

MEDICAL TERMINOLOGY (MED*125) COURSE SYLLABUS

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Contacting Me:

You may contact me through my college Email account if necessary, however for most questions and communications, please use the e-mail feature through Blackboard to contact me.

If you need to ask me something about the class you have several ways to get in touch with me. E-mail is probably the easiest and fastest way to get your questions answered. I can access e-mail messages from my office or home, and check my messages each day.

If your question is simple, I will likely get back to you quickly. If it is lengthy, I may take longer to answer and I also may suggest you see me during my office hours. You can also set up an appointment with me if you need help with the class material.

For general questions that will be beneficial to the entire class, I will also post an announcement on Blackboard with the question and answer.

Course Text: *Medical Terminology (For Health Professionals)* by Ehrlich and Schroeder (required). This text is offered by the college bookstore. You will need this text to participate in the course. It contains all the information that you will be studying and also contains information for assignments and quizzes and exams

Course Activities Overview:

1. Reading Assigned Chapter Material Each week
2. Completing "Learning Exercises" at the end of each book chapter to review the chapter content. This will not be graded
3. Completing an "On-line" quiz related to the chapter/week material
4. Completing weekly on-line assignments related to each chapter
4. Participating in a Discussion related to the chapter/case study assigned each week as well as a current events discussion
5. Use of supplemental CD and/or on-line materials such as audio files and animations
6. Examinations conducted on-line 2 times (midterm and final)
7. Healthy Quest Challenges

Recommend weekly Schedule:

This course will follow the Medical Terminology for Health Professions textbook in close sequence. This class is NOT a self paced course. Each week's assignments will be embedded in their designated Module (ie: Module 1, Module 2 etc) on your Blackboard Shell. There will be weekly reading assignments (with an associated power point that will be available on your Blackboard shell.

There will also be a weekly quiz and a weekly assignment correlating with each designated textbook chapter. All quizzes and assignments will be graded for credit!

The quizzes given each week are timed and can only be taken once!! Be prepared to take the quiz!! Once the quiz is open you will have 30 minutes to complete it! No makeup quizzes will be given! Each quiz will be due by the end of each module completion (one module will be completed each week and due by Sunday by 11:59pm)

The weekly assignments will have an expected date that they are due and if they are not submitted by that date/time, no credit will be received. So plan accordingly.

During the course, there will also be discussion posts based on course material learned and participation will be expected. If you do not post by the date/time expected, no credit will be given.

There will be a midterm exam and a final exam online as well and will be in a similar testing format to the quizzes.

Studying:

This class will be moderately challenging for most students. There will be material that you already familiar with and some that seems very foreign. In addition, the volume of the material is great, and it continues to add up each week. The key to Success is to stay current with the course material. If you read (several times), do the work in the text, prepare for and take the quizzes on time, and participate in the online work during the assigned time periods, you will stay current. If you start to fall behind it will become increasing difficult to catch up. The advantage of an On-line course is that you are working on your own schedule. The Downfall of an On-line course is that you are the one who must schedule this work into your life. If you leave it for "when you have time", you will not succeed. You must allocate a specific block of time each week (preferably several blocks) to read and do the course work. Stay current and you should do fine.

Do: study in a quiet place with no distractions, no food, tv, people talking etc.

Do: re-write your notes, but not just verbatim, re-write them in your own words, summarize them. If you can do this you have started to process the information

Do: read the book and your notes OUT LOUD. Hearing yourself increases retention.

Do: re-read and re-write again and again.

Do: use the on-line resources and perform many self-tests

Graded Assignments:

Smarter Measure test online (10 points total)

Weekly Quizzes (pertaining to each chapter) – each worth 20 points (300 points total)

Weekly Assignments- each worth 20 points (300 points total)

Discussion participation – 15 points per discussion topic (210 points total)

Weekly Health Quest Challenges- (30 points total)

Midterm Exam (75 points total)

Final Exam (75 points total)

Total: 1000 points

ADDITIONAL COLLEGE INFORMATION:

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following

website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your

smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website:

www.mxcc.edu/nondiscrimination/.



NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator

amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

- Secondary Title IX Coordinator
Ms. Mary Lou Phillips
Director of Human Resources, Middlesex Community College
mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115
- Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011