North Central Kansas Technical College

COM210 Medical Terminology Spring 2019

Instructor and Class Information
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Start Date  1/7/2019
End Date  5/10/2019

Course Information
Course Number  COM-210
Course Title  Medical Terminology

Course Description
Body systems approach to learning medical language. Word parts are used to build, analyze, define, and spell medical terms. Structural, directional, disease and disorder, surgical, and diagnostic terms, pronunciations, and abbreviations are included.

Total Credits  3

Textbooks

Learner Supplies
Paper and pencil, computer or smartphone.

Course Competencies
1. Introduction to word parts Describe four origins of medical terms. Identify and define the four word parts and combining forms. Analyze and define medical terms. -Build medical terms for given definitions
2. **Body Structure, Color, and oncology** Identify anatomic structures of the human body. Define and spell word parts related to body structure, color, and oncology. Define, pronounce, and spell disease and disorder oncology terms. Define, pronounce, and spell body structure terms.

3. **Directional Terms, Anatomic Planes, Regions, Quadrants** Define and spell word parts related to directional terms. Define, pronounce, and spell the terms used to describe directions with respect to the body. Define, pronounce, and spell the terms used to describe the anatomical planes.

4. **Integumentary system** Name the layers of the skin and the accessory structures associated with the -skin. Build medical words using the combining forms that are related to the specialty of dermatology. Identify lesions, sign and symptoms, and pathologic conditions that relate to the skin. Describe laboratory tests and clinical procedures that pertain to the skin and recognize relevant abbreviations. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

5. **Respiratory System** applying medical terms in the proper context using appropriate medical terminology in oral and written communication.

6. **Urinary System** knowledge of the locations, functions, and pathologies of the organs of the urinary system knowledge of the system's terminology urinalysis as a diagnostic test.

7. **Male Reproductive System** anatomical terminology for the male reproductive system pathologies associated with the male reproductive system common laboratory tests and clinical procedures combining forms, prefixes, and suffixes.

8. **Female Reproductive System** knowledge of anatomy and physiology terminology associated with abnormal conditions of the female reproductive system understanding how clinical tests and procedures are used basic structure of medical words, including word building and definitions use of appropriate medical terminology in preparing patient for and assisting with procedures and treatments.

9. **Obstetrics and neonatology** Identify organs and structures relating to pregnancy. Define and spell the word parts related to obstetrics and neonatology. Define, pronounce and spell disease and disorder terms related to obstetrics and neonatology. Define, pronounce and spell surgical and diagnostic terms related to obstetrics and neonatology.

10. **Cardiovascular, Immune, Lymphatic/Immune System** applying medical terms in the proper context using appropriate medical terminology in oral and written communication recognizing terms related to structure, function, pathology, and clinical procedures obtaining and recording patient history preparing patient for and assisting with examinations, procedures, and treatments identification of terms relating to blood and blood clotting application of abbreviations in medical reports and records differentiation of blood types application of pathological conditions affecting blood.
11. Digestive System the names, locations, and functions of the organs of the digestive system diseases and symptoms of the digestive system medical terminology, combining forms, and suffixes related to the digestive system the proper pronunciation of medical terms new suffixes and how they relate to the digestive system laboratory tests, clinical procedures, and abbreviations that relate to the digestive system medical terms in reports and records

12. Sense Organs: Eye and Ear anatomy and physiology of the eye and ear abbreviations, prefixes, suffixes, combining forms, and other eye and ear terminology appropriate clinical procedures symptoms and pathologies associated with the eye and ear

13. Musculoskeletal System anatomical terminology for bones, joints, and muscles pathology of the musculoskeletal system combining forms, prefixes, and suffixes knowledge of lab tests and clinical procedures to support patient education

14. Nervous System naming nervous system anatomy and functions of major organs applying knowledge of combining forms to define organs and structures of the nervous system defining pathological conditions of the nervous system identifying and describing lab tests, clinical procedures, and abbreviations that pertain to the nervous system

15. Endocrine System location, secretion, and action of endocrine tissue the major endocrine glands, the hormones they produce, and their actions -abnormal conditions of the endocrine glands

Course Grading Information
Homework and Quizzes
20% of your final grade comes from homework assignments and 20% of your final grade comes from quizzes. Homework assignments must be handed in on the due date. Quizzes must be taken when assigned.

Exams
I will administer 3 mid-term and a final exam. The mid-term exams will count for 30% of your grade. The final exam will count for 30%.

NCK Tech Mission Statement
North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement
North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.
Core Values
Achieving EXCELLENCE with INTEGRITY through
DEDICATION
    INNOVATION
    COLLABORATION
    COMMUNICATION

NCK Tech Non-Discrimination Policy
NCK Tech is committed to non-discrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees.

Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the Dean of Instructional Services (Section 504/ADA Compliance Officer) or the Dean of Student Services (Title VI, Title VII, & Title IX Compliance Officer) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

NCK Tech Tobacco Use Policy
The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within ten (10) feet of any building owned, leased, or rented by the College.

NCK Tech Weapons Policy
Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with state and federal laws and NCK Tech weapons policy. Individuals must be 21 years of age to carry concealed handguns.
Safety measures outlined in the NCK Tech weapons policy specify that a concealed handgun:
• Must be under the constant control of the carrier.
• Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier’s custody and control and within immediate reach of the individual.
• Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
• Must have the safety on, and have no round in the chamber.
Lockers, toolboxes, and/or tool bags are not approved storage devices in accordance with NCK Tech Policy.

Overview for Students with Disabilities
NCK Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.
NCK Tech acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student’s disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

Services are provided through Student Accessibility Services (SAS) staff located in the Resource Center on the Beloit Campus and in Student Services at the Hays Campus.

* Darsey Offutt, Director of Learning Resources, may be reached at 1-785-738-9020; doffutt@ncktc.edu; or by mail at NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420.

* Lexi Pfannenstiel, Student Services Coordinator, may be reached at 1-785-623-6166; apfannenstiel@ncktc.edu; or by mail at NCK Technical College, 2205 Wheatland Ave., Hays, KS 67601.

Student Responsibilities

Students requesting support services will need to register ("self-disclose” and complete Student Accessibility Services Intake Form), provide appropriate documentation including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Resources as part of inter process to create an Educational Accommodation Plan that will notify Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place.

Accommodations, Academic Support Services, or Auxiliary Aids

Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, and assessment of individual needs and course requirements.

Reasonable testing accommodations may include, but are not limited to:

* Extended testing time
* Reduced distraction testing environment
* Test reader and/or scribe
* Use of calculator

Academic support services/auxiliary aids may include, but are not limited to:

* Note-taking assistance (second set of notes, power point slides, or other visual aids provided)
* Sign Language Interpreter
* Preferential seating in the classroom
* Large print exams, handouts, signs, etc.

* Telecommunications devices

* Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or post a threat to others or public safety.

Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS) staff. NCK Tech is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy and individual responsibility are promoted and expected.

**Right to Modify the Syllabus**

The instructor reserves the right to modify the syllabus during the semester. Students will be given advanced notice if a change would occur.

**Scholastic Dishonesty**

Membership in the NCK Tech learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

- Plagiarism: i.e. taking someone else's intellectual work and presenting it as one's own. Each department set standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
- Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or intentional observation of another student's test on paper or a computer screen; accessing another student's answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
- Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
- Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:

1. verbal or written warning
2. lowering of grade for an assignment
3. lowering of term grade

Administrative sanctions may include but are not limited to either of the following

1. suspension from the College
2. dismissal from the College

NCKTC Pharmacy Late Exam

Students must complete all exams by the scheduled deadline. Make-up exams are permitted only with documentation regarding a situation which prohibited the student from taking the exam on the assigned date. All make-up exams must be scheduled with the instructor and completed before the next scheduled class session or the student will earn a zero for that exam.

NCKTC Pharmacy Late Homework

All assignments may be turned in early; however, all late work, regardless of the reason, will lose 20% of the possible points if turned in within seven days of due date. After seven days, late work will receive no credit.

NCK Tech Non-Discrimination

Discrimination against any individual on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital , ancestry, disability, age, , military , veteran or religion in the admission or access to, or treatment or employment in the college’s programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

The Dean of Student Services, P.O. Box 507, Beloit, KS 67420 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 and Title I X of the Education Amendments of 1972.

The Dean of Instructional Services, P.O. Box 507, Beloit, KS 67420 has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.
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