Course Syllabus

COURSE:	HITT-1305-151 Medical Terminology I
SEMESTER:	Summer 2026
CLASS TIMES:	Online
INSTRUCTOR:	Mason Powers MBA, NRP
OFFICE:	Reese Center, Building 2, Room 215B
OFFICE HOURS:	Monday-Wednesday-8:30pm-3:00pm Fridays-9:00am-11:00am
OFFICE PHONE:	806-716-4652
E-MAIL:	mpowers@southplainscollege.edu
Facebook:	https://www.facebook.com/SPCEMSprogram

"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. All course work and exams are conducted online via Blackboard. Extensive use of the Internet is used to send and receive information.

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.

The student should only access his or her own Blackboard account. Granting permission to another or accessing another student's Blackboard account is prohibited and against the Academic Integrity code.

If you have questions or need help with Blackboard:
blackboard@southplainscollege.edu
806-716-2180

COURSE OBJECTIVES

1. Construct medical terms using word-building rules.
2. Apply appropriate terminology related to the whole body.
3. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the skeletal system.
4. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the muscles and joints.
5. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the cardiovascular system.

6. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the blood system.
7. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the lymphatic and immune systems.
8. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the respiratory system.
9. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests and treatments related to the digestive system.
10. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the urinary system.
11. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the nervous system.
12. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the eyes and ears.
13. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the integumentary system.
14. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the endocrine system.
15. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the male reproductive system.
16. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to the female reproductive system and obstetrics.
17. Apply appropriate terminology to refer to the concepts, pathologies, tests, and treatments related to mental health.
18. Apply appropriate terminology to refer to the concepts, pathologies, tests, and treatments related to infant and child health.
19. Apply appropriate terminology to refer to the concepts, pathologies, tests, and treatments related to gerontology.
20. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to oncology.
21. Apply appropriate terminology to refer to concepts related to diagnostic imaging and nuclear medicine.
22. Apply appropriate terminology to refer to concepts related to pharmacology.

STUDENT LEARNING OUTCOMES

- The student will be able to identify the different word components that help construct medical terminology.
- The student will also be introduced to word derivation, pronunciation, abbreviations and usage of medical dictionaries.
- The student will be introduced to the correct way to use a medical dictionary and gain understanding to all the information that is available in a dictionary besides the definitions.
- The student will reduce learning anxiety by realizing how medical terms are creating by combining various words parts, some of which they are already familiar and use on a daily basis.

EVALUATION METHODS

The course grade will be determined using a combination of assignments, chapter exams, and a comprehensive final.
The student upon successful completion of this course will be able to read and understand medical literature and communicate with other medical professionals with at least 75% proficiency.

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.

Any assignment **0 or F** will be given on any assignment or test that cheating was utilized. Offender maybe liable for being dropped from the course at the discretion of the instructor.

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.

A **0 or F** will be given on any assignment or test that cheating or plagiarism was utilized. Offender maybe liable for being dropped from the course at the discretion of the instructor.

LOGGING INTO THE COURSE

Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason. If you are taking this course along with a roommate, spouse, or significant other, you need to let me know immediately. Failure to do so could result in your being dropped from this course with an 'F.

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 user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME 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.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

SPECIFIC COURSE INFORMATION

REQUIRED TEXT AND MATERIALS

- **Comprehensive Medical Terminology for Health Professions**
- Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder, Ann Ehrlich
- ISBN-13: 9780357709566
- Cengage
- 1st Edition

This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course, and is provided for you via the Bibliu platform from Day 1 of class.

- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).
- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the BibliU support pages, or contact Bibliu support via the email: support@bibliu.com
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

Useful contacts:

1. Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com
2. Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com
3. Bibliu Support: email support@bibliu.com

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Most of the education that is acquired through distance learning is a result of the interaction among the participants in the course, that is, the instructor and the students combined. Therefore, the instructor requests that each participant log-in at least 3 times a week. The instructor will take part in the discussion topics as appropriate. The discussion room will also function as office hours for the instructor, and will provide the opportunity to clarify issues and topics. Students may feel free to contact the instructor by email at any time. It is imperative that students log in throughout the week as the instructor may post announcements, additional clarifications and/or requirements. Students are responsible for ascertaining any changes that are made to the syllabus, week guidance, or course requirements. **Failure to complete two or more weeks assignments,**

exams, and/or discussion post will result in immediate removal from the class by the instructor with "F" being recorded for the grade.

IF YOU FAIL TO COMPLETE YOUR WORK I WILL DROP YOU WITH AN "F".

GRADING RUBRIC – Grades in this course will be determined using the following criteria:

ASSESSMENT TOOLS	%
Chapter Assignments	**25%**
Chapter Exams	**50%**
Comprehensive Final Exam	**25%**
Total	**100%**

PERCENTAGE SCORE	GRADE
90-100	**A**
80-89	**B**
75-79	**C**
0-74	**F**

CHAPTER ASSIGNMENTS

Each that will be posted on Blackboard on/or before the week that chapter is due by. These assignments are due on/or by 11:59pm of the due date each week. These assignments will be done via Blackboard and will not be timed, but will be a portion of your course grade. Late work or incomplete work is not accepted and a grade of zero will be recorded.

***Once you have logged onto Blackboard and started an assignment, the assignment will need to be completed and submitted before logging out of Blackboard. You may not start an assignment, save it, or work on it later. Once started it needs to be completed for the maximum grade.**

Chapter course content, exercises (course content and exercises done in the book are NOT graded but are HIGHLY recommended that they are completed) and assignments (which are graded) should be read prior to completing the chapter exams. Better success should come with the chapter exams if you will complete the chapter course content, exercises, and assignments before taking the chapter exams.

CHAPTER EXAMS

-Please update your computer before starting exams. You might want to log out of blackboard and log back in before starting your exam. You only get 1 attempt per exam!
-**Please make sure your computer is plugged into a power source or fully charged while taking your exams. If your computer battery dies during an exam your exam will be submitted at that point!**
Each Chapter will have an exam given via Blackboard.

Missed exams will be recorded as a zero and will not be allowed to be made up.

COMPREHENSIVE FINAL EXAM

-Please update your computer before starting exams. You might want to log out of blackboard and log back in before starting your exam. You only get 1 attempt per exam!
-Please make sure your computer is plugged into a power source or fully charged while taking your final exam. If your computer battery dies during an exam your exam will be submitted at that point!
The comprehensive final exam WILL BE timed, given via Blackboard, and will be a portion of your course grade. You will be given 2 minutes per question. The final exam must be completed within the time frame specified by the instructor.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" email system. Students are encouraged to check SPC email on a regular basis.
- **Instructor will not communicate using private email accounts.**
- **I will return e-mails within 24 hours. If you need immediate assistance, please call me 806-716-4652. If leaving a message please give your name, student ID #, and a good phone # to return your call.**

STUDENT CONDUCT

- Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide.

SPECIAL REQUIREMENTS

Students are not required to purchase their own computer, but must have access to one that meets these specifications. There are computer labs available for student use on our Levelland, Lubbock Center, and Reese Center campuses.

To be able to participate in this online course, a student needs to have the following:

- Typing skills
- Basic word processing skills
- Know basic functionality of a computer and how to do basic troubleshooting
- Know how to connect to the Internet
- Know basics of how the Internet works and how to search and conduct research using the Internet
- Know how to compose, reply, and forward e-mail messages
- Know how to attach and open documents in an e-mail message
- Have basic file management skills
- Know how to save and delete documents

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 LAB USAGE

The computer lab(s) on campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided by SPC EMS department for students to print materials but students may seek assistance from faculty 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.**

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. I will utilize text messaging and you may communicate with me this way also. 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.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.
The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule..

Dropping a class

Students should submit a **Student Initiated Drop Form** online**.**

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters**.

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.

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.

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.

SYLLABUS DISCLAIMER

Serious effort and consideration were used in preparing the syllabus presented. While viewed as an educational contract between instructor and student, unforeseen events may cause changes to the scheduling of exercises, quizzes, etc. Every effort will be made NOT to change scheduled items. Nonetheless, SPC EMS instructors reserve the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means.

Mason Powers, NRP
SPC EMS Instructor

Syllabus Statements

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/

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.