



Medical Terminology Syllabus

Class:	HIT -140 - 75002 Dubuque Hempstead HIT - 140 - 75003 Dubuque Hempstead HIT - 140 - 75001 Dubuque Senior High
Semester:	Spring 2018
Classroom and Class Time:	Hempstead 2nd & 3rd period Room A 205 Senior High 5th period Room D 75
Start and End Dates:	1/16/2018 to 5/11/2018
Academic Department:	Nursing

Final: The final examination date and time will be announced generally by the fifth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout the entire term including the final exam date.

Instructor Information

Name: Kathy Demmer

Phone: 563-542-2983

Email: demmerka@nicc.edu

Office Location: Classroom

Office Hours: Before and After Class, I am at Hempstead the first three periods of the day and then at Senior

Best method to contact instructor: (Hempstead) Remind @g22gdb or E-mail above
(Senior) Remind @deda3h

***NICC has a commitment to respond to student communication within
24 hours on a school day, and 48 hours on non-school days.***

Course Information

Course Description

The study of medical terminology as the language of medicine with emphasis on word analysis, construction of definitions, pronunciation and spelling of medical terms.

Primary Common Learning Outcome Assessed: Think Critically

Course Objectives: Students will gain an understanding of the medical language with emphasis on word analysis, construction of definitions, pronunciation and spelling.

9.1 Unit One Objectives

At the end of this unit, the student will be able to:

- 9.1.1 Identify and spell the meaning of basic combining forms, prefixes and suffixes of the medical language.
- 9.1.2 Use the combining forms, prefixes, and suffixes to build medical words.
- 9.1.3 Define terms that apply to the structural organization of the body.
- 9.1.4 Identify the body cavities and recognize the organs contained within those cavities.
- 9.1.5 Locate and identify the anatomical and clinical divisions of the abdomen.
- 9.1.6 Become acquainted with terms that describe positions, directions and planes of the body and identify the meanings of the word elements and use them to understand new medical terms.

9.2 Unit Two Objectives

At the end of this unit, the student will be able to:

- 9.2.1 Gain practice in word analysis with new suffixes and combining forms to build and understand terms.
- 9.2.2 Name and know the functions of the different types of blood cells in the body.
- 9.2.3 Analyze medical terms that combine prefixes and other word elements.

9.3 Unit Three Objectives

At the end of this unit, the student will be able to:

- 9.3.1 Name the organs of the digestive system and describe their locations and functions.
- 9.3.2 Describe disease processes and symptoms that affect these organs.
- 9.3.3 Define combining forms for organs and the meaning of related terminology using these word parts and be able to spell the terms.
- 9.3.4 Define digestive suffixes and use with digestive system combining forms.
- 9.3.5 Define laboratory tests, clinical procedures and abbreviations common to the digestive system.
- 9.3.6 Apply your knowledge to understanding medical terms in their proper context in medical reports and records.

9.4 Unit Four Objectives

At the end of this unit, the student will be able to:

- 9.4.1 Name the organs of the urinary system and describe their locations and functions.
- 9.4.2 Give the meaning of various pathological conditions affecting the system.
- 9.4.3 Detail the meanings of combining forms, prefixes and suffixes of the system's terminology and be able to spell the medical terms.
- 9.4.4 Explain the clinical procedures, laboratory tests and abbreviations that pertain to the urinary system.

9.5 Unit Five Objectives

At the end of this unit, the student will be able to:

- 9.5.1 Name the organs of the female reproductive system, their locations and combining forms.
- 9.5.2 Explain how these organs and hormones function in the processes of menstruation and pregnancy.
- 9.5.3 Identify abnormal conditions of the female reproductive system and the newborn child.
- 9.5.4 Explain important laboratory tests, clinical procedures and abbreviations related to gynecology and obstetrics.
- 9.5.5 Spell the medical terms related to chapter correctly.

9.6 Unit Six Objectives

At the end of this unit, the student will be able to:

- 9.6.1 Name, locate and describe the functions of the organs of the male reproductive system.

- 9.6.2 Define some of the abnormal and pathological conditions that affect the male system.
- 9.6.3 Differentiate among several types of sexually transmitted diseases
- 9.6.4 Define combining forms used to describe the structures of this system.
- 9.6.5 Explain various laboratory tests, clinical procedures and abbreviations that are pertinent to the system.
- 9.6.6 Spell the medical terms in this chapter

9.7 Unit Seven Objectives

At the end of this unit the student will be able to:

- 9.7.1 Name, locate and describe the functions of the major organs and parts of the nervous system.
- 9.7.2 Recognize nervous system combining forms and make terms using them with new and familiar suffixes.
- 9.7.3 Define pathological conditions affecting the nervous system
- 9.7.4 Describe laboratory tests, clinical procedures and abbreviations that pertain to the system.

9.8 Unit Eight Objectives

At the end of this unit, the student will be able to:

- 9.8.1 Name the parts of the heart and associated blood vessels and their functions in the circulation of blood.
- 9.8.2 Trace the pathway of blood through the heart.
- 9.8.3 List the meanings of major pathological conditions affecting the heart and blood vessels.
- 9.8.4 Define combining forms that relate to the cardiovascular system.
- 9.8.5 Recognize the meaning of laboratory tests, clinical procedures, and abbreviations pertaining to the cardiovascular system.

9.9 Unit Nine Objectives

At the end of this unit, the student will be able to:

- 9.9.1 Name the organs of the respiratory system and describe their location and function.
- 9.9.2 Identify various pathological conditions that affect the system.
- 9.9.3 Recognize medical terms that pertain to respiration.
- 9.9.4 Identify clinical procedures and abbreviations related to the system.
- 9.9.5 Correctly spell medical terms relating to this unit.

9.10 Unit Ten Objectives

At the end of this unit, the student will be able to:

- 9.10.1 Recognize the combining forms and suffixes relating to the composition, formation and function of blood.
- 9.10.2 Describe the blood grouping system and terms related to blood clotting.
- 9.10.3 Describe various pathological conditions affecting blood.
- 9.10.4 Differentiate among various laboratory tests, clinical procedures and abbreviations used in connection with the blood system.
- 9.10.5 Define vocabulary, pathology, diagnostic and therapeutic terms relating to the lymphatic system.
- 9.10.6 Interpret abbreviations associated with the lymphatic and blood systems.

9.11 Unit Eleven Objectives

At the end of this unit, the student will be able to:

- 9.11.1 Define the terms relating to the structure and function of bones, joints and muscles.
- 9.11.2 Describe the process of bone formation and growth.

- 9.11.3 Locate and name the major bones of the body.
- 9.11.4 Recognize the combining forms, prefixes and suffixes relating to the musculoskeletal structure.
- 9.11.5 Define musculoskeletal fractures, pathology, diagnostic, and therapeutic medical terms.

9.12 Unit Twelve Objectives

At the end of this unit, the student will be able to:

- 9.12.1 List and describe the three layers of skin and their functions.
- 9.12.2 Build integumentary system medical terms from word parts.
- 9.12.3 List and describe the accessory organs of the skin.
- 9.12.4 Describe skin lesions, symptoms, and pathological skin conditions
- 9.12.5 Identify laboratory tests, clinical procedures and abbreviations that pertain to the skin.

9.13 Unit Thirteen Objectives

At the end of this unit, the student will be able to:

- 9.13.1 List the major organs of the eye and ear and their functions.
- 9.13.2 Build eye and ear medical terms from word parts
- 9.13.3 Define vocabulary, pathology, diagnostic and therapeutic terms relating to ophthalmology and otology.

9.14 Unit Fourteen Objectives

At the end of this unit, the student will be able to:

- 9.14.1 Identify the endocrine glands, their hormones and function.
- 9.14.2 Build endocrine system medical terms from word parts.
- 9.14.3 Define pathological conditions resulting from an excessive and deficient secretions of the endocrine glands.
- 9.14.4 Identify laboratory tests, clinical procedures and abbreviations related to endocrinology.

9.15 Unit Fifteen Objectives

At the end of this unit, the student will be able to:

- 9.15.1 Recognize terms related to oncology.
- 9.15.2 Learn terms related to the causes, diagnosis and treatment of cancer.
- 9.15.3 Recognize how tumors are classified and described by oncologists.
- 9.15.4 Understand the x-rays, laboratory tests, and procedures used to determine the present and extent of spreading (staging) of tumors.
- 9.15.5 Recognize the procedures, tests and abbreviations that relate to the care of cancer patients.

9.16 Unit Sixteen Objectives

At the end of this unit, the student will be able to:

- 9.16.1 Learn the various subspecialty areas of pharmacology
- 9.16.2 Identify the routes of administration in drug administration with appropriate abbreviations
- 9.16.3 Identify common medical terms and abbreviations associated with medication orders and pharmacological reports and records
- 9.16.4 Differentiate among the various drug classifications of drugs and learn their actions and side effects
- 9.16.5 Define medical terms using combining forms, prefixes and suffixes related to pharmacology
- 9.16.6 Apply knowledge of medical terms in their proper context related to medical reports and records

9.17 Unit Seventeen Objectives

At the end of this unit, the student will be able to

- 9.17.1 Differentiate among psychiatrist, a psychologist, and other mental health specialists.

- 9.17.2 Learn of tests used to evaluate a patient's mental health and intelligence.
- 9.17.3 Define terms that describe major psychiatric disorders.
- 9.17.4 Identify terms that describe psychiatric symptoms.
- 9.17.5 Compare different types of therapy for psychiatric disorders.
- 9.17.6 Learn the categories and names of common psychiatric drugs.
- 9.17.7 Build psychiatric terms from word parts.

Required Materials: Text Book "The Language of Medicine," 9th Edition SAUNDERS ELSEVIER

Methods of Delivery: Face-to-face . Lectures, discussions, audiovisual materials, will be used to present and apply subject matter. Written assignments, presentations and other projects may be required to complete the course objectives.

Grading Procedures and Scale

Grades will be assigned for work completed using the grading scale as identified in the school catalog. They will be available to each student within one week of any assignment, quiz, or test by logging in to Brightspace and accessing Grades within this course. Students are strongly encouraged to keep track of their own points and grades. The grade (percent) may be calculated by dividing the points correct by the total possible points. This may be done for multiple assignments/tests/quizzes by adding all correct points and dividing by the total possible points. Grades will not be rounded (i.e., 77.5 % will not be rounded to 78%), therefore, you must achieve a minimum of 78% to pass this course.) (Include timeframe for posting of grades in your procedures knowing that any item submitted for evaluation should be done no later than one week after its submission AND posted to the grade book in Brightspace. If the final grading scale is different from daily work that needs to be noted here as well. If you choose to round your grades, be specific..)

Grade	Grading Scale by Percent of Total Points <i>Ex. (94 - 100%)</i>	Grading Scale by Points <i>Ex. (940 - 1000+)</i>
A	94-100%	1448-1551
A-	93%	1443-1447
B+	91-92%	1412-1442
B	87-90%	1350-1411
B-	86%	1334-1349
C+	83-85%	1288-1333
C	79-82%	1226-1287
C- (or P)	78%	1210-1225
D+	75-77%	1164-1209
D	71-74%	1102-1163

D-	70%	1086-1101		# of Assignments	Points
F (or NP)	0-69%	0-1085	Chapter homework	17	201
			Daily Quizzes		
			Tests	15 x 50 3 x 60 Final 120	1050 180 120
			Total Points possible		1551

Course Calendar

Details of the course, deadlines, and organization can be found at the end of the syllabus.

Student Course Feedback

Prior to course completion you will receive an email providing a link to share your feedback. You are **EXPECTED** to complete the feedback form for each class.

Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

Course Policies

Attendance/Academic Engagement

It is expected that students will attend class regularly and participate in class activities in order to be successful in this course. Whether present or not, you will be held responsible for all information and announcements presented in class.

Academic Dishonesty

Academic dishonesty will not be tolerated. Although course activities encourage collaboration and shared learning, acknowledging others for their contribution is crucial. Do not copy words, ideas, papers or parts of papers from any source without giving credit through acceptable forms of documentation. Do not lend out your ideas, papers, or parts of papers to others. Passing off someone else's work as your own, or allowing your work to be used in this way is a serious break in the academic integrity of this class and the college. Plagiarism and other forms of cheating are examples of academic dishonesty and will result in serious consequences. Examples of plagiarism could include "use of direct quotes without quotations and textual criterion of the material" (NICC's Nursing District Wide Policy and Procedure manual). An example of cheating might include "copying another student's exam or homework and submitting that work as their own" (NICC's Nursing District Wide Policy and Procedure manual). Cheating and plagiarism, whether by intention or by accident, is a serious offense. These situations may result in any of the following:

1. Assessing the exam or project in question with a zero
2. Assigning a grade of "F" for the course
3. Referring the student for additional disciplinary action that may include, but not limited to, probation, suspension, or expulsion. For a detailed explanation of plagiarism, visit the Lib Guide on plagiarism at <http://nicc.libguides.com/citingsources>

Late Work (definition and consequences)

For a detailed explanation of plagiarism, visit the Lib Guide on plagiarism at <http://nicc.libguides.com/citingsources>

Late Work

Late assignments will not be accepted unless specific arrangements have been made with the instructor related to some unusual circumstance, at instructor's discretion.

Missing Assignments

Missing assignments will receive a score of zero.

Makeup Testing

If absent the day of a test, the test must be made up within 2 weeks of the original testing date and must be taken at the same time as other students needing to make-up the same exam.

Use of Technology in the Classroom

Cell Phone/Text Messaging Usage

Cell phones should be turned off when in class so as not to disrupt class and the concentration of other students. Cell phones must be turned off (not on vibrate) during testing, so as not to disturb the concentration of classmates while testing. Cell phones may be used in class for certain activities when allowed by instructor.

Laptop Use

Laptop computers may be used, but use should be limited to content related to the course.

Recording

Tape recording is only allowed with a signed accommodation form from the Disabilities Coordinator.

Classroom Conduct

Students aspiring to a career in health care need to hold themselves to a high standard of personal conduct which is really about being caring, compassionate, and having integrity. If everyone in the classroom behaves in positive ways toward one another, the classroom environment will be a great place in which to learn.

Behavior

Students are expected to behave in a respectful, responsible manner that facilitates learning for themselves and others. Students are responsible to know the Student Conduct code in the College Catalog and to follow the rules regarding NICC being a Smoke-free campus.

(Students are responsible to know the Student Conduct code in the College Catalog)

Emergency Procedures

Emergency procedure information is located near the entrance to each classroom. Please familiarize yourself with this information so you are prepared in the event of an emergency. In the event of an evacuation, please take all belongings with you. Please watch the two safety videos found in My Campus. The videos are entitled, "ALICE Training Video" and "RUN. HIDE. FIGHT. Surviving an Active Shooter Event."

Additional Information

Disclaimer:

The syllabus/course calendar may be subject to change due to weather, faculty illness/death in family, power outages, etc.

Learning Center

The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension. www.nicc.edu/readspeaker

ReadSpeaker for Brightspace by D2L



Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

Accommodation Policy:

The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for qualified students with disabilities. Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs instructional accommodation is encouraged to contact the Coordinator of Disability Services, Peosta Campus, at 563-556-5110 or 1-800-728-7367, ext. 280 or Calmar Campus, at 563-562-3263 or 1-800-728-2256, ext. 258.

Statement of Non-Discrimination

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

NORTHEAST IOWA COMMUNITY COLLEGE
Spring 2018 – Kathy Demmer RN, BSN
COURSE CALENDAR FOR 4 CR MEDICAL TERMINOLOGY COURSE

***NOTICE:** Calendar subject to change

Date	Classroom	Unit Objectives	Points	Learning outcomes
Tuesday 1/16	Introduction/Syllabus/Calendar			
Wednesday 1/17	Read Ch 1	9.1.1		Think Critically
Thursday 1/18	PPT Ch 1	9.1.2		
Friday 1/19	Ch 1 Wksheet	9.1.3	10 + 1	
Monday 1/22	Chapter 1 Test	9.1.4	50	
Tuesday 1/23				
Wednesday 1/24	Read Ch 2	9.1.5		Think Critically
Thursday 1/25	PPT Ch 2	9.1.6		
Friday 1/26	Ch 2 Worksheets			
Monday 1/29	Chapter 2 Test		50	
Tuesday 1/30	Read & PPT CH 3 & 4	9.2.1 – 9.2.2		Think Critically
Wednesday 1/31	Ch 3 & 4 Wksheet	9.2.3	20	
Thursday 2/1	Ch 3 & 4 Test		60	
Monday 2/5	Read & PPT CH 5	9.3.1 – 9.3.3		Think Critically
Tuesday 2/6				
Wednesday 2/7	Read & PPT CH 6	9.3.4 – 9.3.6		
Thursday 2/8	Ch 5 & 6 Wksheet		20	
Friday 2/9	Ch 5 & 6 Test		60	
Monday 2/12	Read & PPT CH 7	9.4.1 – 9.4.2		Think Critically
Tuesday 2/13	Read & CH 7	9.4.3 – 9.4.4		
Wednesday 2/14	Ch 7 Wksheet/Review		10	
Monday 2/19	Ch 7 Test		50	
Tuesday 2/20	Ch 8 Read	9.5.3		Think Critically
Wednesday 2/21		9.5.4		
Thursday 2/22	Ch 8 Wksheet/Review	9.5.5	10	
Friday 2/23	Ch 8 Test		50	
Monday 2/26	PPT Ch 9			Think Critically
Tuesday 2/27	Read Ch 9	9.6.1 – 9.6.3		
Wednesday 2/28	Ch 9 Wksheet/Review	9.6.4 – 9.6.6	10	
Thursday 3/1	Ch 9 Test		50	
Friday 3/2	Read Ch 10			Think Critically
Monday 3/5	Read & PPT Ch 10	9.7.1 - 9.7.2		
Tuesday 3/6	Ch10 Wksheet/Review	9.7.3 - 9.7.4	10	
Wednesday 3/7	Ch 10 Test		50	
Thursday 3/8	Read & PPT Ch 11	9.8.1 – 9.8.2		Think Critically
Friday 3/9	Ch11 Wksheet		10	
Monday 3/12	Ch 11 Review	9.8.3 – 9.8.5		
Tuesday 3/13	Ch 11 Test		50	
Wednesday 3/14	Ch 12 PPT/Read	9.9.1 – 9.9.3		Think Critically
Thursday 3/15	Ch 12 Wksheet	9.9.4 – 9.9.5	10	
Friday 3/16	Ch 12 Review			
Monday 3/19	Ch 12 Test		50	

Tuesday 3/20	Ch 13 PPT/Read			Think Critically
Wednesday 3/21	Ch 14 PPT/Read	9.10.1 – 9.10.3		
Thursday 3/22	Wksheet CH 13 & 14	9.10.4 – 9.10.6	20	
Friday 3/23	Ch 13 & 14 Review			
Monday 4/2	Ch 13 & 14 Test		60	
Tuesday 4/3	Read & PPT CH 15	9.11.1 – 9.11.3		
Wednesday 4/4	Ch 15 Wksheet/Review	9.11.4 – 9.11.5	10	Think Critically
Thursday 4/5	Ch 15 Test		50	
Friday 4/6	Read & PPT CH 16	9.12.1 – 9.12.3		
Monday 4/9	Ch 16 Wksheet/Review	9.12.4 – 9.12.5	10	Think Critically
Tuesday 4/10	Ch 16 Test		50	
Wednesday 4/11	Read & PPT CH 17	9.13.1 – 9.13.3		
Thursday 4/12	Ch 17 Wksheet/Review		10	Think Critically
Friday 4/13	Ch 17 Test		50	
Monday 4/16	Read & PPT CH 18	9.14.1 – 9.14.2		
Tuesday 4/17		9.14.3 – 9.14.4		Think Critically
Wednesday 4/18	Ch 18 Wksheet/Review		10	
Thursday 4/19	Ch 18 Test		50	
Friday 4/20	Read & PPT CH 19	9.15.1 – 9.15.2		Think Critically
Monday 4/23		9.15.3 – 9.15.5		
Tuesday 4/24	Ch 19 Wksheet/Review		10	
Wednesday 4/25	Ch 19 Test		50	
Thursday 4/26	Read & PPT CH 21	9.16.1 – 9.16.3		Think Critically
Friday 4/27	Ch 21 Wksheet/Review	9.16.4 – 9.16.6	10	
Monday 4/30	Ch 21 Test		50	
Tuesday 5/1				
Wednesday 5/2	Read & PPT CH 22	9.17.1 – 9.17.4		Think Critically
Thursday 5/3	Ch 22 Wksheet/Review	9.17.5 – 9.17.7	10	
Friday 5/4	Ch 22 Test		50	
Monday 5/7				
Tuesday 5/8				
Wednesday 5/9	Review			
Thursday 5/10	Final		120	
Friday 5/11	Final			