MOBERLY AREA COMMUNITY COLLEGE
Medical Terminology
HSC171
Current Term

Instructor:
Office Number:
Email:
Phone (office):
Office Hours:

Catalog Description

Credit hours: 3 didactic, 0 clinical/lab, 3 total
This course provides vocabulary necessary for employment in Health Sciences careers such as medical records technician and medical office assistant through the study of body systems and anatomical terms, diseases, tumors, and surgical procedures. Basic computer skills are recommended prior to enrolling in this course.

Text/Course Materials

The book and learning materials are available within the course itself.
This includes access to the online Smart Text and Assignments.

Purpose of Course

To provide an understanding of basic medical terminology for those interested in the pursuit of additional specialized education or employment in the health sciences field.

Course Objectives

- Develop an understanding for terminology using prefixes, suffixes and roots and combining forms to construct and analyze medical terms related to the anatomy and physiology of the body as a whole.
- Identify organs and other structures of the human body systems while learning basic human anatomy and application to medical terms.
- Correctly pronounce, spell, and define commonly used medical terms and their plurals related to anatomy and physiology, pathology, and procedures related to the major body systems in order to communicate them with accuracy and precision in the health care setting.
● Describe common disorders and injuries of the human body and systems.
● Identify diagnostic, therapeutic procedures, and pharmacology used to treat disorders of the human body.
● Apply knowledge of medical terms and accepted abbreviations utilizing interactive features of online learning platform.
● Translate medical terms into everyday language for use when communicating with others who are unfamiliar with the specialized terms.

Connection with Health Science Division (HSD) Outcome Statements:

Outcome I:
● Students will demonstrate effective written and oral communication skills. Students will be presented with instructor guided discussion points for each unit which will facilitate students to think critically to connect concepts from class with current practice issues and questions related to best practice. Written or audio responses will be requested of students. Students will also be asked to correctly pronounce medical terms and submit for evaluative feedback within each unit.

Outcome V:
● Students will demonstrate skill mastery and will pursue lifelong learning in their field while adapting to changing industry standards and following evidence-based practices. Students who complete this course will understand basic and current medical terminology and its application to allied health careers and health sciences education. Students will be prepared to enter the workforce within a health care setting or to further their education within a health science program.

ASSESSMENT OF STUDENT LEARNING

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

Assessment

Students will participate in weekly posted discussions and smart text assignments and other assessments for a grade. The midterm and final exams will be completed using the Lockdown Browser and Respondus Webcam feature installed on a computer, laptop, or iPad through MACC’s online “Canvas Instructure.” Chromebooks are not compatible with this Lockdown Browser application. Exams will be timed and questions will be in a variety of formats.
Expected Study Time Commitments
Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

Description of Assignment(s)/Projects(s)
Refer to Canvas Course Modules

INSTRUCTOR POLICIES

Tardiness:
Make-up and late work:
Extra-credit work:

COLLEGE POLICIES

Attendance Policy: Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

Term Length Drop Calculations

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be
dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

**Definition of Course Attendance**

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<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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| Hybrid Course  | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:  
  - Completion of quizzes or exams during class meetings and online  
  - Submission of assignments during class meetings and online  
  - Participation in discussions during class meetings and online |
| Online Course  | Active participation in an online course includes the following:  
  - Completion of quizzes or exams  
  - Submission of assignments  
  - Participation in threaded discussions |
Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (Policy Handbook, I.090 & M.095)

Academic Dishonesty

MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook M.010). **In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.**

Recording Class Sessions Using Zoom (Place Under College/Instructor Policies)

The privacy of students is a priority in live or virtual meetings. Recordings of lectures or class meetings that share student information constitute an educational record and are protected under FERPA. Instructors may share recordings within the course section where they were originally recorded and only with the students enrolled in the section. Documented consent from each student identified in the recording is required to distribute outside of the course where it was originally recorded, or student identity must be redacted.

Student Email

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

ADA Statement

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/services/access-office](http://www.macc.edu/services/access-office).

Title IX Statement
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see [http://www.macc.edu/sexual-misconduct-policy](http://www.macc.edu/sexual-misconduct-policy) or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or cheryll@macc.edu.