

Online Campus

### Course Syllabus

COURSE: HITT 1305.451/452/453 Medical Terminology  
SEMESTER: Spring 2024  
CLASS TIMES: Online  
INSTRUCTOR: Brenda Jordan MSN, RN, CLNC  
OFFICE: Allied Health Building. 107 B  
OFFICE HOURS: By appointment  
OFFICE PHONE: 806-716-2389  
E-MAIL: [bjordan@southplainscollege.edu](mailto:bjordan@southplainscollege.edu)

**“South Plains College improves each student’s life.”**

### GENERAL COURSE INFORMATION

\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus. \*

### COURSE DESCRIPTION

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations, and symbols, surgical procedures, medical specialties and diagnostic procedures.

### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Describe how medical terms are created.
2. Use basic medical suffixes and prefixes accurately.
3. Define directional terms and anatomic planes of the body.
4. Identify selected body systems, structures, and their related word parts.
5. Use system word parts, prefixes, and suffixes to build and define words.
6. Define medical terms related to selected diseases.
7. Define selected diagnostic and surgical procedural terms for each body system.
8. Define other selected medical terms and related medical specialties.
9. Recognize selected abbreviations related to each body system.
10. Spell and use specific medical terms.

**COURSE OBJECTIVES** - Outline form ( C-1, C-5, C-6, C-7, C-8, C-9, C-12, C-13, C-14, C-18, C-20; F-1, F-2, F-5, F-7, F-8, F-9, F-11, F-12, F-13, F-16, F-17)

At the completion of this course the student will:
<ul style="list-style-type: none"><li>Identify and use prefixes, suffixes, word roots, and combining vowels to build and define medical terms.</li><li>Analyze unfamiliar medical terms using your knowledge of word parts.</li><li>Define anatomy and physiology, use anatomic reference systems to identify the anatomic position for all major organs and systems.</li><li>Use basic medical language in written communication.</li><li>Interpret the meaning of medical terms used in written and verbal communication.</li></ul>

### EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

## ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

## BLACKBOARD

**Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.**

## SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

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## SPECIFIC COURSE INFORMATION

### TEXT AND MATERIALS

**TexBook Program:** *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or

opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth-class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **pwells@texasbook.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** pwells@texasbook.com / **Phone:** 806-716-2097

**Email:** eshaffer@texasbook.com / **Phone:** 806-716-2397

## **ADDITIONAL CLASSROOM ITEMS**

Students should be prepared to finish all assigned work. This course is strictly online, and students need to keep up to date with due dates and turn in assignments on time.

## **ATTENDANCE POLICY (\*READ CAREFULLY)**

### **Class Attendance**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

Even though this is an online class, students still have to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course and number of messages sent and opened. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you

stay in touch with what is going on. If you fail to log into the course on a regular basis, I will drop you from the course. I will alert you to this problem as necessary. The minimum requirements to be successful in this course are at least **three (3)** days per week. **THIS IS A MINIMUM.**

### **Dropping a class**

Students should submit a [Student Initiated Drop Form](#) online.

### **Withdrawing from all classes**

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

### **Schedule Change (after late registration and before census date)**

To make a schedule change after late registration (See Academic Calendar) and before the census date (See Academic Calendar), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu) with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

### **ASSIGNMENT POLICY**

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

### **COMPUTER USAGE**

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

### **COMPUTER LAB USAGE**

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

### **EXAMS**

The quizzes, exams, midterm exam, final exam, and assignments for this course will all be posted on Blackboard.

- Students are allowed three attempts on all assignments, quizzes, exams, midterm, and final exams.
- Assignment worksheets **must be** submitted in either a word document (.doc or .docx) or pdf (.pdf) file format. **No other formats will be accepted. Other formats will be given a zero.**
- Students are responsible for keeping track of due dates and making sure that their work is turned in on time. Late assignments are allowed be made up with a deduction in pints due to being late.

## GRADING POLICY

A minimum of 70% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 70% or better for each course section to pass that section.

**Final semester grades will be based on the following:**

Assignments	20 %
Chapter Quizzes	10 %
Chapter Exams	10 %
Discussions	10 %
Midterm Exam	25 %
Final Exam	25 %

Grading Scale: 90-100	A
80-89	B
70-79	C
60-69	D
59 or Below	F

## COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

## STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

### **SPECIAL REQUIREMENTS (\*Read Carefully)**

- Students must complete a quiz acknowledging that the student has read and understands the content of syllabus, grievance policy, and appeals process.
- **The quiz is due by Friday of the first week of class. Please log into Blackboard and take the syllabus confirmation assessment.**

### **COURSE DISCLAIMER**

**This is an intense online course. Students need to make themselves a calendar and keep track of due dates. I strongly suggest that you check daily for new items on Blackboard so that you do not get behind. Alerts will be sent to the College weekly for students who are falling behind.**

Brenda Jordan MSN, RN, CLNC  
Assistant Professor  
SPC ADN Program

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## **2023-2024 Course Syllabi Statements**

The following statement must be placed on each syllabus and will replace all other statements effective August 1, 2023: For information regarding official South Plains College statements about Intellectual Exchange, Disabilities, non-Discrimination, Title IX Pregnancy Accommodations, CARE Team, Campus Concealed Carry, COVID-19, and Artificial Intelligence, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

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## **FOUNDATION SKILLS**

### **BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing–communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

### **THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

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## **SCANS COMPETENCIES**

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

### **INTERPERSONAL—Works With Others**

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

### **SYSTEMS—Understands Complex Interrelationships**

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY—Works with a Variety of Technologies**

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

**Course Schedule**

**SEE CALENDAR PROVIDED IN BLACKBOARD. BEST TO PRINT OFF THIS CALENDAR.**