

HAGERSTOWN COMMUNITY COLLEGE
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: MAP 102-01 MEDICAL TERMINOLOGY 3 CREDITS

CLASS:

INSTRUCTOR: SEMESTER/YEAR:

COURSE DESCRIPTION:

This course is an integral component in understanding the language of medicine. It is designed to give the student a foundation in the basic structure of medical terms, word building and definitions as well as the applications of medical terminology. A human body systems approach is utilized and topics covered in each system include anatomy and physiology overview, medical terms, symptoms and signs, diseases and disorders, treatments, procedures and devices. Laboratory fee required.

TEXTBOOK: Medical Terminology, A Living Language; Fremgen/Frucht, Pearson/Prentice Hall, 7th edition.

STUDENT LEARNING OUTCOMES:

1. Demonstrate ability to build, define and correctly spell medical terms to insure accurate documentation.
2. Demonstrate basic knowledge of medical terminology associated with body systems, signs and symptoms, diseases, disorders, treatments, procedures, and devices.

TOTAL HOURS OF COURSEWORK:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 3 credit course achieves the minimum of 112.5 hours of total time by requiring 37.5 hours of instructional time and 75 hours of student work outside of instructional time.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Face-to-Face and Online Course

Assignment/Assessment	Clock Hours
Homework, Reading, Memorization, Forums	30 hours
Studying for regular exams/quizzes	67.5 hours
Final Assessment (Common Final Exam)	15 hours
Total out of class time	112.5 hours

COURSE CONTENT OBJECTIVES:

1. Understand and know basic medical terminology word parts.
2. Build, analyze and define medical terms.
3. Accurately spell medical terms.
4. Know basic medical terminology associated with each body system.
5. Know basic medical terminology associated with symptoms and signs.
6. Know basic medical terminology of diseases and disorders.
7. Know basic medical terminology of treatments, procedures and devices.

ASSESSMENT PROCEDURES: Final course grade will be based on the weighted grade by category as indicated below:

Homework	25%
Tests & Quizzes	35%
Attendance & Professionalism	10%
Final Exam	30%
Total:	100%

The final grade is based on the following scale:	90 – 100%	A
	80 – 89.9%	B
	75 – 79.9%	C
	60 – 74.9%	D
	Below 60%	F

PLEASE NOTE: Grades will not be rounded up to give students a higher letter grade.

COURSE POLICIES:

1. In the event of inclement weather, students are advised to check their campus Email account and/or local radio and television stations, where cancellations will be disseminated. The instructor will also post instructions in Moodle related to delays and cancellations.
2. Homework assignments in Moodle will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of “zero” or a reduced grade for the assignment if partially complete. Failure to notify the instructor within 5 days of the due date of an assignment that the student was unable to complete due to “computer” problems will result in a zero for the assignment with no discussion.
3. The primary form of communication outside of the classroom will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if emailed assignments are not received and Moodle assignments not seen.
4. Cell phones are to be silenced during class.

5. Laptops and tablet devices will be allowed unless the student abuses the privilege by using the laptop for purposes other than note taking during the class, at which time the student will be required to turn off the laptop.
6. **Disclaimer:** The instructor reserves the right to modify course content.

ACADEMIC INTEGRITY - The HCC Student Code of Conduct is published in the HCC Student Guide and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process. Academic dishonesty will be dealt with in accordance with the College's policies and procedures.

PLAGIARISM/ORIGINAL WORK POLICY:

Plagiarism involves using another's work and presenting it as one's own. This includes using information that is not documented accurately, copying another's work and presenting it as one's own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college.

CLASS ATTENDANCE POLICY:

1. Students are expected to attend all regularly scheduled classes. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the responsibility of the student to confer with the instructor with regard to missed course work assignments and the like.
2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by January 14, 2019, to get a refund**). Failure to do so could result in the recording of an "F" grade for that class.

Attendance Policy:

- a. Students will be allowed one unexcused absence/tardy per semester that will not count against their course attendance grade.
- b. Any additional absences/tardiness will only be excused for: 1) student illness with physician/hospital excuse; 2) court appearance with appropriate court order; 3) death of a first degree relative, or 4) in the event of inclement weather at the discretion of the instructor. Absences/tardiness not meeting the above criteria will be reflected in the course attendance grade.

Make Up Policy:

- a. Students who miss clinical class work will not have an opportunity to make up the work. This could severely compromise your ability to successfully complete course competencies.
- b. Students who miss scheduled "in class" activities will not have an opportunity to make up the "in class" assignment.
- c. All tests in this course will be given online at the HCC Testing Center. Chapter tests will be open for a minimum of two days. The Final Exam will be given online at the HCC Testing Center and will be open for a total of 6 days. The hours of the Testing

Center are posted under the course orientation topic. It is the student's responsibility to make the time to take each test.

- d. Makeup of missed tests will ONLY be considered for reasons covered in point "b" of the Attendance Policy above, and will be discussed one-on-one with the student. Students must contact the instructor within 7 days of the missed test, or receive a grade of "zero". Excuses involving lack of time to test due to a busy "personal schedule" or pre-planned vacation time will not be honored.
3. Class will begin at the scheduled time. In the event that the instructor is delayed, students are expected to wait for a minimum of 15 minutes before departing. All cases of time shall be guided by the time displayed in the classroom.

TOPIC OUTLINE:

Outline is tentative and may be subject to change upon instructor protocol

CONTACT INFORMATION:

Program Coordinator, Medical Assisting and Phlebotomy

E-mail(***THIS IS THE BEST WAY TO CONTACT ME***)

Phone

Office Hours: CPB 170-B;

*Monday

Tuesday

Wednesday

Thursday

SERVICES FOR STUDENTS WITH DISABILITIES: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

LEARNING SUPPORT CENTER: *For tutoring or additional help with courses, please visit the Learning Support Center.*

- LSC-100
- 240-500-2560
- lsc@hagerstowncc.edu
- Hours:
Monday - Thursday 8am-10pm
Friday 8am-5pm
Saturday 9am-3pm
Sunday 12-5pm