



# HPRS 2302 -- Medical Terminology for Healthcare Professionals Course Syllabus: Spring 2025

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

**Instructor: Gary Short**  
**Office: IA 114 A**  
**Phone: 903 434 8320**  
**Email: [gshort@ntcc.edu](mailto:gshort@ntcc.edu)**

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	0900 - 1700	0900 - 1700	0900 - 1700	0900 - 1700		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:** 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:** Test will be one for each chapter 40% of overall grade. Assignments for each chapter 30% of overall grade. Exams Mid Term and Final 20% of overall grade. All tests, exams and assignments 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 (automatic zeros will be applied after the due date). Please contact me as soon as possible to arrange for an extension. Technology issues are not valid reasons for missing deadlines.

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

**Publisher:** Jones and Barlett      **ISBN Number:** 9781284142211

**Optional Instructional Materials:** None.

**Minimum Technology Requirements:**

Laptop Computer.

Chrome Books and Tablet are not recommended, due to compatibility issues with Blackboard.

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

**Course Structure and Overview:**

The course focuses on hands-on writing activities and the process it takes to achieve them. Course meetings will be reserved for lectures, discussions, writing activities, practice, and presentations. In in-class/online, participation is an essential element of this course. Each student will be expected to do their best to participate in all activities that occur in the course. These activities are designed to sharpen skills and provide tools for use in this and other courses. 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 is answered within one business day.

\*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:** You are expected to participate in class/Blackboard every week the course is scheduled to meet. This is an 11-week lecture summer semester. Attendance is tracked/graded automatically in the LMS. Attendance grade will be 10% of your overall grade.

**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 mail 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:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

**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, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

## Course Timeline

The instructor reserves the right to adjust this timeline at any point in the term

Chapter	Due Date
1 & 2	1/27/2025
3 & 4	2/2/2025
5 & 6	2/9/2025
7 & 8	2/16/2025
9 & 10	2/23/2025
11 & 12	3/2/2025
Midterm Review	3/9/2025
<b>Midterm Exam</b>	<b>3/9/2025</b>
12 & 13	3/23/2025
14 & 15	3/30/2025
15 & 16	4/6/2025
17	4/13/2025
18	4/20/2025
19	4/27/2025
20	5/4/2025
Final Review	5/11/2025
<b>Final Exam</b>	<b>5/16/2025</b>

### **\*note\***

You can work ahead, progressing through the content of each chapter.

You must complete the chapters in order. Chapter 2 will open after you complete Chapter 1 and so on. The mid-term (unit IV) and final exams open and close on specific dates regardless of your progression through the course