

Instructor Information

Instructor	Tonya Harbert
Email	keithjtj@lamarpa.edu
Phone	(409) 984-6501
Office	Umphrey Industrial Technology Center - Room: 201H
Office Hours	10:30-2:00 Tuesday, Wednesday, and Thursday
Additional Contact Information	Virtual and phone appointments are available. Office visits are by appointment only. The instructor may not be in the office or on campus outside scheduled hours and may be in other campus locations during these times. To ensure availability, please call or email to schedule a meeting.

Course Information

Description	Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i>

CADUCEUS Access Code Required

The Caduceus access code is **included in the Seahawk Book Bundle**.

- **Do NOT use the ISBN** provided by the bookstore; it is a placeholder for the system.

This interactive e-book provides lectures, assignments, and more.

- Students may print lectures if they prefer printed materials.
- Closed captioning is available for hearing-impaired students.

Important Information

- **Start on Day 1:** A free trial is available to begin immediately.
- **Payment Deferment Options:** Free trials are available. Check the instructional videos posted on **Blackboard** for details.

All students MUST register with Caduceus during the first week of class, even if they have not received an access code from the bookstore. Students are responsible for completing any assigned work.

Students who have taken this course previously may need to contact Caduceus to reset their course.

Starting Without Bookstore Materials

Students can start class on Day 1 even if they are waiting for materials from the bookstore or financial aid.

- During checkout, complete the form and select **defer payment** until the access code is received.
- If opting out of the Book Bundle, access can be purchased directly from Caduceus for **\$139.95**. Use the **Blackboard link** to purchase materials.

How to Get Started

1. Go to the **Week 1 Folder** on Blackboard.
2. Click on **Chapter 1: Lecture Orientation** and follow the instructions in the instructional video or the on-screen prompts.
3. Use the assignment links provided in Blackboard to complete required **lectures, self-tests, and flashcards**.
Always use the Blackboard links to access your course materials.

Technical Support

If you encounter technical issues, contact support immediately. They will notify the instructor of unresolved issues.

- **Email:** support@cipcourses.com
- **Toll-Free Phone:** 866-280-2900 (M-F, 8 AM - 5 PM EST)
- **FAQ:** <https://www.cipcourses.com/support/>

Additional Materials/Resources

None

Corequisites/Prerequisites

None

Learning Outcomes

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Program Student Learning Outcomes

Identify, pronounce, and spell medical terms. •Translate and interpret health abbreviations and symbols. •Utilize medical software applications. •Extract information from health records for appropriate code validation. •Sequence codes according to established guidelines and standards. •Analyze current health care trends. Utilize computer software for basic office functions. •Uses medical terminology, jargon, and abbreviations correctly. •Define general legal terms as they apply to the practice of medicine in ambulatory care settings. •Understand and apply ethics relevant to medical coding and medical office practice. •Apply ICD and CPT rules and guidelines to complete claims forms for submission.

Lecture Topics Outline

Overview of the Interactive Textbook
Basics of Medical Terminology
Body, Diagnosis, Equipment, Instruments, and Treatment
Integrated Medicine
Abbreviations
Musculoskeletal System
Nervous System and Special Senses
Circulatory (Cardio/vascular) System
Respiratory System
Integumentary (Skin) System
Digestive System
Urinary System
Uro/Genital System
Reproductive Systems and Sexually Transmitted Infections
Endocrine System

Major Assignments Schedule

COURSE SCHEDULE			
Week	Dates	Topics/Assignments	Due Date
Week 1	Jan 20-24	Introduction to class; Syllabus; Syllabus Quiz; Introduction Discussion Board; Chapter 1: Overview of the Interactive Textbook <i>(Books are NOT required to complete this weeks work.)</i>	Feb 4
Week 2	Jan 27-31	Chapter 2: Basics of Medical Terminology	Feb 4
Week 3	Feb 3-7	Chapter 3: Body, Diagnosis, Equipment, Instruments, and Treatment	Feb 11
Week 4	Feb 10-14	Chapter 4 Integrated Medicine	Feb 18
Week 5	Feb 17-21	Chapter 5: Abbreviations, Practice Activity; EXAM	Feb 25
Week 6	Feb 24-28	Chapter 6: Musculoskeletal System	Mar 4
Week 7	Mar 3-7	Chapter 7: Nervous System and Special Senses	Mar 18
SPRING BREAK Mar 10-14		No Class: Spring Break	
Week 8	Mar 17-21	Chapter 8: Circulatory (Cardio/vascular) System	Mar 25
Week 9	Mar 24-28	Chapter 9: Respiratory System	Apr 1
Week 10	Mar 31-Apr 4	Chapter 10: Integumentary (Skin) System	Apr 8
Week 11	Apr 7-11	Chapter 11: Digestive System; EXAM	Apr 15

Week 12	Apr 14-18	Chapter 12: Urinary System Uro/Genital System	Apr 22
Week 13	Apr 21-25	Chapter 13: Reproductive Systems and Sexually Transmitted Infections	Apr 29
Week 14	Apr 28-May 2	Chapter 14: Endocrine System	May 6
Week 15 & 16	May 5-15	Chapter 15: Practice, Appendix; EXAM & Comprehensive Final EXAM	May 13

Note: All assignments are DUE Tuesdays at 11 a.m.

OTHER IMPORTANT DATES

Date	Event
Jan 21	First Class Day
Jan 23	Apply for May 23 graduation begins
Feb 5	Census Date
Feb 24	Last day to drop/withdraw without penalty
Apr 1	Summer & Fall registration begins
Apr 17	Final day to drop with penalty
Apr 17	Final day to apply for graduation & pay for diploma, cap, and gown
Apr 18	Good Friday
Apr 28	Applications for May graduates begin
May 15	Final grades due in LSCPA system by 4:00 p.m.

COURSE EXPECTATIONS & GUIDELINES

Monitor Course Communication Regularly

- Check Announcements, Emails, and Course Content multiple times each week.
- Stay informed to ensure you don't miss updates or important information.

Stay on Top of Assignments and Deadlines

- Assignments and due dates are posted in the course.
- Use the Calendar, Announcements, Email, and To-Do List to stay organized.
- If coursework is made available in Blackboard, you are encouraged to work ahead of scheduled weeks and due dates.

Changes May Occur

- The instructor reserves the right to modify assignments, due dates, or course work during the semester.
- It is your responsibility to remain active in the course and stay updated with all posted changes.

Always Use Blackboard Links

- Complete assignments through links provided in Blackboard.

- Not all assignments in Cengage's MindTap will be assigned or required.
- Do not go directly to the publisher's website unless directed by the instructor.
- Always rely on Blackboard links for guidance.

Submit Work on Time

- Turn in all work by the posted due date or as outlined in verbal or written instructions.
- Refer to the Late Work Policy below for details.

Final Exam Date

May 6, 2025 - 8:0 AM Through May 13, 2025 - 11:0 AM

Grading Scale

90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D Below 59 = F

Determination of Final Grade

25% Assignments & Quizzes
5% Non-graded Assignments
50% Exams/Test
20% Final Exam

NOTE:

Assignments & Quizzes pertain to graded assignments given throughout the semester. These are activities graded on a point/percentage basis (e.g., quizzes, worksheets, discussion boards).

Non-graded Assignments pertain to assignments graded on a pass/fail basis for completion (e.g., lectures, hear & say exercises, flashcards, self-tests).

Course Policies

Instructor Policies

ASSESSMENT METHODS & GRADING POLICY

- Students should keep a record of their grades/average. It is not the instructor's responsibility to average grades for students to review. (Students can see grades in the Blackboard gradebook when an assignment has been completed and graded.)
- Instructor reserves the right to add or change assignments during the semester.
- The instructor will not drop grades.
- Each module focuses on specific learning outcomes; however, some activities in the course may be used to enhance learning and may not be graded. Student learning will be assessed throughout the course using assignments, quizzes, discussions, labs, participation, exams, or any other means of assessment.
- Due dates are posted each week for coursework.
- Instructions and grading information will be posted for each assignment.

CLASS PARTICIPATION

- Class participation is required (and has a direct impact on your course average). It is important to be active within the course—not just login and click around on Blackboard. Students are required to be active within the course. The instructor may use attendance (activity within the course) as a weekly participation grade.
- Additional (new) assignments may be added to the course during the week if the instructor feels it is necessary.
- Students are required to check announcements and emails 3 or more times throughout the week.

ASSIGNMENTS

- NO MAKE-UP ASSIGNMENTS. The assignment will receive a grade of zero (0) if not completed by the due date & time. Instructor will not go back and grade assignments that were not completed on time.

QUIZZES

- NO MAKE-UP QUIZZES. Quizzes may be given weekly. If a student misses a quiz, the grade is recorded as a zero (0). After quizzes are closed, you cannot make up a quiz.

EXAMS

- NO MAKE-UP EXAMS. If a student should miss an exam, at the end of the semester, the instructor will average all exam grades (including the zero(s)) to replace the zero for the missed exam. EXAMPLE: 4 test grades: 100, 100, 0, 80 = 280; 280/4 = 70; 70 will go in the place of the zero. Test grades are now 100, 100, 70, 80.
- THE FINAL EXAM ACCOUNTS FOR 20% OF THE COURSE AVERAGE. The FINAL EXAM will be comprehensive. ALL STUDENTS MUST TAKE THE FINAL EXAM on the scheduled date and time. Failure to do so will result in a zero (0) for the final exam UNLESS the student is exempt from taking the final.

- **FINAL EXAM EXEMPTION OPPORTUNITY:** If a student has completed and passed ALL other exams & has a grade of 80 or better for the course, the student will have the option to be exempt from the FINAL EXAM. (An AVERAGE of ALL other exam grades will be the grade for the final exam.) If the student does not meet this criteria, failure to take the final exam will result in a zero (0) on the final exam as stated above.
- Academic dishonesty will result in a zero on any academic work or exam in question; a second incidence of academic dishonesty on any academic work or exam in question will result in the student being given an "F" for the course.
- If coursework is available, students can complete work ahead of scheduled due dates.

Attendance Policy

- Research has shown a clear cause-and-effect relationship between attendance and college success. For this reason, the instructor monitors student course activity weekly.
- Students are expected to log in to Blackboard and check email and announcements at least **three times per week**, even if they believe all work is complete.
- Class participation is required and directly impacts your course average. It is essential to be active within the course—not just logging in and clicking around on Blackboard. Additional assignments may be added during the week if the instructor deems it necessary. The instructor may use attendance (activity within the course) as a weekly participation grade.
- It is the student's responsibility to contact their instructor by email regarding any absence. An absence from the course does not grant extensions on coursework or due dates.

Additional Information

MYLSCPA USERNAME & PASSWORD ISSUES:

Call Kenneth Lisby @ (409) 984-6150

BLACKBOARD HELP AVAILABLE 24/7:

(936) 496-5379

bbhelp@lamarpa.edu

THIS COURSE WAS DESIGNED TO COMPLETE ON A LAPTOP OR DESKTOP COMPUTER.

Students consistently overlook vital information and assignments when trying to use a mobile device.

Students may use the computers in the LSCPA computer lab if needed. They will need to see your student ID. LSCPA also has a laptop loan program available to students who need to borrow a computer for the semester.

METHODS OF PRESENTATION:

Several methods of presentation may be used and may include any of the following:

Lecture (through PowerPoint slides, interactive notes, video, or audio sources)

Computer Assisted Learning (blackboard, publisher websites, etc.)

Lab Exercises, Discussion Boards, etc.

Internet

LAPTOP LOAN PROGRAM:

LSCPA has a laptop loan program available on a first come, first served basis. Fill out the online application on the LSCPA website. Search "Laptop loan program" in the search bar.

SOFTWARE REQUIREMENTS:

The student is required to have all required course materials including but not limited to any software, e-books, key codes, etc. needed for class to complete required readings, work, etc.

Reliable Internet access is required for all online courses. Students may use the LSCPA open computer lab provided.

COMPUTER FAILURE AND LACK OF INTERNET ACCESS ARE NOT ACCEPTABLE EXCUSES FOR MISSED ASSIGNMENTS, PROJECTS, QUIZZES, EXAMS, ETC.

Students may use the computer lab on LSCPA campus if they do not have reliable internet access.

DROP/WITHDRAWAL POLICY

* If a student decides to drop/withdraw, the student should also verify that the drop/withdrawal is submitted before the final withdrawal date.

* It is the responsibility of each student to ensure that their name is removed from the roll should they decide to drop/withdraw from the class.

* The student is strongly encouraged to retain their copy of the drop/withdrawal form for their records.

* The student is required to turn in any books, equipment or items that belong to the department. Failure to do so may compromise their standing with LSCPA.

* **State law permits students to withdraw from no more than 6 courses during their entire undergraduate career at Texas public colleges or universities.** With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the LSCPA college catalog. Students may drop/withdraw on or before the last day to drop/withdraw WITHOUT penalty, and it will not count towards the 6 drops. Drop/withdrawals after that date will count towards the 6 allowed drops. (See important dates.)

E-Mail/Voice Mail Etiquette:

* Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name/section number.

* Voice mail messages should be clearly spoken identifying student's name, course, and a return phone number.

Dress for Success:

As future professionals, it is important to utilize this time to practice dressing appropriately. Learning to dress for success may set

the stage for your greatest achievements. Keeping this in mind, remember to dress appropriately when coming campus and when attending class (virtual and face-to-face). Students may wear clothing to express their individuality, but they should dress in a way of expressing respect for the situation and those around them. One's attire and grooming habits should not be off-putting to your environment or those in the surrounding area. Your look may change depending on the circumstances. Students attending a face-to-face class may wear casual attire, but if dressed inappropriately, or if attire is inappropriate or distracting, they may be instructed to leave class. *This will be considered an absence in face-to-face classes.*

The following attire should not be worn to campus or when coming to class: Clothing that exposes intimate parts of the body, only underclothing without outerwear (such as sports bras or men's boxers), sleepwear such as pajamas, robes, and house slippers, clothing that is too tight or too loose, clothing with inappropriate logos or text, etc.

***Exceptions and/or changes may be made to information in this syllabus at the instructor's discretion.**

Institutional Policies

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

Academic Honesty

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

ADA Considerations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

COVID 19 Information

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

Facility Policies

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

HB 2504

This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.

Mandatory Reporting of Child Abuse and Neglect

As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

Title IX and Sexual Misconduct

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

Clery Act Crime Reporting

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

Grievance / Complaint / Concern

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

Department Information

Business and Industrial Technology

Chair: [Sheila Guillot](#)

Email: guillsr@lamarpa.edu

Phone: (409) 984-6381