HPRS 1205.850FA - Essentials of Medical Terminology – Online

Course Syllabus: Fall 2026

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

Instructor: Katy McCord
Office: UHS Adjunct Area
Phone: 903-434-8198
Email: kmccord@ntcc.edu

Instructor: Emily Mikel BSN, RN
Office: UHS 203
Phone: 903-767-7451
Email: emikel@ntcc.edu

Weekday	Office Hours
Monday	10:00 pm – 12:00 am
Tuesday	10:00 pm – 12:00 am
Wednesday	10:00 pm – 12:00 am
Thursday	10:00 pm – 12:00 am
Friday	By appointment

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

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: Credit Hours: 2 hours

A study of medical terminology, word origin, structure, and application.

Prerequisite(s): CNA certification or completion of CNA program

Course Learning Outcomes:

1. Define, pronounce, and spell medical terms with the use of medical references as resource tools.
2. Examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations, and symbols.
3. Utilize medical terms in proper context.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
20%	Quizzes, Homework, other Assignments
60%	Chapter Test
20%	Final Exam

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %–89%	B
79 %–75%	C
74.9% and below	F

Students must maintain a minimum exam average of 75% to be eligible to sit for the final exam. All exam grades, including the final exam, must average 75% or higher before the final course grade is calculated. Grades will not be rounded when calculating averages (74.5–74.9 will not round to 75%).

Posting of grades: Exam grades will be posted within 72 hours of the exam, and assignment grades within 7 calendar days of when the student turned in the assignment.

Late work will be graded, and 10 points will be deducted for each day the assignment is late, up to 3 days. After the third day, the grade will remain a zero; however, all assignments are required to be completed in order to proceed to the next level of the program.

Required Instructional Materials:

Wingerd, B. (2019). *Medical terminology complete!* (4th ed.). Pearson.

Minimum Technology Requirements:

Students must have a working knowledge of Microsoft applications and email. They should be able to upload

and download documents, submit assignments through the Blackboard Learning System, and participate in discussion postings. Additional technology skills may be required at the discretion of the course instructor.

Minimum System Requirements:
Windows 24

- Operating System: 64-bit versions of Windows 10 or Windows 11
- Not Supported: Windows RT and Windows 10/11 S
- RAM: 8GB of usable RAM or higher
- Hard Drive: 8GB or higher available space

MacOS

- Operating System: macOS Ventura, Sonoma, or Sequoia
- Only genuine versions of macOS are supported
- Recommended: Use the same operating system version as your most recent successful mock exam
- CPU: Intel or M series processor
- RAM: 8GB or higher
- Hard Drive: 8GB or higher available space

Required Computer Literacy Skills:

Computer requirements:
Minimum Technology Requirements: Students are required to have access to a working laptop computer with at least 2 GB of free space for use during class sessions and for online testing. Tablets and "Chromebook" computers are not compatible with testing platforms and are not recommended. Students are also required to have access to internet service and not rely on "hot spot" internet, as this is also not compatible with the testing platforms used.

Minimum Technology Requirements:

- Daily high-speed internet access
- Microsoft Word
- Power point

Required Computer Literacy Skills:

- Word Processing skills
- Email skills

Course Structure and Overview:

See course calendar in Blackboard.

Communications:

The student is expected to communicate with classmates, instructors, various campus and clinical personnel and campus administration in a professional and respectful manner, upholding the highest degree of consideration and ethical practice in an effort to mirror expectations of the profession of nursing.

Email: The student is required to utilize their NTCC-provided student email account for all formal written communication. Please check your NTCC email every day. Email is the official form of communication used at NTCC. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible.

Teams messaging notifications: Communication with the instructor through Teams messaging is permissible during daytime hours. Instructors will respond within 24 hours, but usually within a few hours when possible.

Institutional/Course Policy:

Please refer to the Patient Care Technician Student Handbook for policies on course-specific grading, attendance, tardiness, HIPAA, social media, withdrawals, communication, ethical practice, professionalism, conduct, and other program policies, etc. Those policies are an extension of this course's requirements and effectively become enforceable under this syllabus as such.

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:

See course calendar in blackboard.