Course Description: This course is designed for the study and practical application of a medical vocabulary system. It includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

Instructor Information:
Nehal Rangnekar, MS, CPC
Professor/Coordinator, Medical Front Office Administration Programs
Office: Q214
Office Hours: By appointment
Telephone: 972-860-4266
Email: nrangnekar@dccc.edu
(Please use my email for urgent, personal communication only; refer to Method of Communication for more instructions regarding all course related communication)

Course Information:
Course Title: Medical Terminology
Course Rubric/Number: MDCA 1313
Section: 21441
College Credits: 3
Lecture/Lab: 3 lec
Class Start Date: 10/21/2019
Class End Date: 12/12/2019
Class Meeting Information: Online
Attendance Certification Date: 10/26/2019
Class Drop Date: 11/26/2019
Note: *Midterm and Final exams are mandatory exams and must be taken either on campus in the Brookhaven College Testing Center on due dates listed in the Course Calendar OR through a paid remote proctoring service ProctorU*; please see more information regarding these exams under Grading section below and in eCampus. No proctored exams will be made available off campus at any other location.

Course Focus:
The focus of this course is to introduce students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical terms associated with the body as a whole. Utilizing a body systems approach, the student will learn to define, interpret, spell and pronounce medical terms relating to structure and function, as well as pathological, diagnostic, and treatment terms. In addition to medical terms, common abbreviations applicable to each body system will be interpreted.

Required Materials:
NOTE: Texts for this course are available as an eBook or spiral bound version. Be sure to review the Cengage Unlimited information and purchase options at Cengage Unlimited.
The subscription option which gives students access to all Cengage course materials for any course they are taking as well as digital solutions such as MindTap. The subscription also entitles you to a renting a print textbook for $7.99

- 1-semester access (4 months) / 9780357700006 / $119.99
- 1-year access (12 months) / 9780357700013 / $179.99
- 2-year access (24 months) / 9780357700020 / $239.99

**Medical Language Focus on Terminology, 3rd edition, with MindTap Access (includes eBook)**
**Author:** Moisio  
**Publisher:** Cengage Learning

Contact Brookhaven College bookstore Building S, Room S238, at 972-484-7651 for latest edition, availability and cost.

**Cengage MindTap Student Registration Instructions:**
This online course will be delivered through Cengage MindTap, a fully online, interactive learning experience. The guided learning path which combines readings, multimedia, activities, and assessments demonstrates the relevance of medical terminology to health care professions through engaging activities and interactive exercises. Learners apply an understanding of medical terminology through scenarios. These simulations elevate the study of medical terminology by challenging students to apply concepts to practice.

To access your course materials, log in to your eCampus class, click on the MindTap Course link under the main Course Menu and then click on “Access Your MindTap Course Here” link. When prompted, create or log in with your Cengage account and follow the prompts to complete the registration process.

Please note that you will not be able to login to the MindTap course website and access the online interactive contents without an access code. See detailed instructions provided under the Cengage MindTap Resources link in eCampus on how to register your access code and enroll in the course created for you at this website.

Optional:
- Medical Terminology (Body) Barchart
- Taber’s Medical Dictionary, Publisher F. A. Davis, latest edition (or any other medical dictionary of your choice)
- Study flash cards and/or index cards

**Course Objectives**
The purpose of this course is to:
1. Introduce the student to basic human body structures.
2. Present roots, prefixes, suffixes, and other word parts necessary to build medical terms.
3. Introduce the student to a variety of medical terms such as anatomic, pathological, diagnostic, and treatment terms.
4. Present accepted medical abbreviations and symbols.
5. Provide the student with opportunities to spell, define, and explain medical terms, abbreviations, and symbols.
6. Provide an opportunity for the student to assess his or her level of comprehension, spelling skills, and pronunciation skills related to medical terms.

Student Learning Outcomes
Upon successful completion of this course, the student will be able to:
1. Identify, spell, and define roots, prefixes, and suffixes that are used to create medical terms.
2. Identify and define accepted medical abbreviations and symbols.
3. Spell and define anatomic, pathological, diagnostic, and treatment terms.
4. Briefly explain the function of each body system and related organs.

Statement of Workplace and Foundation Competencies:
Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today's dynamic work environment. Toward this goal, the following Secretary’s Commission on Achieving Necessary Skills (SCANS) foundation skills and workplace competencies have been integrated into the curriculum for Medical Terminology MDCA 1313.

Workplace Competencies
- Resources: Students must be able to allocate their time effectively; understands prepare, and follow schedules in order to complete all course requirements successfully.
- Information: Students must be able to acquire the proper information in order to successfully complete the course. Sources include textbook, online lectures, and computers to acquire process and communicate information.
- Technology: Students must be able to use computer hardware and software effectively in order to works with a variety of technologies in this online course.

Foundation skills
- Basic Skills: Students must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information; communicate thoughts, ideas, information, and messages in writing; interpret, and respond to verbal messages and other cues; organize ideas and communicate orally.
- Thinking Skills: Students must be able use efficient learning techniques to acquire and apply new knowledge, demonstrate critical thinking skills, and reason effectively.
- Personal Qualities: Students must be able to demonstrate personal qualities such as responsibility, professionalism, self-management, integrity, and honesty.


Student Contributions:
Your contribution includes the following:
- Read and understand Course Syllabus and Course Calendar
- Log in to your online class weekly
- Learn how the text, the online Cengage MindTap course and eCampus work
- Read Messages and Announcements posted by the instructor in eCampus
- Completing assignments in a timely manner
Communicating with your instructor about your progress
Contact instructor in a timely manner of any problems that may arise

Attendance Policy:
This is an online class offered through the DCCCD Blackboard Learn eCampus website and must be completed within the semester it is offered.

This is not a self-paced course and all assessments/assignments have specific due dates. A detailed course calendar, which shows all due dates, is located under the Syllabus/Course Calendar link in eCampus. It is developed for student success in this course. The dates are chosen with the overall course work load in mind and the due dates are not negotiable, except in extreme cases left to the instructor’s discretion. Students are expected to make posted deadlines and participate accordingly. Late work is not accepted, and extensions are not given.

Failure to purchase required materials is not an excuse for missing work. Technical issues are the student’s responsibility to work through. Waiting until the last minute to complete work then running into technical issues can cause a student irreparable damage in the course. Students are encouraged to work ahead in order to avoid such situations.

If a student is unable to attend class regularly, regardless of the reason or circumstances, he/she should withdraw from that class by the last date to drop a class. Since instructors cannot withdraw students, you will receive a performance grade of F if you do not initiate the withdrawal procedure yourself (please refer to College Policy).

Computer Skills Needed:
Students must possess basic computer skills in order to be successful in this online course. These include knowing how to navigate and work in a Windows environment as well as on the Internet, accessing a Web site when given an address (URL) or link, using features of a Web browser, downloading/uploading files, sending/receiving emails, attaching files to emails, and using Microsoft Word software.

If you experience personal computer or e-mail problems, you are expected to find another computer to use or use computers in the libraries of the DCCCD college campuses, as needed. In other words, personal computer or e-mail problems are no excuse for failing to communicate or submit course work by due dates.

Policy on accommodations for students with disabilities:
Any student requesting academic accommodations based on a physical, psychological or learning disability (such as requiring extra time on quizzes/exams) is required to register with Brookhaven College Disability Support Services. A letter of verification for approved accommodations must be obtained from them and submitted to your instructor by the second week of the semester. The Disability Support Services office is on the first floor of the Student Services Center, Building S, Room S136 or at 972-860-4673.

Policy on academic dishonesty:
Any student who submits an assignment that is plagiarized, shares exam information with another student, is found cheating, copying from another student’s test or homework paper using materials not authorized, collaborating with or seeking aid from another student during a test or in preparing written work for fulfillment of course requirements, altering answers,
using materials not authorized by the person administering the test (such as iPhones, iPads etc. to look up information) is guilty of academic dishonesty, and shall be subject to a range of academic penalties as determined by the instructor.

These penalties may include, but are not limited to, one or more of the following:

- Loss of credit for an assignment, exam, or project
- Reduction in the course grade
- A grade of “F” in the course
- A letter will be placed in the student’s file indicating the violation of the Student Code of Conduct.
- Additionally, students involved maybe be placed on suspension until further disciplinary action is taken as per college policies.

**IMPORTANT:** I have zero tolerance for cheating on tests/assignments and plagiarism and will make no exceptions to this policy.

**Grading:**
The following components allow you to accumulate points toward your final grade.

- **Syllabus/Orientation**
  All students will complete the activities listed below within the first week of course.
  1) Students will complete a mandatory **Syllabus/Orientation Quiz** located under the Getting Started link in eCampus.
  2) You will post your student profile and response to question posted by clicking on the Discussions tab and selecting the topic: **Introductions**.
  3) You will also compose a brief message using the **Messages** feature from within the eCampus course acknowledging that you have successfully accessed the online Blackboard course and completed all necessary procedures for orientation.
  4) **These three activities will document completion of orientation, mark your attendance for the first week, and will count towards your final grade if completed by due date given in Course Calendar.**

  - This course covers 16 Chapters delivered through the Cengage MindTap digital platform.
    1) Each Chapter and all related learning content as well as the graded components can be accessed through the Cengage MindTap Course link in your eCampus course.
      - For each Chapter, read the accompanying text in the textbook or eBook at the MindTap website.
    2) The MindTap activities are excellent, engaging, and will provide various strategies for student mastery of content. You are strongly encouraged to take full advantage of these various activities to build a strong foundation in medical terminology.
      - Complete reality check and check yourself activities located under each Chapter for practice.
      - Complete short chapter readings with all accompanying activities such as word root to definition, definition to word root, word root identification,
structure to definition, prefix and suffix mastery, building, spelling, defining terms, abbreviations etc. located under each Chapter for practice.

- Review pronunciations, flashcards, lecture notes and other interactive exercises located under Study Time for each Chapter.

- Complete the following graded activities at the MindTap website:
  1. **Labeling**: Image labeling activities are located under the Structures folder of each body system (not applicable for Chapter 1)
  2. **Pronounce**: is a pronunciation assignment that tests students on their ability to correctly pronounce medical terms in each chapter.
     - These assignments are located under the Homework folder for each chapter.
     - Students record themselves pronouncing terms and are then measured against correct pronunciations.
     - *Students can complete this assignment on their phones using the MindTap mobile app.* (not applicable for Chapter 1)
  3. **Apply Yourself Learning Lab**: Video-based simulations that include a pre-assessment, a set of learning activities, and a post-assessment.
     - Only the Post-Assessment will count as your grade for the Lab. *You must complete all activities in the Lab before you take the Post-Assessment.*
     - These activities work best in Chrome or Firefox browsers. (not applicable for Chapters 6 and 12)
  4. **Medical Report Practice**: These assignments provides students with a real-world context of how the terms are used as medical language in a medical document.
     - These assignments are located under the Homework folder for each chapter.

Note: Activities 1-4 are not timed, you will be allowed multiple attempts and your best score will be recorded.

5. **Homework**:
   - Homework assignments provide a chapter review before the chapter tests.
   - There will one assignment under the Homework folder for each chapter.
   - Each Homework activity will be worth 20 points and may include multiple choice, fill in the blanks, true/false questions and matching questions.
   - Each Homework activity will have two attempts and will not be timed, your best score will be recorded.

6. **Test Yourself**:
   - There will one Test Yourself quiz in each Chapter.
   - Each quiz will be worth 10 points and may include multiple choice, fill in the blanks, true/false questions and matching questions.
   - Test Yourself quizzes will be single attempt only and will have a time limit of 30 mins.
7. **Midterm and Final Exams:**

- The Midterm and Final exams are mandatory exams. If either exam is not taken as scheduled, you will automatically drop a grade level.

- **Students can choose from the following two options for taking these mandatory exams:**

  1) **They can be taken on campus in the Testing Center at Brookhaven College as an online test in MindTap on the dates listed in the Course Calendar.**

     - Please print out the *Testing Center Permission Slip* located under the respective exam link in eCampus for the appropriate exam, check testing center days and hours of operation for these dates in advance, and schedule to take your exam accordingly.

     - You will not be allowed to leave the testing center for any reason once you begin the exam. Those with medical conditions will require a physician’s note and must notify the instructor in advance to take a restroom break during the midterm and final exams. Unless approved by the instructor and notifying the testing center of special circumstances, you will not be allowed to return back to the testing center and complete your exam after taking a break.

  3) **They can be taken through a paid remote proctoring service, ProctorU, as an online test in MindTap on the dates listed in the Course Calendar.**

     - ProctorU is a paid online test proctoring service that uses live proctors to monitor the test-taker’s computer and testing environment via webcam and screen-sharing software throughout the entirety of the examination.

     - Cost to the student - $25/per exam for a total of $50 for this course. Please see the ProctorU link and announcements in eCampus for more details.

- **No proctored exams will be made available off campus at any other location.**

- **No references will be allowed for either exam.**

- Midterm Exam will be over Chapters 1-8.

- Final Exam will be over Chapters 11-16.

- The Midterm exam and Final exam will be taken in class as an online test in MindTap on the dates listed in the Course Calendar.

- You will have the entire class period to take the exam.

- No references will be allowed for either exam.

- Exams will be composed of multiple choice questions.

- **Each exam will be worth 100 points.**

- Each exam will be single attempt only and will have a time limit of 120 mins.

Please note the following for all MindTap Activities, Homework, Test Yourself, Midterm and Final Exams:

- Assessments may be taken from 6:00 am on the first date listed until 11:59 pm on the last date listed in the Course Calendar. After 11:59 pm on the last date, it will be unavailable and a grade of “0” is earned for that assessment if it is not taken.
Those assessments that are single attempt and timed, must be completed in one attempt and they will be strictly timed. You will lose 10 points from your final score if the assessment is submitted 1-10 minutes over the set time limit (a point for every minute late). Your score will be a "0" for anything over that.

**No make-up assignments/exams will be given.**

- If a student experiences technical problem while taking an assessment, they should contact Cengage Technical Support via the link in eCampus. Upon verification, that activity will be reset once.
- If a student continues to exhibit problems while taking assessments, he/she will have to come to the Brookhaven College campus to take a proctored version of the exam. If this is not possible, he/she will be encouraged to either take the average of other assessments and/or drop the course. No other options are possible.

The best way to achieve success in this course is to read and study each chapter and complete all applicable self-study/review activities before taking the tests and/or exams.

**Grade/Feedback:**

- Scores for each graded MindTap assessment can be accessed in the MindTap Gradebook through the Progress link located in the App Dock.
- Cumulative scores will also be updated in eCampus after Midterm and Final Exams.
- You can view grades by selecting My Grades link from within the Course menu in eCampus.

**Method of Evaluation:**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Syllabus Quiz/Introductions</td>
<td>20 pts</td>
</tr>
<tr>
<td>18 Labeling assignments @5 pts each (Chapters 2-15)</td>
<td>90 pts</td>
</tr>
<tr>
<td>15 Pronounce assignments @10 pts each (Chapters 2-16)</td>
<td>150 pts</td>
</tr>
<tr>
<td>16 Medical Report Practice assignments @5 pts each (Chapters 1-16)</td>
<td>80 pts</td>
</tr>
<tr>
<td>15 Apply Yourself Learning Lab activities @10 pts each (Chapters 1-5, 7-11, 13-16)</td>
<td>150 pts</td>
</tr>
<tr>
<td>16 Homework assignments @20 pts each (Chapters 1-16)</td>
<td>320 pts</td>
</tr>
<tr>
<td>16 Test Yourself @10 pts each (Chapters 1-16)</td>
<td>160 pts</td>
</tr>
<tr>
<td>Midterm Exam Chapters 1-8 (Chapters 1-8)</td>
<td>100 pts</td>
</tr>
<tr>
<td>Final Exam Chapters 11-16 (Chapters 9-16)</td>
<td>100 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1170 pts</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1053 - 1170 pts</td>
<td>A</td>
</tr>
<tr>
<td>936 - 1052 pts</td>
<td>A</td>
</tr>
<tr>
<td>819 - 935 pts</td>
<td>A</td>
</tr>
<tr>
<td>702 - 818 pts</td>
<td>A</td>
</tr>
<tr>
<td>&lt; 702 pts</td>
<td>A</td>
</tr>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>A</td>
</tr>
<tr>
<td>70-79%</td>
<td>A</td>
</tr>
<tr>
<td>60-69%</td>
<td>A</td>
</tr>
<tr>
<td>&lt; 60%</td>
<td>A</td>
</tr>
</tbody>
</table>
Please refer to the Course Calendar posted in eCampus for a detailed completion schedule and due dates for all assignments, quizzes, and exams.

**Method of Communication:**
All communications concerning the course must be through the Blackboard Messages feature. Blackboard Messages is a communications tool inside eCampus that allows instructors and students to interact through a private and secure text-based internal email messaging system unique to each individual course. You must be logged in to the eCampus course to read and send messages.

Students are not notified if they receive a new message, so it is your responsibility to check for new messages on a regular basis and avoid missing important news and information from the instructor.

Note the following procedure for communication with the instructor using the Messages link in your eCampus course.

1. Click on the Messages link located on the left hand side of the screen.
2. On the Course Messages page, click Create Message on the action bar. On the Compose Message page, click To, and a list of course members appears.
3. In the Select Recipients box, select the recipients and click the right-pointing arrow to move them to the Recipients box.
4. Use course prefix, number and your section in the subject line; for instance MDCA 1313-21441.
5. Identify yourself fully: at the end of every message/email, please type your full name, and student ID (e.g. Jane Doe, ID 000111). It is school policy that in order to preserve student confidentiality any email that I receive without proper identification will not be responded to.
6. Compose your message using clear, complete, meaningful sentences (messages with texting/chatting abbreviations will not receive a response).
7. If the question is regarding a quiz, state the quiz number and the question number; for instance, Quiz #3, question 15.
8. Please make sure you include your first and last name at the bottom of the message.
9. Click here for more information regarding Course Messages.

Contact me using the steps listed above to discuss grades, questions on assignments and quizzes, or any other issues with this course. Best way to reach me is through the steps listed above. **I will respond to all messages sent using all the above guidelines within 48 hours of receipt and often sooner (except on weekends as time allows).**

*Please limit using my email nrangnekar@dccc.edu to urgent or personal communication only.*

**NOTE:**
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.
Institutional Policies:
Institutional Policies relating to this course can be accessed from the following link:
Brookhaven College Policies

Important Dates - Fall Semester 2019
August 19 (M)       Faculty Reports
August 23 (F)       District Conference Day
August 26 (M)       Classes Begin
September 2 (M)     Labor Day Holiday
September 3 (T)     Classes Resume
September 9 (M)     12th Class Day (Certification Date)
November 14 (R)*    Last Day to Withdraw*
November 28 (R)     Thanksgiving Holidays Begin
December 2 (M)      Classes Resume
December 9-12 (M-R) Final Exams
December 12 (R)     Semester Ends
December 16 (M)     Last day for faculty to submit grades electronically through
eConnect to the Registrar's Office.
December 24 (T)     College buildings and offices will be closed for the holidays at
                    end of workday.

*This withdrawal date applies only to 16-week courses that begin on the first day of the
semester. Classes that begin on different dates may have different deadlines to
withdraw. Students should check "My Class Schedule" in eConnect to determine the
last date to withdraw for each of their classes.