



**HPRS 1106 Essentials of Medical Terminology for Health  
Care Professionals  
Course Syllabus: Spring 2018**

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

**Nursing Faculty**

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Office Hours By Appt.	Monday	Tuesday	Wednesday	Thursday	Friday	By Appt.
	Clinical Hrs: 7A-2P Office Hrs: 2P-5:30P Classroom Hrs: 6P-10P	Clinical Hrs: 7A-2P Office Hrs: 2P-6P Classroom Hrs: 6P-10P	Clinical Hrs: 7A-2POffice Hrs: 2P-6P Classroom Hrs: 6P-10P	Clinical Hrs: 7A-2P Office Hrs: 2P-5:30P	Clinical Hrs: 7A-7P	As needed

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Course/Catalog Description:** A study of medical terminology, word origin, structure, and application.

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

**End-of-Course Outcomes:**

Define, pronounce, and spell medical terms with the use of medical references as resource tools; utilize terms in context; analyze medical terms; examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols.

**Course Outline:**

Orientation to Syllabus, Blackboard, and Course Policies.

**Course Textbooks Required:**

Wingerd, B. (2013). *Medical Terminology Complete!* (Third Ed). Upper Saddle River, N.J., Pearson.

Carter, P. J. (2012). *Lippincott Textbook for Nursing Assistants A Humanistic Approach to Caregiving* (Third edition ed.). Philadelphia: Wolters Kluwer Lippincott Williams & Wilkins.

Carter, P. J. (2012). *Workbook Lippincott Textbook for Nursing Assistants A Humanistic Approach to Caregiving* (Third Edition ed.). Philadelphia: Wolters Kluwer Lippincott Williams & Wilkins.

**Exemplary Educational Objectives:**

N/A

**SCANS Skills:**

Basic Skills: reading, writing, arithmetic and mathematical operations, listening, speaking.

Thinking Skills: decision making, problem solving, visualize, knowing how to learn, reasoning.

Personal qualities: responsibility, self-esteem, sociability, self-management, integrity and honesty.

Resources: time, money, materials and facilities, human resources.

Information: acquires, evaluates, organizes, maintains, interprets, and uses computers.

Interpersonal: participates in teams, teaches others, serves clients, and works with diversity.

Systems: understands systems, monitors and corrects performance.

Technology: works with a variety of technologies.

**Lectures & Discussions:**

Didactic: lecture, Power Point presentations, discussion, case studies, videos/DVDs, worksheets, small group activities, presentations, written assignments, computer-based assignments, tutorials, and assessments.

Laboratory: clinical conferences, verbal and written feedback, pre and post conference , demonstration and return, observations, evaluation conferences 1:1 feedback, role play, small group activities, scenarios, and assessments.

This course uses NTCC Student and Faculty email as the official form of communication. Blackboard Learning System on the NTCC website may also be used in this course.

**Evaluation/Grading Policy:**

A	90 – 100
B	80 – 89
C	75 – 79
D	70 -- 74
F	below 70

\*A grade of C or better constitutes a passing grade in this course.

The average of the exam grades, before weighted calculation is performed, must be 75% or above to pass the course. Grades will not be rounded when calculating the average (74.5 – 74.9 is not rounded to 75).

Students with an exam average of 75 or higher will have course grades calculated based on the weighted calculation of the exams and other required course work. A minimum grade of 75% and a letter grade of “C” or higher is required to receive credit for the course.

Additionally, all class examinations are considered to be a major part of the course work upon which a major portion of your final grade will be based. **If the total average of the module exams is below 75 percent the student will not qualify to sit for the final examination and will fail this course. 74.5-74.9 will not round up to 75 percent.**

**Tests/Exams:**

The grade earned in this course will be based on the following criteria:

Exams (6)-written, in class.....	75%
Comprehensive Final Exam- written, in class.....	20%
Pop quizzes, quizzes, and assignments (4) Pearson online.....	5%
	Total 100%

**Assignments:**

As instructor assigns.

**Other Course Requirements:**

As instructor assigns.

**Student Responsibilities/Expectations:**

See rules and handbook.

**NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

**Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**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.

**Other Course Policies:**

All students in this course are expected to adhere to policies and procedures outlined in the NTCC Associate Degree Nursing Handbook.