


Medical Terminology
H.E.S. 113
Fall 2022

Instructor:	Marsha Becker	Phone:	928-854-5395
Office Location and Hours:	Lake Havasu High School Campus. Instructor available by appointment, phone call or email or through Google Classroom. The instructor will respond within 24 hours.	MCC Email:	mbecker@lhusd.org
Class Dates, Days, and Times:	On-ground: in-person Monday 8/2-12/17	Class Location:	LHHS J226, computer based Google classroom for MindTap(the online learning platform*required for your homework)
Drop Period:	View the 2022-23 Academic Calendar (Be aware that dropping/withdrawing a course may affect your financial aid and/or veterans education benefits.)		
Withdrawal Dates:	View the 2022-23 Academic Calendar You may be administratively withdrawn (WR1) from the class if you do not participate for three (3) consecutive weeks. Please see the Catalog for more information. (Be aware that dropping/withdrawing a course may affect your financial aid and/or veterans education benefits.)		
Secondary Contact (Associate Dean or Program Director):	Amy Sullins- LHHS assistant principal	Course Modality:	on ground-in-person, online, google classroom
Learning Management System:	All courses are web-enhanced and, as such, all students are required to have access to the Learning Management System. The Learning Management System can be accessed via the Library and the Student Success Center on each campus. Access the Learning Management System through Synergy		
Course Description:	http://www.mohave.edu/academics/instruction/curriculum-and-articulation This course is designed for individuals who will be employed in the Allied Health Professions. Students will develop a working knowledge of medical words, terms and abbreviations that relate to body systems, anatomical structures, medical processes and procedures and disease conditions. Emphasis is placed on application, spelling, definition, usage and pronunciation. 3 credit hours @MCC, transfers back to LHHS as .5 credits		
Course Goals:	<ol style="list-style-type: none"> 1. Interpret the medical terms and abbreviations that are associated with medical professionals, procedures, and anatomical systems of the body as a whole correctly (3,5) 2. Compare the individual body systems with the organization and function of the body as a whole (2,3,5). 3. Correctly spell and write medical terms pertaining to the body as a whole so that you communicate and document accurately and precisely in any health care setting. (2,3,5) 4. Pronounce medical terms correctly pertaining to the body as a whole so that you communicate verbally with accuracy and precision in any health care setting. (2,3,5) 5. Use medical and health-care descriptors to communicate. (2,3,5) 		
Materials/ Equipment:	Accessible computer; also need to download Mozilla Firefox (preferred) or Google Chrome as your internet browser to best access Schoology and MindTap (the online learning software program required for your homework). It is bundled and purchased with your textbook (coming soon). Also a medical dictionary can be used as a reference.		
Textbook Title, Author, and ISBN:	TEXTBOOK: BUNDLE: Medical Terminology for Health Professions, Spiral Bound 8th edition with MindTap Medical Terminology 4 Term (12 month). ISBN: 978-1-337-123099		

	<p>Also available through other sources with different ISBN. ePack: Medical Terminology for Health Professions, 8th edition PLUS MindTap, Medical Terminology, 2 terms (12 months) Instant Access (2016) Authors: Ehrlich/Schroeder. ISBN (13): 978-1-337-19049-7</p> <p>In order to register your MindTap product, you must have the COURSE KEY which will be sent through Google classroom and also the STUDENT ACCESS CODE (may already be inputted for you) which comes when you purchase the MindTap product.</p> <p>TO REGISTER your MindTap product:</p> <ol style="list-style-type: none"> 1. Connect to http://login.cengagebrain.com 2. If you already have an account, sign in. From your dashboard, enter your COURSE KEY (listed above) In the box provided, click the Register button. You also need your STUDENT ACCESS CODE which comes with the MindTap product. Your STUDENT ACCESS CODE may be there already. 3. If you don't have an account, click the Create an Account button, and enter your course key when prompted. 4. Continue to follow the on-screen instructions. <p>Every time you login to Cengagebrain.com to complete your homework on MindTap, you should complete the SYSTEM CHECK (click on your name in the upper right corner of the screen). All GREEN check marks must appear in order for MindTap to work for you. Please take a moment to fix any RED exclamation points. Instructions are provided right there for you. Be sure to use Mozilla Firefox or Google Chrome as your internet browser.</p>
<p>Other Resources:</p>	<p>Plan to use sites as recommended in the Resources/Links folders found in the Google classroom Modules.</p> <p>If you are having trouble logging into your MCC email account, please call the HELP DESK at 1-855-757-5300. Very helpful resource. Another resource: MCC CONNECT 1-866-664-2832.</p> <p>SUPPORT FOR MINDTAP: 800-354-9706. Mon-Thurs 8:30 am – 9 pm EST; Fri 8:30 am- 6 pm EST.</p>

Grading Criteria and Scale:

Grading Scale:	A = 90 – 100%	B = 80 – 89%	C = 70 – 79%	D = 60 – 69%	F = 0 – 59%
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Note: Grades may be checked in the Learning Management System- Synergy

Course Schedule: The following schedule is subject to change at the instructor's discretion to better accommodate student learning, course outcomes, and course flow. Changes will be announced promptly but may occur without prior notice.

Classroom work "Test Yourself" in MINDTAP (online learning platform).

Other Mindtap tasks (reality check, flashcards) may be completed for
practice but are not required for your homework grade.

NO HOMEWORK WILL BE ACCEPTED AFTER FRIDAY, December 11th ,2022

Homework and participation=	20 %
Chapter Exams=	40 %
Mid-term Exam=	15%
Final Exam=	25%

COURSE SCHEDULE: H.E.S. 113 Med Terminology

Week	Learning Unit	Required Reading/ Assignments/ Tests w/due dates
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	<p>Orientati on</p>	<p>Read Syllabus (posted on Google classroom); Complete get to know me form.</p> <p>Directions for Mindtap - we do not have access at this time.</p> <p>TO GET STARTED USING MINDTAP: Navigate to https://login.cengagebrain.com/</p> <ol style="list-style-type: none"> 1) Create a new account (fill in all content on left hand side of form); 2) Enter the Mind Tap access code, which will be provided for you. 3) Follow directions and create a Cengage Learning student account. Once completed, you will be directed to your dashboard; 4) To access the MindTap product which you just registered, press OPEN: 5) Enter your instructor-provided MindTap COURSE KEY which is: Use the MindTap Student User Guide to familiarize yourself with where you find each chapter and the “Chapter Homework”, “Apply Yourself: Learning Lab” and “Test Yourself” folders. 6) Once you log in to MindTap, you will see a blue horizontal bar “Medical Terminology for Health Professions”. To the right is VIEW: Choose the MIDDLE (3 horizontal bars) to get to the chapters. Once you click on a chapter, it will slide to your homework. 7) It will say “No activities due this week”, BUT THERE ARE! Use your syllabus to know when each exercise is due. You have until the last day of class to complete MindTap, so that is the reason. There are due dates, but this gives you a chance to redo exercises until the very last day of class. <p>If you have questions about your CengageBrain account, call 866-994-2427 Mon through Fri 8 am to 6 pm EST) or write to cengagebrain.support@cengage.com</p> <p>If you are having questions regarding MindTap, go to www.cengage.com/support for 24/7 live chat. or call 800-354-9706 Mon - Thurs 8:30 am to 9 pm EST and Fri 8:30 am - 6 pm EST.</p> <p>Be sure to start each week by going to the Google Classroom site for HES 113 Med Term and clicking on EACH MODULE (week) folder. Everything you need</p>
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to do for the week will be in one of the folders found there. You **MUST LOG** in to and participate in the Google site weekly.

BE SURE to read **MODULE (WEEKLY) FOLDERS** in Google Classroom

Week 1 8/8-12	CH 1	<p>Chapters 1: INTRODUCTION to Medical Terminology, The Human Body in Health and Disease. May do exercises for practice. (relates to Objectives 2.1,2.2,2.3,2.4,2.5,2.6)</p> <p>Due 8/02: Chapters 1, Look-a-like and Sound-a-like words, Basic Medical terms notes</p>
Week 2 8/15-19	WordPart Review- Ch 2	<p>Chapters 1 & 2: INTRODUCTION to Medical Terminology, The Human Body in Health and Disease. Complete Google classroom homework. May do exercises for practice. (relates to Objectives 2.1,2.2,2.3,2.4,2.5,2.6)</p> <p>Due 8/19: Chapters 2, notes</p> <p>8/19 Test: Chapters 1 and 2 Test in Google forms* date subject to change</p>
Week 3 8/22-29	Ch 3-4	<p>Chapters 3-4: SKELETAL, MUSCULAR Systems,</p> <p>SUBMIT ONLY “Homework and “Learning Lab” and “Test Yourself” using Google classroom, in-person or MindTap. (relates to Objectives 9.1,9.2,9.4,9.5)</p> <p>Test: Chapters 3-4 test 8/29</p>
Week 4 8/30-9/7	Ch 5	<p>Chapter 5: CARDIOVASCULAR System</p> <p>SUBMIT ONLY “Chapter Homework”, and “Test Yourself” for each chapter using Google classroom/in-person or MindTap. MindTap.</p> <p>Test: Chapter 5 9/7 (relates to Objectives 4.1,4.2,4.3,4.5,4.6)</p>

Week 5 9/8-16	Ch 6	LYMPHATIC/IMMUNE systems. SUBMIT ONLY “Chapter Homework”, and “Test Yourself” for each chapter using Google classroom /in-person or MindTap. Test: Chapter 6 9/16 (relates to Objectives 4.1,4.2,4.3,4.5,4.6)
Week 6 9/19-23	Ch 7	Chapter 7- RESPIRATORY SUBMIT ONLY “Chapter Homework, and “Test Yourself” using Google classroom /in-person or MindTap. Test: Chapters 7 9/23 (relates to Objectives 3.3,3.4,3.5,3.6,3.7,3.8,5.1,5.2,5.4,5.5)
Week 7 9/26-9/30	Ch 8	DIGESTIVE systems: SUBMIT ONLY “Chapter Homework, and “Test Yourself” using Google classroom /in-person or MindTap. relates to Objectives 3.3,3.4,3.5,3.6,3.7,3.8,5.1,5.2,5.4,5.5)
Week 8 10/3-6	Mid-Term	MIDTERM EXAM: 10/4-5 Midterm Exam review of Ch 1-8 Anticipate 150 multiple choice questions taken on-line through Schoology. TIME LIMIT: 100 minutes. (Correlates to Objectives: 1.1-7, 2.1-6, 9.1-9.5,4.1-6,3.2-8,5.1-5) DUE 10/6
	Fall Break	Oct 10-14
Week 9 10/17-24	Ch 9	Chapter 9 URINARY System: Complete “Chapter Homework, and “Test Yourself” using Google classroom /in-person or MindTap for chapter 9 in MindTap. (relates to Objectives 6.1,6.2,6.4,6.5) Test: Chapter 9 10/24

Week 10 10/25-11/1	Ch 10	<p>Chapter 10: NERVOUS System: Complete “Chapter Homework”, “Learning Lab” and “Test Yourself” for chapter 10 using Google classroom /in-person or MindTap. (relates to Objectives 8.1,8.3,8.4,8.5,8.6)</p> <p>Test: Chapter 10 11/1</p>
Week 11 11/2-9	CH 11	<p>Chapter 11: SPECIAL SENSES System: Complete “Chapter Homework, and “Test Yourself” using Google classroom /in-person or MindTap for chapter 11. (relates to Objectives 10.1,10.2,10.4,10.5)</p> <p>Test: Chapter 11 11/9</p>
Week 12 11/10-18	Ch 12	<p>Chapter 12: INTEGUMENTARY (SKIN) System . SUBMIT ONLY “Chapter Homework”, for chapter 12 using Google classroom /in-person or MindTap relates to Objectives 3.1,3.2,3.6,3.7,3.8)</p> <p>Test: Chapter 12 11/18</p>
Week 13 11/21-30	Ch 13	<p>Chapter 13: ENDOCRINE System. SUBMIT ONLY “Chapter Homework”, “Learning Lab” and “Test Yourself” for Chapter 13 using Google classroom /in-person or MindTap. relates to Objectives 8.1,8.2,8.4,8.5,8.6)</p> <p>Test: Chapter 13 11/30</p>
		Thanksgiving 11/23-11/25

Week 14 12/1-7	Ch 14	Chapters 14: REPRODUCTIVE systems and DIAGNOSTIC PROCEDURES. Submit ONLY "Chapter Homework", "Learning lab" and "Test Yourself" from MindTap. (relate to Objectives: 2.5,2.7,2.8,3.5,4.4,5.3,6.3,7.1,7.2,7.3,7.4,7.5,7.6,8.4,9.3,10.3 Test: Chapter 14 12/7
Week 15 12/8-11	CH 15	Chapter 15: NUCLEAR MEDICINE & PHARMACOLOGY. Submit ONLY "Chapter Homework", "Learning Lab" and "Test" from MindTap. Comprehensive Review Quiz (MindTap) Found AFTER chapter 15. (relates to Objectives: 2.8,3.5,4.4,5.3,6.3,7.4,8.4,9.3,10.3) no test
Final Exam Review and test 12/14-16		REVIEW for FINAL EXAM: Review all chapters 1-15, but focus on chapters 9-15. FINAL EXAM: Tues 12/14- Fri 12/16 Anticipate 150 multiple choice questions reviewing chapters 1-8 and focus on chapters 9-15. (relates all objectives for the course) (relates to all Course Competencies and Objectives found in Appendix A which follows this course schedule)

Please visit <https://www.mohave.edu/about/it/> as your primary resource for all needs related to Information Technology (IT), including technical topics, frequently asked questions, and student software services. **MCC Connect** is also available to assist by calling 866-MOHAVE CC (866-664-2832).

HELP IS HERE! The MCC Student Success Center can help you maintain your focus on education. The [Student Success Center](#) helps students turn hassles into tassels with tutoring and support services for navigating life issues (stress, test anxiety, childcare concerns, illness, etc.), Call MCC Connect at (866) 664-2832 to connect with your campus-based Student Success Center or visit <https://www.mohave.edu/resources/> for more information.

Student E-Mail Accounts: MCC uses this email account to send you important information. As a student, it is your responsibility to check this account regularly or forward this email to an account that is checked regularly. For information on how and where to access your MCC student email account, go through the MyMohave portal at <http://mymohave.mohave.edu>.

Disability Services: Mohave Community College (MCC) strives to facilitate appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities according to the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students may experience conditions or situations, either temporary or ongoing, limiting their access to college events, student life, and educational opportunities. If a student anticipates or experiences physical or academic barriers due to a disability, personal injury, serious illness, pregnancy-related

issues, or unexpected life events that individual is encouraged to contact an Academic Advisor to request accommodations. Additional information can be found on the web

at <http://www.mohave.edu/resources/disabilityservices>. For inquiries regarding MCC's non-discrimination policy, contact Danette Bristle in the Center for Teaching and Learning, 3400 HWY 95, Bullhead City by phone at (928) 704-9480, or through email at dbristle@mohave.edu.

NOTE: Students who wish to utilize academic accommodations must report their concerns to an academic advisor, not the instructor.

Title IX Resources: MCC prohibits discrimination on the basis of age, ethnicity, color, disability, gender identity, gender expression, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, and sexual orientation. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: domestic violence, sexual violence (sexual assault, rape), sexual harassment, and retaliation. For more information visit: <http://www.mohave.edu/about/safety>. Questions or complaints regarding Title IX should be referred to the Title IX Coordinator (included below) or appropriate Dean of Student & Community Engagement.

Danette Bristle (Title IX Coordinator)

Accreditation Liaison/Compliance Officer
3400 Highway 95, Bullhead City, AZ 86442
dbristle@mohave.edu 928-704-9480

NOTE: The Department of Education requires students to receive training in Title IX once a year at their college or university. If you need to take the training, you will be prompted to complete it when logging into the Learning Management System.

Diversity Statement: Mohave Community College is committed to providing equal employment opportunity, educational opportunity, and advancement to individuals without regard to race, color, religion, gender, national origin, age, mental or physical disability, sexual orientation, veteran status, or any other legally protected class in any of its policies, practices, or procedures.

Respecting the diversity of life experiences, we seek to celebrate the unique characteristics of all faculty, staff, students and community members. The college shall promote equal opportunity and treatment on a continuing basis.

Code of Conduct: Students are responsible for abiding by the *Student Code of Conduct* located in the *Student Handbook* which can be found at catalog.mohave.edu.

Course Withdrawal Process: It is the student's responsibility to withdraw from a class within the withdrawal period. Ceasing to attend does not constitute a withdrawal. Note that this process takes *four business days*; please plan ahead. Note: When you withdraw from a class:

- You will receive a W with no credit values on your transcript.
- You are not eligible for a refund of tuition or fees.
- If you have received financial aid, you may have to pay back the monies received. You must contact the Bursar's office within seven (7) days to make payment arrangements for any outstanding amount. You will be unable to register for additional classes or receive a transcript until financial arrangements have been made with the Bursar.
- Withdrawing from or being administratively withdrawn from a course may impact VA education benefits.
- Learn more about financial aid implications associated with withdrawing at <https://www.mohave.edu/paying-forcollege/financial-aid/policies/withdrawals/>.

Instructions:

1. Contact a Student Services representative who is an expert in Financial Aid to learn how you will be impacted by withdrawing. Call MCC Connect at 866-MOHAVE CC (866-664-2832).
2. Using your MCC student e-mail, email your instructor at their MCC email account that you intend to withdraw from a class.
3. After hearing from your instructor (or after three business days if the instructor does not reply), log in to JICS and complete the withdrawal form. The date the form is submitted will be listed as your last day of attendance.
4. Check your email for a confirmation of the withdrawal. Enrollment Services will send a confirmation of withdrawal to the student, the instructor, and Financial Aid.

Student Rights and Responsibilities: Students are responsible for abiding by College Policies which cover drug-free campus, emergency procedures, infectious disease, campus safety, sexual harassment, smoke-free environment, use of electronic devices, solicitation, visitor expectations, voter registration, and weapons policy. The *Student Handbook* also covers the disruptive student policy and the student honor policy, including academic integrity and plagiarism, copyright compliance, dress code, FERPA information, the grievance process, and how to update personal information. The academic section covers attendance, grading, auditing, incomplete course grades, withdrawals, academic probation and dismissal, withdrawals, and incomplete grade contracts. Students are responsible for abiding by the policies governing these topics that can be found in the MCC Catalog at <http://catalog.mohave.edu/>. College Policies are found in the *Student Handbook* as are other policies in the *Students' Rights and Responsibilities* section.