

Medical Terminology
MDCA 1313 Online
Spring 2026

COURSE SYLLABUS

Instructor: ***Karen Duck, MS, BAAS, AAS, CMA (AAMA)***
Telephone: 903-738-5399 (I prefer text)
Email: Kduck@ntcc.edu (Email instructors using your NTCC email only!)
Classroom: Online
Office: UHS 102

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.

Textbooks: ***Medical Terminology for Health Professions, 8th ed., Ehrlich & Schroeder***

MindTap Access Card (bundled with Textbook)

Course Learning Objectives

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.

Course Policies

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

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.

Drop Policy: The last day to drop with a grade of "W" is **Thursday, April 16, 2026**. You MUST email me before this date to request approval to withdraw from the course.

Evaluation and Grading Criteria:

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.

Grading:

DQ's/Student Contract	15%
MindTap Homework (Apply It)	25%
Chapter Quizzes/Tests	30%
Final Comprehensive Exam	30%

Grading Scale: The grading scale of all evaluations combined will be the following:

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 74%	=	F

Grades will be posted online under "**My Grades**" in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 7 of Week 4. MindTap grades will automatically post to your grade book after you have submitted the assignment. I do review tests and worksheet assignments for computer errors and may award credit for answers that I feel are correct.

I will log in to the course at least 4 times during the week to monitor the weekly **Discussion** area. Feedback will be provided in the **Discussion** area and/or in the **Announcements** area. Requests for more specific feedback may be made in the **Discussion** area or in the **Ask the Instructor** area. I will respond to at least one main post each week but will not usually respond to all posts. If you feel you are not receiving enough feedback, you are strongly encouraged to contact me and ask for more specific feedback via email.

Academic Dishonesty:

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under **“START HERE”**

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC’s policies.

Online Communication:

Since this is online course and we do not interact face-to-face, good communication within the online environment is essential. Please read “The Core Rules of Netiquette” posted under **“START HERE.”**

If you have any questions regarding course content or questions related specifically to the class, please post them in the **“Ask the Instructor Forum”** posted under **“START HERE”** or **“DISCUSSIONS.”** Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post the information under the **“Announcements”** tab.

It is your responsibility and very important to always check your **NTCC E-mail, the Discussion area, Announcements, Microsoft Teams**, and the **Ask the Instructor** area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the **Blackboard Course e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

Course Navigation:

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.

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.

Course Materials and Assignments:

Along with your text books for this course, additional course materials located within the MindTap program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course.

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”.**

MindTap Assignments: There are several activities within the MindTap learning platform consisting of Quick Checks, Check Yourself, Image Labeling, Homework, and Chapter Tests.

Quick Checks/Check Yourself/Image Labeling: There are several activities within each chapter of the MindTap learning platform. With exception of Week 1, all Quick Check activities are due by Day 7 at midnight each week.

Homework: The homework assignment within the MindTap learning platform is due by Day 7 at midnight each week.

Chapter Tests: There is a weekly test over each chapter found within the MindTap learning platform. The test is due by Day 7 of each week at midnight.

******There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made.**

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.**

ADA Statement

It is the policy of Northeast Texas Community College 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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website

at: <http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

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, and 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.
4. 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.

Course Calendar for Medical Terminology (MDCA 1313)

<u>Week</u>	<u>Dates</u>	<u>Assignments</u>
1	January 20 - January 25	Discussion Board, MindTap Assignments listed in Learning Module, Student Contract
2	January 26 - February 1	Discussion Board, MindTap Assignments listed in Learning Module
3	February 2 - February 8	Discussion Board, MindTap Assignments listed in Learning Module
4	February 9 - February 15	Discussion Board, MindTap Assignments listed in Learning Module
5	February 16 - February 22	Discussion Board, MindTap Assignments listed in Learning Module
6	February 23 - March 1	Discussion Board, MindTap Assignments listed in Learning Module
7	March 2 - March 8	Discussion Board, MindTap Assignments listed in Learning Module
8	March 9 - March 15	Discussion Board, MindTap Assignments listed in Learning Module
	March 16 - March 22	SPRING BREAK - COLLEGE CAMPUS CLOSED
9	March 23 - March 29	Discussion Board, MindTap Assignments listed in Learning Module
10	March 30 - April 5	Discussion Board, MindTap Assignments listed in Learning Module
11	April 6 - April 12	Discussion Board, MindTap Assignments listed in Learning Module
12	April 13 - April 19	Discussion Board, MindTap Assignments listed in Learning Module
13	April 20 - April 26	Discussion Board, MindTap Assignments listed in Learning Module
14	April 27 - May 3	Discussion Board, MindTap Assignments listed in Learning Module
15	May 4 - May 10	Final Exam in MindTap
16	May 11-May 14	Instructors Week
**** See Learning Module for Specific Assignment Due Dates Initial Discussion Board Post is DUE on DAY 2; Peer Responses are DUE by DAY 5!! Course Calendar Dates are Tentative and subject to change by Instructor		