



**HPRS 2302 -- Medical Terminology for Healthcare Professionals  
Course Syllabus: Summer 2023**

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

**Instructor: Russell VanBibber**

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	8:00-9:00 AM 4:00-5:30 PM	8:00-9:00 AM 4:00-5:30 PM	8:00-9:00 AM 4:00-5:30 PM	8:00-9:00 AM 4:00-5:30 PM	Continuing Education	By Appointment

***This syllabus documents 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:**

**Two Hours of Lecture and Three Hours of Lab each Week.**

A study of medical terminology, word origin, structure, and application with an emphasis on building a professional vocabulary required for employment within the allied healthcare field. Analyze word origin and structure through prefixes, suffixes, root words, plurals, abbreviations, and symbols; and apply critical thinking skills when communicating medical terminology of human anatomy and physiology, disease disorders, and procedures.

**Prerequisite(s):** None.

**Student Learning Outcomes:**

1. Describe and diagram the components of a medical term.
2. Build a medical term using prefixes, suffixes, word roots, and combining forms.
3. Demonstrate knowledge of common medical terminology components and abbreviations related to all body systems.
4. Pronounce and spell common medical terms.
5. Use appropriate medical abbreviations and symbols when communicating in writing.

**Evaluation/Grading Policy:**

Exams will be given each week and will cover information contained in your text, class discussions, Navigate Advantage tools, and any additional materials given by the instructor.

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 your instructor in advance of the due date to make arrangements for alternate submissions. Failure to do so will result in a grade of zero for the assignment. 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 Sunday at 11:59 pm.

#### A. Exams

Major exams must be taken during the scheduled and allotted time. If circumstances require missing a major exam, the student must make arrangements with the instructor to take a make-up exam by the next assigned day the student will return to class. Failure to complete the makeup exam as the student & instructor arranges to do, or if the student fails to arrange a makeup, the student will earn a grade of zero (0) on the exam. Makeup tests will not be given without an appointment.

#### B. Homework/classwork/ online assignments

Grading of online homework, classwork, or online quizzes/tests, once the portal closes on the homework completion or quiz/text-taking time frame, there is no make-up allowed nor extension of time to complete.

**Required Instructional Materials:** Essential Medical Terminology /Advantage Access 5<sup>th</sup> edition

**Publisher:** Jones and Bartlett

**ISBN Number:** 9781284142211

**Optional Instructional Materials:** None

**Minimum Technology Requirements:** Laptop Computer.

Chrome Books and Tablet are not recommended.

**Required Computer Literacy Skills:** Basic Computer Skills \ Microsoft Word and PowerPoint

#### **Course Structure and Overview:**

This is a sixteen-week face-to-face course. The class focuses on hands-on writing activities and the process it takes to achieve them. Class meetings will be reserved for lectures, discussions, writing activities, practice, and presentations. In class, participation is an essential element of this course. Each student will be expected to do their best to participate in all activities which occur in class. These activities are designed to sharpen skills and provide tools for use in this and other classes. Participation in these activities directly affects the student's grade at the end of the semester. Out of class, students are expected to complete all assignments by the due date listed on the calendar.

**Communications:** Turnaround time for email responses are answered within 24 hours. \*Reminder: NTCC email is the official form of communication used by the college. Personal Email Domain Address to the instructor NTCC email will be replied to the student NTCC Address.

You must join the TEAMS app in your Blackboard Course

**Institutional/Course Policy:** while you are in college, it is your job as a student to come to class on time and be prepared for the work of the day. That means for your days in class, make sure you have read the assignment before class; have your assignments finished and in hand, and never walk in a classroom without the textbook, blank paper for notes or activities, and a working writing utensil.

**Attendance:** Instructors track attendance carefully. You are expected in class every day the class is scheduled to meet.

#### **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.

**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 accommodations 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 accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. 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, and other information including the major, field of study, degrees, awards received, and participation in officially recognized activities/sports.