

**MDCA 1313**  
**Medical Terminology for Medical Assistants**  
**Western Texas College**

I. Basic Course Information

- A. Course 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.
- B. Prerequisites: None

II. Student Learning Outcomes

- A. Define terms and abbreviations which apply to the structural organization of the body; analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms; pronounce, spell, and define medical terms; and interpret the contents of a written patient medical scenario.

III. Online Testing Requirements

- A. The midterm and final exam must be proctored by an approved testing organization. (Ask your instructor for more details.)
- B. Students are not allowed to use their book or notes of any kind while taking their proctored tests and exams.

IV. Major Course Requirements: The grade for this course will be determined as follows:

- A. Exams: 30%
- B. Quizzes: 20%
- C. Homework: 15%
- D. Project 25%
- E. Discussion 10%

F. Grading scale:

- A= (90-100%)
- B= (80-89%)
- C= (70-79%)
- D= (60-69%)

- G. Students must earn a grade "C" or higher to successfully complete this course.
- H. Students must attain a "C" or higher to remain in the program.

## V. Information on Books and Other Course Materials

- A. Title: Medical Terminology A Living Language 7<sup>th</sup> ed.
- B. Author: Bonnie F. Fremgen/Suzanne S. Frucht
- C. Publisher: Pearson
- D. Edition: 7th Edition
- E. ISBN-13: 978-130563435-0

## VI. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

## VII. Course Sequence & Content

<b>Week</b>	<b>Topic</b>
Week 1	<b>Course Overview</b>  Welcome to Medical Terminology Class Guidelines Class Discussion Forum Week 1
Week 2	Ch. 1 Introduction to Medical Terminology  Class Discussion Forum Week 2  Assignment: Textbook pg. 20-24
Week 3	Ch. 2: Body Organization

	<p>Class Discussion Forum Week 3</p> <p>Assignment: Textbook pg. 49-53</p>
Week 4	<p>Ch. 3: Integumentary System</p> <p>Assignment: Textbook pg. 81-87</p> <p><b>Quiz- Chapter 1&amp;2</b></p>
Week 5	<p>Ch.4: Musculoskeletal System</p> <p>Class Discussion Week 5 Due</p> <p>Assignment: Textbook pg. 135-144</p>
Week 6	<p>Ch.5: Cardiovascular System</p> <p>Assignment: Textbook pg. 176-184</p> <p><b>Quiz-Chapter 3 &amp; 4</b></p>
Week 7	<p>Ch. 6: Blood and the Lymphatic and Immune Systems</p> <p>Class Discussion Week 7</p> <p>Assignment: Textbook pg. 217-226</p>
Week 8	<p><b>MidTerm Includes Chapter 1-6</b></p> <p><b>Video Project #1 DUE This WEEK</b></p>
Week 9	<p>Ch 7: Respiratory System</p> <p>Class Discussion Week 9</p> <p>Assignment: Textbook pg. 257-266</p>
Week 10	<p>Ch. 8: Digestive System</p> <p>Class Discussion Week 10</p> <p>Assignment: Textbook pg. 301-310</p>
Week 11	<p>Ch. 9: Urinary Systems</p> <p>Assignment: Textbook pg. 335-344</p> <p><b>Quiz- Chapter 7&amp;8</b></p>

	<p>Ch. 10: Reproductive System</p> <p>Class Discussion Week 12</p> <p>Assignment: Textbook pg. 383-392</p>
Week 12	<p>Ch. 11: Endocrine System</p> <p>Assignment: Textbook pg. 416-424</p> <p><b>Quiz- Chapter 9&amp;10</b></p>
Week 13	<p>Ch. 12: Nervous System and Mental Health</p> <p>Assignment: Textbook pg. 459-470</p> <p>Ch. 13: Special Senses: The Eye and Ear</p> <p>Assignment: Textbook pg. 506-514</p> <p>Class Discussion Week 14</p>
Week 14	<p><b>Review Video Project Due #2 Due This Week</b></p>
Week 15	<p><b>Final Exam</b></p>

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.