



# COM-210 Medical Terminology

Dr. Kathy Albert

NORTH CENTRAL KANSAS TECHNICAL COLLEGE

## COURSE INFORMATION

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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Term: Summer	Year: 2025	Start Date: 06/02/2025	End Date: 7/25/2025
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## INSTRUCTOR

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Dr. Kathy Albert

Email: [kalbert@fhtechnnc.edu](mailto:kalbert@fhtechnnc.edu)

Email me with any questions or concerns you have. Please include your full name and the course you are enrolled in.

## TEXTBOOKS

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Basco Medical Language for Modern Health Care ISBN13: 9781264111138  
EDITION: 5<sup>TH</sup> PUBLISHER: MCGRAW COPYRIGHT: 5/1/2022

## COURSE COMPETENCIES

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### COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Interpret medical terms based on word elements
  1. Identify the four words parts.
  2. Define the four words parts.
- B. Identify and define medical word roots, prefixes and suffixes utilized in building medical terms.
  3. Summarize how medical terms are derived.
  4. Define prefix, suffixes, root and combining form.
  5. Define words from anatomical planes.
- C. Communicate and spell medical terms correctly.
  6. Spell words from body system.
  7. Spell words from anatomical planes.
  8. Communicate terms from the body systems.
  9. Communicate terms from the anatomical planes.
- D. Apply and build medical terms in the proper context
  10. Write scientific words correctly
  11. Define procedural terms from the body system.

- E. Identify terms and abbreviations related to basic anatomy, physiology and pathology.
  - 12. Define common abbreviations related to anatomy, physiology and pathology.
  - 13. Identify and write medical abbreviations related to basic anatomy, physiology and pathology.
- F. Describe organizational components of the body, directional terms, anatomic plans, regions and quadrants.
  - 14. Use directional terms to describe body planes.
  - 15. Explain what is meant by anatomic position.
  - 16. Explain anatomic plans, regions and quadrants.

## ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## GRADING INFORMATION

- There will be a variety of assessments during this course which will determine your final grade. The various components are as follows:

Assignments	22 assignments	
Weekly Quizzes	15 quizzes	
Discussions	15 discussions	

**Quizzes:** Quizzes are 20 questions worth 20 points. When the time is over the quiz will automatically submit to prevent you from going over the time limit.

**Discussions:** Discussions are meant to be interactive between you and your fellow classmates. Since we cannot have classroom conversations this takes the place of that. In order to receive full points on discussions you are required to post an initial response to the questions and then comment on two other classmate's posts. These responses must be well thought out and not a simple one-word answer or just consist of telling the poster "good job". The response posts must show you actually read the initial post and have something worthwhile to add.

## GRADING SCALE

After your numerical grade has been calculated, your letter grade will be determined as follows:

- A 100% -90%
- B 89% - 80%
- C 79% - 70%
- D 69% - 60%
- F 59% and below

## Due Dates for labs, quizzes and exams:

All work is due on the last day of the week they are contained within, please see the course schedule.

## Late Assignment Policy:

No late work is accepted.

## Extra Credit Policy:

\*\*\*There is no extra credit available for this course

**Online Course:** An online course uses computer-based technologies (i.e. Moodle) to create an online “classroom.” Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments, and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online. This course is an online course, and you are responsible for ensuring that you can access all course material on a regular basis either from the Fort Hays Tech | North Central campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files. If you have a problem with a personal computer or interrupted network connection, know that you are still responsible for submitting your work on time.

**Moodle Support:** <https://ncktc.zendesk.com/hc/en-us>

Students are responsible for making sure that their assignments are uploaded correctly into Moodle. No handwritten assignments or pictures of assignments will be accepted.

### **Time Commitment:**

A course is measured in credit hours. Each credit hour requires about 45 hours of work. Overall, you should expect to spend approximately 2-3 hours studying for each hour of lecture time and 1-2 hours of lab time. If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

### **Cell Phone Policy**

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited unless expressly permitted by the instructor.

### **CLASSROOM DECORUM**

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.

Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see *The Core Rules for*

*Netiquette* (<http://www.albion.com/netiquette/corerules.html> (Links to an external site.)Links to an external site.) by Virginia Shea.

### **ATTENDANCE**

#### **GUIDELINES:**

Online attendance is highly encouraged to be successful in this class. Attendance online is defined as a learner who logs into the classroom and completes at least two activities in the course each week. Students are required to complete an assignment the first week of the class to maintain their enrollment in the course.

#### **Academic Honesty**

Membership in the Fort Hays Tech | North Central 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 academic 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.
- The use of AI generated content from AI tools such as, but not limited to, ChatGPT, Dall-E, Co-Pilot, etc., is up to faculty discretion per course as stipulated within the course syllabus. Submitting AI generated work as your own, without attribution, will be considered academic dishonesty.
- In courses where the use of AI tools are not permitted as stipulated within the course syllabus, work submitted using AI will be considered academic dishonesty.
- 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

## **Fort Hays Tech | North Central Mission Statement**

Fort Hays Tech | North Central delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

### **Vision Statement**

Fort Hays Tech | North Central 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

## Fort Hays Tech | North Central Non-Discrimination Policy

Fort Hays Tech | North Central 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@fhtechno.edu](mailto:cisbell@fhtechno.edu), or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

## Fort Hays Tech | North Central 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.

## Overview for Students with Disabilities

Fort Hays Tech | North Central 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.

Fort Hays Tech | North Central 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; or by mail at [Fort Hays Tech | North Central](#), 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. Fort Hays Tech | North Central 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 Fort Hays Tech | North Central 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 Fort Hays Tech | North Central faculty and/or staff.

**Policy Regarding Academic Dishonesty:**

Academic dishonesty of any kind will not be tolerated while attending Fort Hays Tech | North Central. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following: (a) verbal or written warning, (b) lowering of grade for assignment/activity, (c) failure of class assignment or exam.

## RIGHT TO MODIFY THE SYLLABUS

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

### Medical Terminology Tentative Schedule, Summer 2025

	Date	Chapter Readings	Assignments & Exams
1	Jun 02	Chapter 1 The Anatomy of Medical Terms Chapter 2 Word Analysis and Communication	Assignment Ch. 1&2 Discussion Quiz
2	Jun 09	Chapter 3 The Body as a Whole Chapter 4 Integumentary System	Assignments Ch. 3&4 Discussion Quizzes
3	Jun 16	Chapter 5 Digestive System Chapter 6 Urinary System	Assignments Ch. 5&6 Discussion Quizzes
4	Jun 23	Chapter 7 Male Reproductive System Chapter 8 Female Reproductive System	Assignments Ch. 7&8 Discussion Quiz
5	Jun 30	Chapter 9 Nervous System Chapter 10 Cardiovascular System	Assignments Ch. 9&10 Discussion Quizzes
6	July 7	Chapter 11 Blood Chapter 12 Lymphatic and Immune Systems	Assignment Ch. 11&12 Discussion Quiz
7	July 14	Chapter 13 Respiratory System Chapter 14 Skeletal System	Assignment Ch. 13&14 Discussion Quiz
8	July 21	Ch. 15 Muscles and Tendons, Physical Medicine and Rehabilitation (PM&R) Chapter 16 Special Senses of the Eye and Ear	Assignment Ch. 15&16 Discussion Quizzes