents.

**ADA Statement:**

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information; http://www.eastfieldcollege.edu/SSI/DSO/index.html

**Religious Holidays:**

Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the
instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

**Withdrawal Policy:**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **April 28, 2015**. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

**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](https://www1.dcccd.edu/coursedrops)

**Family Educational Rights and Privacy Act of 1974 (FERPA):**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**Children on Campus:**

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the
institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

The instructor reserves the right to amend this syllabus as necessary.
## Course Outline:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Week</th>
<th>Assignment</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/16-3/20</td>
<td>2</td>
<td>Chapter 2: Term Pertaining to the Body as a Whole&lt;br&gt;Chapter 3: Suffixes</td>
<td>Ch. 2: 3/16-3/20&lt;br&gt;Ch. 3: 3/16-3/20</td>
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<tr>
<td>3/23-3/27</td>
<td>3</td>
<td>Chapter 4: Prefixes&lt;br&gt;<strong>Exam I: Chapters 1, 2, 3, 4</strong></td>
<td>Ch. 4: 3/23-3/27&lt;br&gt;<strong>Exam I: 3/26-3/27</strong></td>
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<td>3/30-4/3</td>
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<td>Chapter 5: Digestive System&lt;br&gt;Chapter 6: Additional Suffixes and Digestive System Terminology&lt;br&gt;Discussion Activity #1</td>
<td>Ch. 5: 3/30-4/3&lt;br&gt;Ch. 6: 3/30-4/3&lt;br&gt;DA 1: 3/30-4/3</td>
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<tr>
<td>4/6-4/10</td>
<td>5</td>
<td>Chapter 7: Urinary System&lt;br&gt;<strong>Exam II: Chapters 5, 6, 7</strong></td>
<td>Ch. 7: 4/6-4/10&lt;br&gt;<strong>Exam II: 4/9-4/10</strong></td>
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<td>4/13-4/17</td>
<td>6</td>
<td>Chapter 8: Female Reproductive System&lt;br&gt;Chapter 9: Male Reproductive System</td>
<td>Ch. 8: 4/13-4/17&lt;br&gt;Ch. 9: 4/13-4/17</td>
</tr>
<tr>
<td>5/4-5/8</td>
<td>9</td>
<td>Chapter 15: Musculoskeletal System&lt;br&gt;Chapter 16: Skin</td>
<td>Ch.15: 5/4-5/8&lt;br&gt;Ch. 16: 5/4-5/8</td>
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<tr>
<td>5/11-5/15</td>
<td>10</td>
<td><strong>Exam IV: Chapters 12, 13, 15, 16</strong></td>
<td>Exam IV: 5/11-5/12</td>
</tr>
</tbody>
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**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.
Please download, type your name, and email a copy of this page to your instructor.

Student Agreement Form

❖ I have received, read, and understood the course Syllabus and Schedule and the general expectations for this course.
❖ I understand it is my responsibility to have access to a compatible computer, Internet, and understand how to properly use eCampus.
❖ I understand my instructor’s policies for all rules and expectations. This includes inappropriate or disrespectful posts on the discussion board.
❖ I understand it is my responsibility to complete all assignments and assessments on time and that there are no make-up quizzes or exams.
❖ I agree that it is my responsibility as a student to contact my instructor and seek clarification of any course requirement that is not understood by me.
❖ I agree that it is my responsibility as a student to regularly check my e-mail as well as Messages and Announcements in eCampus for any updates or changes in the course.
❖ I understand that my instructor reserves the right to modify the course requirements, calendar dates, assessments, assignments, grading procedures, and other related policies and procedures that are deemed necessary to manage and conduct this course more efficiently.
❖ I understand that copying any quiz/exam question is a violation of academic honesty and considered cheating.
❖ I understand that the proper means of communication with the instructor is via email.
❖ I understand that should a problem arise, I will notify the instructor PRIOR to a missed quiz/exam and that accommodations may be made at the discretion of the instructor.
❖ I understand that failure to turn in this document does not exclude me from its requirements.

Student Name

Course Number/Section

Date/Semester