Course Pre-requisites: Eng 1301 Speech Communication 1315, or 1321

Course Description:

The focus of this course is to define terms and abbreviations which apply to the structural organization of the body; analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms; identify correct pronunciation, spelling, and definition of medical terms; and correctly interpret the contents of a written patient medical scenario that are used in a medical front office setting.

Required Text and Materials

Medical Terminology for Health Care Professionals, 9th edition, Jane Rice with Student Access Code Card for MyMedicalTerminologyLab Package

ISBN: 9780134746272
Publishers: Pearson

Direct Link to publishers bookstore

You may contact the El Centro College bookstore (Building B, Room 100) at 214-698-0461 for availability and cost.

Note: A student of El Centro is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer, THECB TAC Rule 4.218 (c)

MyLab & Mastering Student Registration Instructions:

In addition to the textbook, you will use MyLab & Mastering, a robust online learning website developed by the publisher to provide students a multitude of immersive and engaging resources to become fluent in medical terminology.

- If you purchased your textbook from our book store, the access code comes bundled in the package.

Please note that you will not be able to login to the MyMedicalTerminologyLab website and use the online interactive contents without an access code.

See detailed instructions provided on eCampus to learn how to register your access code and use the MyMedicalTerminologyLab course website.

Core Objectives

Through the Texas Core Curriculum, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:
Critical Thinking Skills: to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information;
Communication Skills: to include effective development, interpretation and expression of ideas through written, oral, and visual communication;
Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities. For additional information, see THECB Core Curriculum standards.

Course Objectives

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

- Define terms and abbreviations which apply to the structural organization of the body.
- Analyze and identify terms and their components including prefixes, suffixes, roots, and combining forms.
- Identify correct pronunciation, spelling, and definition of medical terms.
- Recognize terminology included in the ICD-10-CM.
- Describe diagnostic and laboratory tests related to the various body systems.
- Understand word analysis as it relates to head-to-toe assessment.
- Comprehend drug classifications and use for treatment.
- Correctly interpret the contents of a written patient medical record or case study.

CAAHEP/MAERB Objectives

Cognitive (Knowledge) I.C Anatomy & Physiology

1. Describe structural organization of the human body.
2. Identify body systems.
3. Describe: a. body planes, b. directional terms, c. quadrants, d. body cavities
4. List major organs in each body system.
5. Identify the anatomical location of major organs in each body system.

Students must pass all the competencies in order to successfully complete this course and progress in the program.

Student Contributions

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

- Read and understand Course Syllabus and Course Calendar.
- Students must have access to a computer and must possess basic computer skills in order to be successful in this course.
- **Log in to your online class weekly.**
- Learn how the text, the online companion website (MyMedicalTerminologyLab) and eCampus work.
- Read Messages and Announcements posted by the instructor in eCampus.
- Communicate directly with the instructor by in course email.
- Contact instructor in a timely manner about any problems that may arise.
- Chapters 1-21 will be covered in this course. For each chapter:
1. Read the chapters in the textbook as a first step to prepare for quizzes/exams that are due as listed in the Course Calendar.

2. Complete the Study and Review section at the end of each chapter in the text using the guidelines in the text. Check for accuracy using the answers in Appendix I of the textbook.

3. Log in to the MyMedicalTerminologyLab website and complete supplemental activities that will engage you on accelerated learning opportunities and reinforce your learning and comprehension:
   a. Work on the Study Plan at this website and click "practice" on each of the learning objectives to see which concepts have already been mastered and which concepts could use some brushing up.
   b. View videos and animations, that supplement the textbook chapters, located under the Multimedia Library link at this website.
   c. Engage in useful interactive study games, self-paced study modules and guided lectures located under the Assignments link for each chapter at this website.
   d. Complete and submit required assignments from the MyMedicalTerminologyLab website for each chapter as directed.

4. Participate in discussion forums by due dates listed in the Course Calendar.

5. Complete the chapter quizzes and exams by due dates listed in the Course Calendar.

---

**Course Activities**

**Homework Chapter Assignments**

You will have unlimited attempts and unlimited time. The chapter assignments are located in MyMedicalTerminology Lab website which include Word Surgery and Self-Paced Study Review Questions. You must achieve a score of 70% or greater on each of these to receive credit for each assignment, if not achieved by the due date on the course calendar a score of zero will be entered and calculated into your final average. Your final average will be entered into the eCampus grade center at the end of the term which comprises 21% of the total weighted average for this course.

*Note* in order to complete the Self-Paced Study Review Questions you must first complete the Self-Paced Study. *(you do not have to achieve a 70% or higher on this as it is not calculated into your grades)*. You may leave this assignment for review and resume at a later time.

**Chapter Quizzes**

You will have 3 attempts. All quizzes will have 20 random questions.

Medical Terminology quizzes for each chapter are located on eCampus. Once you commit to opening a quiz you are committed to taking the quiz, so do not click “OK” if you are not prepared to take the quiz in 30 minutes.

All quizzes are set on Auto Submit, and they will automatically shut off when you have reached the time limit. Any questions not answered at that point will receive a zero. *(Review will be available after the due date)*.

**Exams**

You will have 1 attempt. All exams will have 75 random questions

The exams are located in eCampus. Once you commit to opening an exam you are committed to taking the exam, so do not click on "OK" if you are not prepared to take the exam in 2 hours and fifteen minutes.
All exams are set on Auto Submit, and they will automatically shut off when you have reached the time limit. Any questions not answered at that point will receive a zero. (Review Upon Submission)

Please note the following for all assignments and assessments:

- Assessments may be taken from 6:00 am on the first date listed until 11:59 pm on the 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.
- The exams come from a random bank of test questions, but in that they are random, and objective (meaning true false, multiple choice, or matching).
- No make-up quizzes or exams will be given.
- When taking a quiz or exam, do not save, enter, or backspace at any time during the quiz. Doing so may cause you to be locked out of the quiz.
- Once you have completed the quiz, click “Submit” once.
- If you experience technical problems while taking an assessment, submit a ticket to eCampus technical support. Upon verification, that assessment will be reset once.

Assessing Outcomes and Grading Methods

Course Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
</tr>
</tbody>
</table>

Grading

Vocabulary Quizzes (21) .................................................. 42% (2% each)
Chapter Assignments (42) MyMedicalTerminology Lab... 21% (.5% each)
(Word Surgery and Study Review Questions)
Med Term and Final Exam.................................................. 37% (18.5% each)

Total ................................................................. 100%

ALL assignments/assessments must be submitted by the due date and time posted on the course calendar in order to receive credit.

Student must complete 100% of the Cognitive Objectives. In order for a student to pass this course and proceed in the program he or she must earn a grade of “C”.

Method of Communication

All communications concerning the course will occur through the In-Course Email feature in eCampus. Emails sent to mwheat@dccc.edu may be accidently overlooked or deleted.

In-Course Email is a communications tool inside eCampus that allows instructors and students to interact through a private, 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.

I will read In-Course Emails Monday thru Friday only. I will respond within 24 hours.

I will meet with you should the need arise, you may contact me through the In-Course Email or by phone (972) 860-5050 to set up an appointment.
Attendance and Late Work Policies

This is an online class offered through the DCCCD Blackboard Learn eCampus website (http://ecampus.dcccd.edu/), and it must be completed within the semester it is offered.

This is not a self-paced course. All assignments/assessments must be submitted by the due date and time posted on the course calendar in order to receive credit.

A detailed course calendar, which shows all due dates, is located under the “Syllabus and 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.

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. In other words, personal computer or e-mail problems are no excuse for failing to communicate or submit course work.

Accessing eConnect

eConnect is the web interface that provides online student services which allow students to search, register, and pay for credit classes, view final grades and financial aid status. Go to this address: http://econnect.dcccd.edu/econnect/st/stmenu.html

Check to see if you are eligible to use eConnect: http://www.econnect.dcccd.edu/econnect/st/stsroexp.html

Login using the “Login” link at the top right of the main. Your USERID is your student ID Number, which is 7 digits long, often called the Colleague ID number or CID. It is printed on your College ID Card. Your password, at least initially, is your date of birth. (Example: 040479 for April 4, 1979.)

After you log in to eConnect for the first time, you will be required to change your password. If you are a returning user and cannot remember your password, you can be reminded of it by selecting “Show My Password Hint” on the log in screen or, if you have an email address in the system, reset it by selecting “Forgot My Password”. Please contact your Admissions office if you are unable to locate your Student ID#, have forgotten your password or if the system does not recognize you.

You MUST have an email address on file with the College to access eConnect. You may use a DCCCD email address, which is free if you are eligible, or you may use a commercial email address. To be eligible you must be a credit student, or a continuing education (CE) student enrolled in a credit class, and you must be currently enrolled with a tuition payment posted to your account. (If you are not eligible, check out this site: http://www.emailaddresses.com/ which may help you find a free email service.)
If you have a question, contact eConnect@dcccd.edu

Accessing eCampus

eCampus is the web interface used to access Internet-based distance education courses. Some traditional on-campus classes will have supplemental information posted on eCampus. The instructor will inform you if an eCampus site exists for your course.

Go to http://ecampus.dcccd.edu and press “Click here to login”. Type in your Student ID# with a lower case ”e” in front of the number. This is used for both the Username and the Password. (Example: username: e3456789, password: e3456789)

Please change your Password after your initial login.

If you still cannot login, here are a few tips that may help you gain access:

1. Update your browser
2. Have all JAVA script settings enabled in your browser
3. Set your browser to accept all cookies

If you are unsure how to do any of these things, or you still cannot login, please contact Support at ecampus.support@dcccd.edu or call 972.669-6402.

Office of Institutional Equity

In coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and carrying out compliance policies and procedures. The institutional equity and compliance officer and the Office of Institutional Equity make sure that college district policies and federal and state laws related to sexual assault, Title IX, Title II (Americans With Disabilities Act) and the Military Veterans Full Employment Act are followed to support diversity and inclusion.

https://www.dcccd.edu/services/Wellness/Documents/OIE-syllabi-Statement.pdf

Grade Appeals/Grievance Procedure

A grievance is any complaint, injustice or unresolved issue that a person has encountered as a student. The grievance procedure provides a formal avenue for the student to resolve a problem or issue. The Student Grievance Procedure is published in the College Catalog on line at https://www1.dcccd.edu/catalog/ss/grievance.cfm?loc=econ). Students will begin with the instructor and proceed up the chain of command if problems cannot be resolved.

For information regarding the El Centro College grade appeal/grievance procedure please see page 49 of the El Centro Student Handbook. For information regarding the Health and Legal Studies Division grade appeal/grievance procedure please see the Student Instructional Concern/Grade Appeal Process El Centro College – Health and Legal Studies located in the programs e-Campus Community.

Institutional Policies

www.elcentrocollege.edu/syllabipolicies
Disclaimer

The instructor reserves the right to amend this syllabus as necessary. Provisions contained in this Syllabus do not constitute a contract between the Student and El Centro College. These provisions may be changed at the discretion of the Discipline Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the Student. The Instructor-of-Record may provide additional information to enhance the course to meet the needs of the enrolled students provided that the enhancements do not conflict with the official course syllabus.