



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

<http://www.navajotech.edu>  
Tel: (505) 387-7401

**Course Title: Basic Terminology**  
**Course #: NRS 103**

**Credit Hours: 3**  
**Semester: Winter 2022**

**Faculty:** A. Galanxhi

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**Office:** Building F, Room #118

**Office Phone:** Use email (both addresses)

**Office Hours:** After class, 8:40-9:30PM

**Preferred Communication:** email

**Class Location:** NTU Blackboard and/or Building F, Room #118

**Meeting Hours and Online Hours:** Monday, 6:00—8:40PM

**Textbooks:** Medical Terminology: A Living Language, 7<sup>th</sup> Ed., Fremgen & Frucht.

**Tools:** Notebook, pencil, 5x7 cards, computer with internet access.

**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), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

**Course Description:** The Medical Terminology course introduces students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, as well as medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to healthcare settings, medical procedures, pharmacology, human anatomy and physiology, and pathology. The knowledge and skills gained in this course will provide students entering the healthcare field with a deeper understanding of the application of the language of health and medicine. Students are introduced to these skills through direct instruction, interactive tasks, and practice assignments.

<b>Course Outcomes</b>	<b>Course Assessments</b>
1. Analyze how medical terms are built using common word parts. 2. Properly spell, define, and pronounce medical terms associated with each of the major body systems. 3. Identify and define the word parts most frequently associated with the major body systems.	Homework Chapter tests Final test

4. Interpret common abbreviations used in medical terminology and avoid errors when using them.	
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### Connections to Program Assessment (Course-Embedded Measures)

#### Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	18 January	MLK Day		
2	24 January	Chapter 1: Medical Terminology: A Living Language	31 January	Chapter 1 Test
3	31 January	Chapter 2: Body Organization	7 February	Chapter 2 Test
4	7 February	Chapter 3: Integumentary System	14 February	Chapter 3 Test
5	14 February	Chapter 4: The Muscular System	28 February	Chapter 4 Test
6	21 February	<b>LABOR DAY</b>		
7	28 February	Chapter 5: The Cardiovascular System	14 March	Chapter 5 Test
8	7 March	<b>Spring Break</b> /No Class		
9	14 March	Chapter 6: Blood and the Lymphatic and Immune Systems	21 March	Chapter 6 Test
10	21 March	Chapter 7: The Respiratory System	28 March	Chapter 7 Test
11	28 March	Chapter 8: The Digestive System	4 April	Chapter 8 Test
12	4 April	Chapter 9: The Urinary System	11 April	Chapter 9 Test
13	11 April	Chapter 10: The Reproductive System	18 April	Chapter 10 Test
14	18 April	Chapter 11: The Endocrine System	25 April	Chapter 11 Test
15	25 April	Chapter 12: Nervous System and Mental Health	2 May	Chapter 12 Test
16	2 May	Final Test		
17	<b>9 May</b>			

#### Grading Plan

Chapter Tests  
Cumulative Reviews.

A = 100-90%  
B = 89-80%  
C = 79-70%  
D = 69-60%  
F = 59% or less

Chapter Tests = 50 points each (600)  
Classwork/Attendance = 20 points per meeting (240)  
Midterm = 100 points  
Final Test = 100 points  
Total points: 1040

#### 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:shiwi 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:shiwi 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.