**MDCA 1313- Medical Terminology 1st 8 weeks**
Course Syllabus: Fall 2026

***"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."***

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Course Start: October 19, 2026

Course End: December 12, 2026

Last Day to Withdraw: December 3, 2026

| Weekday | Office Hours |
|---|---|
| Monday | 9:00 AM – 10:AM |
| Tuesday | None |
| Wednesday | None |
| Thursday | None |
| Friday | None |

**This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.**

## 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.
Prerequisite(s):

## Student Learning Outcomes:

Upon successful completion of this course, the student should be able to: • Identify medical terms labeling the word parts. (V.C.9) • Build a medical term using prefixes, suffixes, word roots, and combining forms. • Utilize medical terminology to build descriptive sentences. • Define medical terms and abbreviations related to all body systems (V.C.10) • Pronounce and spell common medical terms.

## Evaluation/Grading Policy:

Exams will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the "announcements" section of BlackBoard. There are NO make-up exams and I do NOT accept late assignments! All assignment due dates are listed in the course calendar and under the

description of the actual assignment. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. It is your responsibility to ensure that your assignments are submitted on or before the due date! I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension. Technology issues are not valid reasons for missing deadlines. Course weeks close on Day 7 at 11:59pm. The instructor will not drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course

| % | Requirement |
|---|---|
| 15% | DQ/Student Contract |
| 25% | Homework |
| 30% | Chapter Test/Quiz |
| 30% | Final Comprehensive Exam |

*Semester grades will be earned as follows*

| Percentage | Letter Grade |
|---|---|
| 90% and above | A |
| 80 %-89% | B |
| 74.5 %-79% | C |
| 0%-74 % | F |

Using the Normal Style text insert full detailed grading policies

## Required Instructional Materials:

Medical Terminology for Health Professions, 8th ed., Ehrlich & Schroeder
Publisher: Cengage ISBN Number: 9798214122236

## Minimum Technology Requirements:

Microsoft Office- available to NTCC students for free

Internet Connection Issues: Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, "my dog ate my computer" is not a valid excuse. DO NOT wait until the last day to complete your work because that will be the day you will experience an issue. If you have issues regarding connectivity, please contact NTCC's Tech Support for help. If you have issues with navigating through the BlackBoard system, please refer to the "HELP" tab to the left on the course screen.

Homework: The homework for each week is due every Sunday at 11:59 pm.

Chapter Tests/ Quiz: There is a weekly test over each chapter found within Weekly Module. The test is due by Sunday each week at midnight.

Final Comprehensive Test: This test will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted the last week of class. There is absolutely NO MAKE UP for the final exam.

## Course Structure and Overview:

Discussion Questions (DQs): You will have one DQ due each week. Your initial post to the DQ is due by Day 2 (minimum word count of 50 words). You are required to respond to at least two of your peers and/or your instructor (by Day 5) as this is an open forum and we often learn from each other's posts. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, and punctuation as correct use of written communication is important. Your responses must be in your own words. DO NOT COPY/PASTE from the textbook or the internet as this is considered plagiarism. Please see the section regarding "Academic Dishonesty".

## Communications:

**Microsoft Teams and NTCC E-mail**

## Institutional/Course Policy:

To ensure you have all key information available to you off-line, it is highly recommended that you print the syllabus for your reference. Your "course calendar" is now listed in the Learning Modules tab with dates for each week. Students are responsible for checking their Blackboard Course Messages, Blackboard Announcement Board, NTCC email, and Microsoft Teams for instructor communications.

Attendance: This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows: Monday – Day 1 Tuesday – Day 2 Wednesday – Day 3 Thursday – Day 4 Friday – Day 5 Saturday – Day 6 Sunday – Day 7

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. It is your responsibility to ensure your knowledge of the BlackBoard system. If you have any questions, please post in the "Ask the Instructor Forum," or you can contact NTCC's Tech Support. There are several "tabs" to the left of the course screen that provide additional information for the course.

## Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

## Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:
APA (7th edition)
OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. https://chat.openai.com/
MLA (9th edition)
OpenAI. ChatGPT. 25 Mar. 2026, https://chat.openai.com/.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

## NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

## ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local

laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

## Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

## Tentative Course Schedule:

### Chapter Objectives

**Chapter 1**

1. Define the three word parts of a term that are used to construct medical terms.
2. Identify the function of a combining vowel that is added to a word root to form a combining form.
3. Define the vocabulary listed within the chapter.
4. Use the MindTap tools to complete assignments and exercises.

**Chapter 2**

1. Define the vocabulary listed within the chapter
2. Identify anatomical planes, regions, an directional terms used to describe areas of the body
3. Identify and list diagnostic imaging procedures
4. Use the MindTap tools to complete assignments and exercises

**Chapter 3**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the skeletal system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the skeletal system.
4. Use the MindTap tools to complete assignments and exercises

**Chapter 4**

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the muscular

system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the muscular system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 5
1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the cardiovascular system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the cardiovascular system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 6
1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the lymphatic and immune systems
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the lymphatic and immune systems.
5. Use the MindTap tools to complete assignments and exercises

Chapter 7
1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the respiratory system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the respiratory system.
4. Identify medical terms labeling the word parts. (V.C.9)
5. Use the MindTap tools to complete assignments and exercises.

Chapter 8
1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the digestive system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the digestive system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 9
1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the urinary system

3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the urinary system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 10

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the nervous system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the nervous system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 11

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the special senses system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the special senses system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 12

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the integumentary system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the integumentary system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 13

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the endocrine system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the endocrine system.
4. Use the MindTap tools to complete assignments and exercises.

Chapter 14

1. Define the vocabulary listed within the chapter
2. Define and spell the word parts used to create medical terms for the reproductive system
3. Define common medical terms used for symptoms, diseases, disorders, procedures, and treatments associated with the reproductive system.
4. Define medical terms and abbreviations related to all body systems (V.C.10)
5. Use the MindTap tools to complete assignments and exercises.