



# COM-210 Medical Terminology

Brian Dechant  
NORTH CENTRAL KANSAS TECHNICAL COLLEGE

## COURSE INFORMATION

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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.

Credits: 3

## CLASS INFORMATION

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Section Number:

Term: Fall      Year: 2022      Start Date: 8/22/2022      End Date: 12/16/2022

Meeting Location: Online

Delivery Mode: Online

## INSTRUCTOR

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Office Hours:

Monday thru Friday 3:30 and Tuesday and Thursday 9:00

## TEXTBOOKS

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Exploring Medical Language: A Student-Directed Approach, 11th Edition

by Myrna LaFleur-Brooks, Danielle S. LaFleur

ISBN 9780323751605

You may use a new book, used book or eBook. What ever is cheaper

## SUPPLIES

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- Paper and pencil, computer or smartphone .

## COURSE COMPETENCIES

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1. Chapter 1: Word Structures

1.1 Describe the parts of words used to create medical terms.

- 1.2 Determine the meaning of medical terms by identifying and defining word parts.
- 1.3 Recognize the meanings of common root words, combining forms, suffixes, and prefixes.
- 1.4 Utilize the rules provided to form the plural and adjective forms of medical terms.
- 1.5 Explain the importance of the proper phonetic pronunciation of medical terms.
- 1.6 Recognize and recall abbreviations commonly used in the healthcare industry.

## 2. Chapter 2: Body organization and HealthCare

- 2.1 List and describe the various levels of organization of the human body.
- 2.2 Describe the functions of cells.
- 2.3 Identify the four types of tissue present in the human body.
- 2.4 Name the body systems and corresponding medical specialties.
- 2.5 Identify the most commonly used directional and positional terms on the human body.
- 2.6 Describe the three planes of the body.
- 2.7 List and define the terms related to body cavities, regions, and quadrants.
- 2.8 Identify commonly used medical imaging methods and associated terminology.
- 2.9 Define commonly used general lab, pathology, surgery, and pharmacology terms.
- 2.10 Distinguish among chemical, generic, and trade names of drugs.
- 2.11 Interpret correctly the abbreviations commonly used in prescriptions.
- 2.12 List and describe the various routes of drug administration.
- 2.13 Correctly spell and pronounce terminology related to body areas and directions, and general terms related to medical imaging, me

## 3. Chapter 3 The Integumentary System

- 3.1 Identify and define word parts most commonly used to describe the integumentary system.
- 3.2 Identify structures of the integumentary system.
- 3.3 Describe the functions of the skin.

### Medical Terminology: Connecting through Language

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- 3.4 Recognize and describe common conditions of the skin, hair, and nails.
- 3.5 Name tests and treatments for major integumentary abnormalities.
- 3.6 State the meaning of abbreviations related to the integumentary system.
- 3.7 Use integumentary system vocabulary correctly in written and oral contexts.
- 3.8 Correctly spell and pronounce integumentary system terminology.

## 4. Chapter 4 The musculoskeletal System

- 4.1 List and define word parts most commonly used to describe the musculoskeletal system.

4.2 Use word parts to correctly analyze vocabulary related to the musculoskeletal system.

4.3 Identify structures of the musculoskeletal system.

4.4 Describe the function and physiology of bones and joints.

4.5 Describe the function and physiology of muscles and muscle tissue.

4.6 Recognize and describe common conditions of the musculoskeletal system.

4.7 Name tests and treatments for musculoskeletal system abnormalities or pathologies.

4.8 State the meaning of abbreviations related to the musculoskeletal system.

4.9 Use musculoskeletal system vocabulary correctly in written and oral contexts.

4.10 Correctly spell and pronounce terminology related to the musculoskeletal system.

## 5. Chapter 5 The Nervous System

5.1 List and define word parts most commonly used to create terms related to the nervous system.

5.2 Label the organs of the nervous system and distinguish between the central nervous system and the peripheral nervous system.

5.3 Name and describe the function(s) of the major areas of the brain and spinal cord.

5.4 Describe the distribution and supply of nerve cells across the body.

5.5 Explain the role neurotransmitters play in communication between the brain and body.

5.6 List nervous system abnormalities and their effects.

5.7 Describe common conditions related to mental and behavioral health.

5.8 Name tests and treatments for major nervous system abnormalities.

5.9 State the meaning of abbreviations related to the nervous system.

5.10 Correctly use the terminology of the nervous system in written and oral communication.

5.11 Correctly spell and pronounce nervous system terminology.

5.12 Correctly spell and pronounce terms related to mental and behavior

## 6. Chapter 6 The special senses

6.1 List and define word parts most commonly used to create terms related to the senses.

6.2 Locate and identify structures of the eye and ear.

6.3 Describe the physiology of vision, hearing, smell, taste, and touch.

6.4 Describe common conditions related to the eye and ear.

6.5 Name tests and treatments used to diagnose and treat conditions related to the eye and ear.

6.6 State the meaning of abbreviations related to the special senses.

6.7 Use the language of the special senses correctly in oral and written communications.

6.8 Correctly spell and pronounce terminology related to each of the five special senses.

## 7. Chapter 7 The Respiratory system

- 7.1 List and define word parts most commonly used to create terms related to the respiratory system.
- 7.2 Name and label structures of the respiratory tract.
- 7.3 Describe functions of the mouth, nose, and lungs in respiration.
- 7.4 Explain the process of inhalation of oxygen and exhalation of carbon dioxide.
- 7.5 Explain the function of oxygen and carbon dioxide in the maintenance of homeostasis in the body.
- 7.6 List and describe various conditions of the respiratory system.
- 7.7 Name and describe tests, procedures, and pharmaceuticals specific to the respiratory system.
- 7.8 State the meaning of abbreviations related to the respiratory system.
- 7.9 Correctly use the respiratory system terminology in oral and written communication.
- 7.10 Correctly spell and pronounce respiratory system terminology.

## 8. Chapter 8 The Cardiovascular system

- 8.1 Identify and define word parts most commonly used to create terms related to the cardiovascular system.
- 8.2 Identify structures of the heart.
- 8.3 Explain the pathway of blood flow through the body.
- 8.4 Trace the sequence of the cardiac cycle.
- 8.5 Describe functions of the heart and major vessels.
- 8.6 Identify common conditions of the cardiovascular system.
- 8.7 Name tests and treatments for major cardiovascular abnormalities.
- 8.8 State the meaning of abbreviations related to the cardiovascular system.
- 8.9 Use terminology associated with the cardiovascular system correctly in written and oral communication.
- 8.10 Correctly spell and pronounce terms of the cardiovascular system.

## 9. Chapter 9 Hematology

- 9.1 List and define word parts most commonly used to create terms related to hematology.
- 9.2 Recognize word forms that are commonly used to characterize blood and its components.
- 9.3 Describe the structure and function of blood cells.
- 9.4 Explain the process of hematopoiesis and the growth and maturation of blood cells.
- 9.5 Name and describe tests and treatments related to hematology.
- 9.6 State the meaning of abbreviations related to hematology.
- 9.7 Use the language of hematology correctly in written and oral communication.
- 9.8 Correctly spell and pronounce hematology terminology.

## 10. Chapter 10 The Lymphatic System

- 10.1 List and define word parts most commonly used to create terms related to the lymphatic system.

10.2 Identify organs of the lymphatic system.

10.3 Describe the role of lymphocytes in the body's defense mechanism.

10.4 Explain the elements of immunity.

10.5 Delineate the function of immunization in protecting the body.

10.6 Recognize and describe common conditions of the lymphatic system.

10.7 Name tests and treatments for major lymphatic system abnormalities.

10.8 State the meaning of abbreviations related to the immune system.

10.9 Correctly utilize lymphatic system terminology in written and oral communication.

10.10 Correctly spell and pronounce terms of the lymphatic system.

## 11. Chapter 11 The Digestive System

11.1 List and define word parts most commonly used to create terms related to the digestive system.

11.2 Identify anatomical structures of the digestive system (gastrointestinal tract).

11.3 Explain the flow of food through the digestive system.

11.4 Explain the role of digestive enzymes.

11.5 List and describe conditions and abnormalities common to the digestive system.

11.6 Name tests and treatments for major conditions of the digestive system.

11.7 State the meaning of abbreviations related to the digestive system.

11.8 Use the terminology of the digestive system in written and oral communication.

11.9 Correctly spell and pronounce terminology associated with the digestive system<br />-laboratory tests, clinical procedures, and abbreviations that relate to the digestive system<br />-medical terms in reports and records<br />

## 12. Chapter 12 The Urinary System

12.1 List and define word parts most commonly used to create urinary system terms.

12.2 Locate and label structures of the urinary tract.

12.3 Describe the process of urine formation.

12.4 List and describe conditions and abnormalities common to the urinary system.

12.5 Name tests and treatments for major urinary system abnormalities.

12.6 State the meaning of abbreviations related to the urinary system.

12.7 Use terminology of the urinary system in written and oral communication correctly.

12.8 Correctly spell and pronounce urinary system terminology.

## 13. Chapter 13 The endocrine system

13.1 Identify and define word parts most commonly used to describe the endocrine system.

13.2 Identify major endocrine glands.

- 13.3 Name major hormones secreted by endocrine glands and their associated function(s).
- 13.4 Describe the role of negative feedback in maintaining homeostasis.
- 13.5 Describe the body's physiological response to various hormonal abnormalities.
- 13.6 Recognize and describe common conditions of the endocrine system.
- 13.7 Name diagnostic tests and treatments associated with hormonal abnormalities.
- 13.8 Define abbreviations related to the endocrine system.
- 13.9 Use endocrine system vocabulary correctly in written and oral contexts.
- 13.10 Correctly spell and pronounce terminology related to the endocrine system.
- 14. Chapter 14 The Male reproductive system
  - 14.1 List and define word parts most commonly used to create terms associated with the male reproductive system.
  - 14.2 Identify and label structures of the male reproductive system.
  - 14.3 Describe the role of the male reproductive organs in the process of fertilization.
  - 14.4 Recognize diseases and disorders of the male reproductive system.
  - 14.5 Identify diagnostic tests and treatments for disorders of the male reproductive system.
  - 14.6 Define the abbreviations related to the male reproductive system.
  - 14.7 Use male reproductive system vocabulary correctly in written and oral contexts.
  - 14.8 Correctly spell and pronounce male reproductive system terminology.
- 15. Chapter 15 The Female Reproductive system
  - 15.1 List and define word parts most commonly used to create terms related to the female reproductive system.
  - 15.2 Identify structures of the female reproductive system.
  - 15.3 List phases of the reproductive cycle.
  - 15.4 Describe the role of the female reproductive organs in the process of fertilization.
  - 15.5 Recognize and describe common conditions of the female reproductive system.
  - 15.6 Name tests and treatments for major female reproductive system abnormalities and conditions.
  - 15.7 State the meaning of abbreviations related to the female reproductive system.
  - 15.8 Use terminology of the female reproductive system correctly in oral and written communication.
  - 15.9 Correctly spell and pronounce female reproductive system terminology.

## **GRADING INFORMATION**

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Homework 20% of your final grade comes from homework assignments. Homework assignments must be handed in on the due date.

Quizzes 25% of your final grade comes from quizzes. Quizzes must be taken when assigned.

Discussion board participation 5%

## Exams

The mid-term exam will count for 25% of your grade.

The final exam will count for 25%.

Class participation is required

1. Faithful class attendance
2. Mutual respect for teacher, peers and self
3. Constructive participation in class discussions
4. Completion of reading assignments and homework
5. Be prepared everyday with notebook, pen/pencil, relevant homework or assigned material and textbook and computer or smart device
6. Timely completion of formal assessments (Tests and Quizzes)

Pharmacy Department Chair will initiate academic/administrative withdrawal procedures for the violation(s) if the student fails to meet the rules, policies, and/or these standards

Students have the right to appeal the decision of academic/administrative withdrawal through the academic grievance policy as outlined in the NCKTC Student Handbook.

## ACADEMIC HONESTY

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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 course, program, or College
2. Dismissal from the course, program, or College

## **NCK TECH MISSION STATEMENT**

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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**

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NCK Tech is committed to nondiscrimination 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 VP of Student and Instructional Services (Section 504/ADA Compliance Officer and Title VI, Title VII, & Title IX Compliance Officer) at (785)738-9055, [cisbell@ncktc.edu](mailto:cisbell@ncktc.edu), or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

## **NCK TECH TOBACCO USE POLICY**

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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**

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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 18 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

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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 Student Success Center, on the Beloit Campus, and in Student Services, on the Hays Campus.

- Director of Learning Services, may be reached at [1-785-738-9020](tel:1-785-738-9020); or by mail at [NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420](#).

### **Student Responsibilities**

Students requesting support services will need to register ("self-disclose" and complete Student Accessibility Services Intake and Consent Form), provide appropriate documentation (if available) including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Services as part of the interactive 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, Educational Accommodation Plan team, 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 pose 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.

### ***Grievance Procedure***

Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations, shall have the right to invoke the Grievance Procedure.

Students are encouraged to first discuss their concerns with SAS. An attempt will be made to resolve the issue(s) causing concern by assisting the student in discussions with the person(s) involved. Most situations are positively resolved through this process. If the student does not feel the concern or complaint has been appropriately resolved, he or she should contact the [Vice President of Student and Instructional Services](#) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420, where grievance procedures are filed for all students, including students with disabilities.

If the complaint is not resolved at the College level, a student may choose to file a complaint with the [Office for Civil Rights](#) at 1-816-268-0550 or [U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106](#).

### ***Confidentiality***

All information regarding a student's disability is confidential. All documentation will remain separate from academic records and will not be released to an individual or source external to NCK Tech without the student's written consent. In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to NCK Tech faculty and/or staff.

## **REASONABLE SUSPICION**

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If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by NCK Tech's contract vendor at the expense of the college.

- A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.
- Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to-know.

- C. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The request must be submitted within 24 hours.
- D. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
- E. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
- F. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
- G. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

## **RIGHT TO MODIFY THE SYLLABUS**

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

## **LATE HOMEWORK AND MISSED QUIZZES**

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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 three days of due date. After three days, late work will receive no credit.

If a quiz is missed a student may make it up during office hours the next day student attends class, if not a zero will be given.

## **LATE EXAM (MIDTERM AND FINAL)**

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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 the next day during office hours or the student will earn a zero for that exam. (Midterm and Final)