

**MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS**

Semester/Year: Spring 2011

COURSE NUMBER: MED 121 (51)

INSTRUCTOR: Wanda Tenpenny

COURSE TITLE: Medical Terminology I

OFFICE NO: NA

CREDIT HOURS: 3

OFFICE/VIRTUAL HOURS: E-mail Instructor

CONTACT HRS/WK: 3

PHONE NO: (252)789-0246

Contact: Dr. Phyllis Broughton

PREREQUISITES: None

FAX: (252)792-0826

COREQUISITES: None

E-MAIL: wtenpenny@mcc.martincc.edu

COURSE DESCRIPTION:

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

PROGRAM LEARNING OUTCOMES:

1. Identify and apply medical terminology in the clinical setting.
2. Demonstrate administering patient care and assisting the physician.
3. Convey and teach health related information for patient education in the clinical setting.

COURSE LEARNING OUTCOMES:

1. Build and analyze medical terms using Latin and Greek work elements.
2. Pronounce, spell, and define medical terms correctly.
3. Demonstrate knowledge of body systems and related diseases.

REQUIRED TEXTBOOKS

Chabner, Davi-Ellen, B.A., M.A.T. (2011). The language of medicine with access key. (9th Edition). Philadelphia: W.B. Saunders Company. ISBN: 9781437709810.

Thomas, Clayton L., M.D., M.P.H. (2005). Tabers cyclopedic medical dictionary. (20th Edition). Philadelphia: F.A. Davis Company. ISBN: 9780803612075.

SUPPLEMENTAL RESOURCES: None

LEARNING/TEACHING METHODS Lecture, Definition Review, Oral Pronunciation, Internet, Group Discussions, Powerpoint, and Outside Reading Assignments

NOTE (QEP): Outside reading assignments may include researching a topic using books other than the textbook, medical journals, magazines, or NC Live resources. The student will be assigned an article related to the field of medicine. The student will complete an assignment related to the article.

ASSESSMENTS/METHODS OF EVALUATION:

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| 1. Chapter Exams | 50% |
| 2. Assignments/Quiz/Outside Reading Assignment | 25% |
| 3. Comprehensive Final Exam | 25% |

GRADING POLICY:

1. Through self-mastery examinations and quizzes, the student will recognize and identify elements as to their proper word part, construct correct medical terms from a given definition using the proper elements, and define medical words correctly.
2. The student will actively participate in assignments, group discussions, review sessions and other activities as done on a daily basis.
3. The student must score at least 77% or better for the semester in medical terminology.
4. The student will be assigned outside reading assignment using diseases related to the chapter of study that should be inclusive of diagnosis, symptoms, treatment, etc.

GRADING SCALE: 10-POINT

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

COURSE OUTLINE:

This outline is subject to change.

Week 1-2	Chapter 1	Basic Word Structure
Week 3-4	Chapter 2	Terms Pertaining to the Body as a Whole
Week 5-6	Chapter 3	Suffixes
Week 7-8	Chapter 4	Prefixes
Week 9-10	Chapters 5 & 6 The Digestive System	
Week 11	Chapter 7	Urinalysis
Week 12	Chapter 8	Female Reproductive System
Week 13	Chapter 9	Male Reproductive System
Week 14	Chapter 10	Nervous System
Week 15	Chapter 11	Cardiology
Week 16	Review/Exam	

STUDENT ATTENDANCE POLICY:

The attendance policy for all medical assisting classes is 90%. Therefore, you may only miss 4 hours of class. Since this is an internet course, you may only miss 2 assignments. Due to the nature of Internet classes, attendance in this class will be based upon completion of quizzes and assignments. **IF YOU DO NOT COMPLETE THE WORK FOR TWO CONSECUTIVE CHAPTERS, YOU WILL BE DROPPED FROM THE CLASS.** A student will be counted present for the week by submitting completed assignments and/or quizzes during the week. To enter section 50 (Internet) courses, students must do two things: (1) First, students must complete a technology assessment located on the Blackboard login page. (2) Second, students must login to Blackboard and complete the first assignment within seven (7) school days. Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student **ONLY** takes the technology assessment **ONE** time.

Students must be present the first ten percent (10%) of this course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the student will be administratively withdrawn from the class. Students administratively withdrawn will receive a “WF” which is equivalent to an “F” when calculated into the student’s GPA. Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” There are no justifiable absences for this class once you exceed the 10% attendance requirement you will be administratively withdrawn! The last day to officially withdraw without receiving an "F" is March 24, 2011.

No make-up tests or assignments will be allowed in this course. If you fail to submit assignments on Blackboard by the due date you will be given a 0.

COURSE POLICIES:

Academic Integrity Policy:

Students admitted to or applying for admission to allied health field programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated.

Testing Policies

It is the responsibility of the student to be present for all announced unit exams. There will not be any make-up tests.

No section on testing policies and procedures can be complete without a brief discussion on cheating and the Honor System. Cheating will not be tolerated! The Medical Assisting Program runs on the Honor System as will also be the practice in any health care facility. That simply means that it is your responsibility not to engage in cheating yourself and to report any manner of cheating to your instructor or the MA Program Director. The best example of an employment cheating situation would be with drugs within your medical facility. If, as an employee, you know that someone is taking the drugs ordered for patients, it is clearly your responsibility to report the abuse. Likewise, in the classroom you will be expected to report any cheating abuse. Therefore, anyone caught cheating will be dismissed from the Medical Assisting Program immediately and will not be allowed to apply for readmission.

Plagiarism

Webster’s New World Dictionary defines the word “plagiarize” as “to take (ideas, writings, etc.) from (another) and pass them off as one’s own”. Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using

another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment for a first offense, and an "F" for the class for the second offense. You will receive detailed instructions describing how to footnote and cite information for scientific purposes before being asked to turn in written material. Failing to consult that information, and properly cite the work you have used as a reference will result in consequences.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on!

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The ***Request for Excused Absences for Religious Observances*** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.