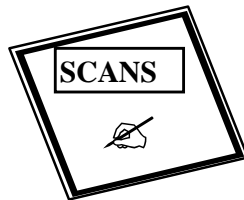


standard logo



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

**MEDICAL TERMINOLOGY
MDCA 1313
(Formerly POFM 1313: Medical Terminology I)**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS
SCANS COMPETENCIES INCORPORATED
*Student Learning Outcomes***

HOUSTON COMMUNITY COLLEGE SYSTEM BUSINESS TECHNOLOGY

COURSE SYLLABUS MEDICAL TERMINOLOGY MDCA 1313



SCANS Competencies Included

SEMESTER:

Credit: 3 (3 Lecture)

<i>Instructor:</i>	<i>CRN:</i>
<i>Phone:</i>	<i>Time:</i>
<i>Office Hours:</i>	<i>Campus:</i>

FINAL EXAM:

LAST DAY FOR ADMINISTRATIVE OR STUDENT WITHDRAWAL:

COURSE DESCRIPTION

Credit: 3 (3 Lecture) A study and practical application of a medical vocabulary system. Topics include structure, recognition, analysis, definitions, spelling, pronunciation, and combination of medical items from prefixes, suffixes, roots, and combining forms.
(Prerequisites – None Credit: 3 (3 Lecture))

COURSE GOALS

- Learn the meaning of Greek and Latin word parts and the rules for connecting them to form medical terms.
- Be able to use prefixes, word roots, combining forms and suffixes to build medical words.
- Recognize certain body systems according to anatomical terms, word parts and medical terms.
- Analyze, define pronounce and spell medical words correctly.
- Using the medical dictionary to look up medical terms.

Mission/Purpose

MDCA 1313 introduces basic medical terminology including an overview of pathogenesis, pathology, diagnosis, manifestations, detection and treatment of common medical/surgical disease or conditions.

Required Textbooks

Unlocking Medical Terminology, Bruce Wingerd, First Edition, Prentice Hall, Upper Saddle River, New Jersey, 2006. ISBN: 0130488402. ISBN Lecture classes only.
DISTANCE EDUCATION ONLY: ISBN: 0536944997

Stedman's Medical Dictionary for the Health Professions, Thomas Lathrop, Editor, Lippencott, Williams and Wilkins, 5th edition, 2006, ISBN: 07817-44261.

Reference/Research Books

1. Taber's Cyclopedic Medical Dictionary, F. A. Davis Company, Philadelphia, 18th Edition, 1997
2. Dorland's Illustrated Medical Dictionary, W. B. Saunders Company, current edition

Student Learning Outcomes (CO)

1. Students will use Greek and Latin word parts and the rules for connecting them to form medical terms by using prefixes, word roots, combining forms and suffixes to build medical words.
2. Students will demonstrate certain body systems according to anatomical terms, word parts and medical terms by illustration.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

Job Connections Online Placement Services: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

REPEATER POLICY

NOTICE: Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

INCOMPLETES

The grade of "I" (Incomplete) is conditional. If you receive an "I," you must arrange with the instructor to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. The changed grade will appear on your record as "I"/Grade (ex: "I/A").

MAKE-UP POLICY

Make-up policy is at the discretion of the instructor. Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will be accepted and make-up tests will be administered at the discretion of the instructor. All assignments for each Chapter are due at the end of that chapter.

GRADING

The standard Houston Community College grading system will be used to evaluate your performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

STUDENT EVALUATION

The following grading system will be used in this course:

Evaluation	Percentage of Final Grade
Assignments and Participation	40%
Quizzes	40%
Final Exam	20%
Total	100%

NOTICE



Assignments/Exams/Final must be turned in to the instructor only, on the specified due dates. This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please contact me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to contact my supervisor, Ms. Willie Caldwell, Department Chair, at willie.caldwell@hccs.edu, or 713-718-7808 or Room N109 Scarcella Building.

MDCA 1313 MEDICAL TERMINOLOGY
Course Calendar

Week	Chapter	Assignment/Quiz/Exam
1	Syllabus, Companion Site	
	Ch 1: Word Parts: The Building Blocks of Medical Terminology	
2	Ch2: The Human Body in Health and Disease	Quiz – Chapter 1 & Chapter 2
3	Ch 3: Cells, Tissues, and Cancer	Quiz – Chapter 3
4	Ch 4: Integumentary System	Quiz – Chapter 4
5	Ch 5: The Skeletal and Muscular Systems	Quiz – Chapter 5
6	Ch 6: The Nervous System and Mental Health	Quiz – Chapter 6
7	Ch 7: The Special Senses: The Eyes	Quiz – Chapter 7 & 8
	Ch 8: The Special Senses: The Ears	
8	Ch 9: The Endocrine System	Quiz – Chapter 9
9	Ch 10: The Cardiovascular System	Quiz – Chapter 10
10	Ch 11: The Blood and the Lymphatic System	Quiz – Chapter 11
11	Ch 12: The Respiratory System	Quiz – Chapter 12
12	Ch 13: The Digestive System	Quiz – Chapter 13
13	Ch 14: The Urinary System	Quiz – Chapter 14
14	Ch 15: The Male Reproductive System	Quiz – Chapter 15 & 16
	Ch 16: The Female Reproductive System	
15	Ch 17 Obstetrics and Human Development	Quiz – Chapter 17
16	Final Examination	Comprehensive
		Final Exam

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare students with the knowledge and skill needed to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for MDCA 1313-Medical Terminology.

COMMON WORKPLACE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

Students in MDCA 1313-Medical Terminology must be able to allocate their time effectively in order to complete their class assignments. Students must be able to organize their own working area for maximum utilization of space.

Interpersonal: Works with others

Students in MDCA 1313-Medical Terminology must be able to share workspace, at times, with another student and thus develop competency in working effectively with others. Should conflict arise, students must be able to resolve differences effectively for the common good of all parties involved and thus develop negotiating skills.

Information: Acquires and uses information

Students in MDCA 1313-Medical Terminology must be able to acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, and reference books available to the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

Technology: Works with a variety of technologies

Students in MDCA 1313-Medical Terminology must be able to use computer hardware and software effectively in order to properly maintain the functioning of the equipment and solve and identify problems concerning the equipment and software technology.

FOUNDATION SKILLS

Students in MDCA 1313-Medical Terminology must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information in text documents such as instructions, mathematical techniques, letters, reports, and tables.

Students in MDCA 1313-Medical Terminology must be able to demonstrate thinking skills, make decisions, solve problems, visualize, and reason effectively.

Students in MDCA 1313-Medical Terminology must be able to demonstrate personal qualities such as responsibility, a positive view of self, politeness towards others, self-control, self-motivation, and honesty.

EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

FIVE COMPETENCIES

RESOURCES: IDENTIFIES, ORGANIZES, PLANS, AND ALLOCATES RESOURCES

Time: Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules

Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives

Material and Facilities: Acquires, stores, allocates, and uses materials or space efficiently

Human Resources: Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

Participates as Member of a Team: contributes to group effort

Teaches Others New Skills

Serves Clients/Customers: works to satisfy customers: expectations

Exercises Leadership: communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies

Negotiates: Works toward agreements involving exchange of resources, resolves divergent interests

Works with Diversity: works well with men and women from diverse backgrounds.

Information: Acquires and uses information

Acquires and Evaluates Information

Organizes and Maintains Information

Interprets and Communicates Information

Uses Computers to Process Information

Systems: Understands complex inter-relationships

Understands Systems: knows how social, organizational, and technological systems work and operates effectively with them

Monitors and Corrects performance: distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems: performance and corrects malfunctions

Improves or Designs Systems: suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

Selects Technology: chooses procedures, tools or equipment including computers and related technologies

Applies Technology to Task: understands overall intent and proper procedures for setup and operation of equipment

Maintains and Troubleshoots Equipment: prevents, identifies, or solves problems with equipment, including computers and other technologies

A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

Reading: locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules

Writing: communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts

Arithmetic/Mathematics: performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques

Listening: receives, attends to, interprets, and responds to verbal messages and other cues

Speaking: organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

Creative Thinking: generates new ideas

Decision Making: specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives

Problem Solving: Recognizes problems and devises and implements plan of action

Seeing Things in the Mind's Eye: organizes, and processes symbols, pictures, graphs, objects, and other information

Knowing How to Learn: uses efficient learning techniques to acquire and apply new knowledge and skills

Reasoning: discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

Responsibility: exerts a high level of effort and perseveres towards goal attainment

Self-Esteem: believes in own self-worth and maintains a positive view of self

Sociability: demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings

Self-Management: assesses self accurately, sets personal goals, monitors progress, and exhibits self-control

Integrity/Honesty: chooses ethical courses of action



College and Career Planning Student Success Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes No

http://hccsjobbank.hccs.edu/jobs/jp_serv.htm

<http://jobs.hccs.edu/>

Have you been made aware of the open lab/**tutoring available** including:

- Open lab schedule with
 - Lab Assistance

Yes No

Have you been made aware of the **financial aid availability including**

- Office hours at all sites

Yes No

<http://www.hccs.edu/portal/site/hcc/menuitem.a561d8ce52d983afb758d6bb507401ca/?vgnextoid=9e6c260b64762110VgnVCM1000000d4710acRCD&vgnextfmt=default>

Have you been made aware of the **library assistance** including:

- Open lab schedule at the library

- Resource Center
- On-line library assistance
Yes No

<http://library.hccs.edu/>

Name _____
Print "your" Name

I, _____, have been given
Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name:	Last Name	First Name	MI	Student ID #:
Address:	Street	Apt. #		Home Telephone
City	State	Zip Code		Cell Telephone #
E-mail address:				Instructor's Name:

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, N109, Stafford Texas 77477