

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Medical Assisting Technology</u>
COURSE RUBRIC AND NUMBER	<u>MDCA 1313</u>
COURSE TITLE	<u>Medical Terminology for Medical Assistants</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. A grade of "C" or better is required in this course to take the next course. **(3:1). Lab fee.**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Diagram medical terms, labeling the word parts such as:
 1. Basic structure
 2. Roots/combining forms
 3. Prefixes
 4. Suffixes

- B. Define both medical terms and abbreviations related to all body systems such as:
 1. Diseases and pathologies
 2. Diagnostic procedures
 3. Surgical procedures
 4. Medical specialties

- C. Use language/verbal skills that enable communication/ documentation in the health care setting

III. Learning Outcomes (WECM)

Upon successful completion of this course, students will:

1. Define terms and abbreviations which apply to the structural organization of the body.
2. Analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms.
3. Pronounce, spell, and define medical terms.
4. Interpret the contents of a written patient medical scenario.

IV. Evaluation

- A. Evaluation Methods

The following evaluation tools will be used to evaluate student's achievement of course objectives:

1. Pronunciation of medical terms for each unit
2. Quizzes and exams
3. Diagrams for labeling anatomical structures
4. Oral presentations
5. Correct spelling of medical terms, abbreviations , and definitions
6. Final written examination will be used to assess student's competency in didactic objectives.

To successfully complete MDCA 1313, Medical Terminology for Medical Assistants, the student must achieve at least a 70% average. The student's overall grade must be no less than a "C."

B. Grading Scale

90-100%	A
80-89%	B
70-79%	C
60 -69%	D
< 69%	F

*A course with a grade of "D" or "F" will need to be repeated in order to graduate for all Health Occupations classes. In addition, grades will initially be determined in decimals to the tenths. They will only be recorded in whole numbers. The guide used will be to round .1 through .4 to the lower whole number and to round .5 through .9 to the next whole number. Example: If a student earns 87.4, the grade will be rounded to 87%. If the student earns 87.6, the grade will be rounded to 88%. No decimals will be shown on the grade scanners.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.