

**Medical Terminology**  
**Course Syllabus – Spring 2023**  
**University of Texas at El Paso**

**Class Information:**

Code: CLSC 3150

CRNs: 21183, 26838, 27660, 27797

Credits: 1

Format: 100% Online

Schedule: Asynchronous, Self-guided

Required Textbook: *A Short Course in Medical Terminology*, 4<sup>th</sup> edition, by JL Nath  
(ISBN:9781284209068)

**Instructor Information:**

Instructor: Felix Matos, PhD

Email: [fmatos@utep.edu](mailto:fmatos@utep.edu)

Office: HSSN 419

Office Hours: By appointment

**Course Description:**

The course is designed for students to gain a working knowledge of medical terminology (symbols, abbreviations, roots, prefixes, and suffixes). The course may be taken by any interested student in associated majors or programs, or health related fields.

**Course Goals:**

The course will provide the student the knowledge and understanding of medical terminology and its use in the workplace. This course presents a comprehensive medical vocabulary according to body systems. It also presents medical terms for organs, diseases, symptoms, diagnostic procedures, treatment and surgical procedures. Medical Terminology introduces methods for defining terms by dividing them into roots, prefixes and suffixes. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit.

**Course Objectives:**

At the successful completion of this course, the student will be able to:

1. Spell, pronounce, define, identify word parts, and correctly use medical terms.
2. Given the definition, construct an acceptable and correctly spelled medical term.
3. Provide a medically acceptable abbreviation for phrases, names or labels.
4. Supply the correct medical term to properly complete a statement.
5. Correctly provide the plural form if given a singular form of a medical term.
6. Correctly provide the singular form if given a plural form of a medical term.
7. Construct correctly spelled medical terms from word parts and definitions.
8. Provide the correct phrase, name, or label for a medical abbreviation.
9. Correctly pronounce each term in a list of medical terms.

Students should strive to:

- Demonstrate a positive attitude, self-motivation and strong work ethic.
- Learn organizational skills that will facilitate time management and completion of tasks in an accurate and timely manner.
- Demonstrate attention to detail and continuously pursue accuracy: Spelling Counts!

- Demonstrate respect, a spirit of cooperation and courteous behavior with peers and the instructor.

### **Learning modules:**

This course is designed using a modular format—that is, each week is “packaged” as a single module so that all the materials, are in one area for a given week. **Modules will open on Sunday and all course work will be due on Saturday 11:59pm of each week.**

### **Technology requirements:**

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

**You will need to have access to a computer and a webcam** (a microphone is optional). You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students.

### **LockDown Browser + Webcam Requirement:**

This course requires the use of Lockdown Browser for all online exams/quizzes. [Follow this link](#) and go to the "For Students" section for more information on how to use the Lockdown Browser.

Finally, when taking an online exam/quiz, follow these guidelines:

- Select a location where you won't be interrupted.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Turn off all mobile devices, phones, etc. and don't have them within reach.
- Clear your area of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- Lockdown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

### **Online Communications:**

- Important notifications will be done through Blackboard and official UTEP emails.
- Only communications through official UTEP emails or Blackboard's messaging system will be responded.
- Zoom will be used for schedule meetings.

### **Grading Scale:**

90 – 100 = A  
80 – 89.9 = B  
70 – 79.9 = C  
60 – 69.9 = D  
Below 60 = F

### **Course Evaluation:**

- 20%: Quizzes
- 40%: Midterm
- 40%: Final Exam

### **Practice exercises for extra credit (optional):**

These weekly practice exercise will be available for each chapter covered. They consist of 10 multiple choice questions (you have 10 minutes to complete). The main objective behind these exercises is for you to practice the material that was covered on that week, get a preview of possible questions you might find on the exams, ask questions if something is not clear and possibly earn 1 bonus point/quiz (0.1 per question) to be added to your midterm or final exam grade. You have the possibility of earning up to 14 bonus points this semester. You have the option to complete these exercises or not, but I encourage you to take advantage of this opportunity, as there will be no other way to earn extra credit.

### **Policies:**

**Attendance:** Attendance in the course is determined by participation in the learning activities of the course.

**Missed Assignments:** Quizzes and exams cannot be made up unless you provide a valid written excuse from a doctor, in the case of an illness. The written excuse must contain contact information that can be used for verification.

**Deadlines:** All quizzes/exams will be due on Saturdays at midnight (11:59 PM). No late work will be accepted if the reason is not considered excusable, you have a whole week to complete most assignments so use your time wisely.

**Incompletes:** Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

### **Handbook of Operating Procedures (<https://www.utep.edu/hoop/>):**

**Standards of Conduct (Section 1.1):** All students are expected and required to obey federal, state, and local laws, to comply with the Regents' *Rules and Regulations*, with The University of Texas System and institutional rules and regulations, with directives issued by an administrative official of the U. T. System or The University of Texas at El Paso ("University" or "Institution") in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

**Academic Dishonesty (Section 1.2.3):** Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts. The Office of Student Conduct & Conflict Resolution (OSCCR) will conduct an investigation, determine whether to proceed with the charges, and if so, propose the appropriate sanction. The OSCCR may proceed with the disciplinary process even if the student is subject to concurrent criminal or civil proceedings. Students will have the opportunity to appeal disciplinary action.

**Accommodations Policy:**

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the [CASS portal](#).

***Once approved by CASS, the student must schedule a meeting with me to discuss needs and accommodations.***

**Copyright statement for course materials:**

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

**Syllabus Change Policy:**

This syllabus is a guide for the course and is subject to change with advance notice.