



**Navajo Technical University**  
PO Box 849, Crownpoint, NM 87313

<http://www.navajotech.edu>

Tel: (505) 387-7401

**Course Title: BASIC MEDICAL TERMINOLOGY**

**Course #: NURS 103-HYB**

**Credit Hours: 3 CREDIT HOURS**

**Semester: SPRING 2022**

**Cap: 10 STUDENTS**

**Faculty:** Mr. Ronald Dancy, MSN, RN

**E-mail:** [rdancy@navajotech.edu](mailto:rdancy@navajotech.edu)

**Office:** Virtual and by appointment

**Office Phone:** Phone/Txt: 505-360-6625

**Office Hours** (face-to-face or online): TBA

**Preferred Communication** (email and/or text; will respond within 24 hours):

**Modality** (face-to-face, hybrid, or online):

**Class Location and Meeting Times** (if face-to-face): In person, virtual, via Blackboard and/or Zoom and Nursing Classroom building 2

**Meeting Hours and Online Hours** (if hybrid): T, TH-5:00pm-6:30pm in person and maybe virtual

**Required Materials:**

**Textbooks:** Medical Terminology A Living Language, 7<sup>th</sup> Edition, Pearson Publishers, Fremgen, Bonnie; Frucht, Suzanne, ISBN: 9780134701202 (available at NTU Bookstore)

**Tools:** Access to a computer with high-speed internet, NTU email account for emails

**Lab Fee (if applicable): None**

**Mission, Vision, and Philosophy**

**Mission:** Navajo Technical University honors Diné culture and language, while educating for the future.

**Vision:** Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

**Philosophy:** Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

**Course Description**

This course presents basic concepts of medical terminology. A general overview of work elements that make up medical terminology will be examined. Common medical terminology will be presented. Opportunities will be given for students to learn correct pronunciation and spelling as they define the medical terms assigned.

Course Outcomes	Course Assessments
Identify word elements that make up medical terminology	Test with 76% or higher accuracy
Use appropriate medical terms in documentation	Test with 76% or higher accuracy
Describe medical conditions in lay terms based on understanding of the professional terminology	Test with 76% or higher accuracy
Describe conditions using correct pronunciation.	Demonstrate in classroom ability to use correct pronunciation with at least 76% accuracy
Define common medical tests and procedures based upon root word, prefix, suffix.	Test with 76% or higher accuracy

**Connections to Program Assessment (Course-Embedded Measures)**

**Course Activities**

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	Jan 18/20	Overview  Familiarize yourself with Blackboard  Discussion Assignment: Introductions  Chapter 1: Introduction to Medical Terminology	Class discussion Forum	
	Jan 21	<b>Last day to add/drop</b>		
2	Jan 25/27	Chapter 2: Body Organization		Quiz 1
3	Feb 1/3	Chapter 3: Integumentary System		Quiz 2
4	Feb 8/10	Chapter 4: Musculoskeletal System	Homework 1	Quiz 3
5	Feb 15/17	Chapter 5: Cardiovascular System	Homework 2	Quiz 4
		<b>Midterm grades due</b>		
6	Feb 22/24	Chapter 6: Blood and the Lymphatic and Immune Systems	Homework 3 Study for Midterm	Quiz 5

	Feb 25	<b>Graduation Petition due</b>		
7	Mar 1/3	Review for Mid Term Exam  Chapters 1-6	Study for Midterm	
			<b>Midterm</b>	
8	Mar 7-11	Mid-term Exam: Chapters 1-6		Midterm Exam
	Mar 14-18	<b>SPRING BREAK</b>		
9	Mar 22/24	Chapter 7: Respiratory System	Homework 4	Quiz 6
10	Mar 29/31	Chapter 8: Digestive System		Quiz 7
	Mar 31	<b>Last day to withdraw with "W"</b>		
11	Apr 5/7	Chapter 9: Urinary	Homework 5	Quiz 8
12	Apr 12/14	Chapter 10: Reproductive System		Quiz 9
13	Apr 19/21	Chapter 11: Endocrine System		Quiz 10
14	Apr 26/28	Chapter 12: Nervous System and Mental Health		Quiz 11
15	May 3/5	Chapter 13 Special Senses: The Eye and Ear		Quiz 12
16	May 9	Review for Final Chapters 7-13	<b>Study for Final Exam</b>	
17	May 10	<b>Final Exam</b>  * You must take the final during week of Final exam unless you have a documented excuse not to take it during the allotted time frame OR have made prior	<b>Finals</b>	Final Exam Opens Closes

		arrangements pending instructor approval.		
	<b>May 12</b>	<b>Grades due to the Registrar</b>		
	<b>May 13</b>	<b>Graduation</b>		

### Grading Plan

Homework: (5 Assignments)	<b>10%</b>
Class Participation:	
Project(s): (10 Quizzes x 5%) Take the top 10 graded quizzes	<b>50%</b>
Mid-term:	<b>20%</b>
Final Exam:	<b>20%</b>
Portfolio:	

- A = 93-100%
- B = 84-92%
- C = 76-83%
- D = 65-75%
- F = 64% or less

### Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

### Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

### Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

### Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

### **Study Time Outside of Class for Face-to-Face Courses**

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

### **Study Time for Hybrid or Blended Courses**

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

### **Study Time for Online Courses**

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

### **Academic Integrity**

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

### **Diné Philosophy of Education**

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumofa:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

### **Students with Disabilities**

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see [http://www.navajotech.edu/images/about/policiesDocs/Disability\\_Exhibit-A\\_6-26-2018.pdf](http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf)).

### **Email Address**

Students are required to use NTU's email address for all communications with faculty and staff.

### **Final Exam Date: May 10, 2022**