

Body Structure and Function

NCMA101 | Section Number: I | Fall 2026

Instructor Information

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Course Information

Classroom: Central Campus 271
Class Meeting time: Mondays 9am-1pm
Textbook:

3rd ed. Kinn's Medical Assisting Fundamentals: Administrative and Clinical Competencies with Anatomy & Physiology. Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver.

3rd ed. Kinn's Medical Assisting Fundamentals Study Guide: Administrative and Clinical Competencies with Anatomy & Physiology. Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver.

3rd ed. Elsevier Adaptive Quizzing (EAQ) for Kinn's Medical Assisting Fundamentals

Materials/Equipment: None

Learning Management System: All courses are web-enhanced, and all students are required to have access to Canvas, which can be accessed through the main OCCC website at OregonCoast.edu. All faculty must use Canvas gradebook so that students can easily track their grades.

Important dates

Last day to drop* with a refund in first week: See the [2026-2027 Academic Calendar](#)
Last day to withdraw* with a 'W': See the [2026-2027 Academic Calendar](#)

**Be aware that dropping/withdrawing from a course may affect your financial aid*

Students are responsible for adding, dropping, and withdrawing from classes by published deadlines. The drop and withdraw deadlines are on the academic calendar. Beginning the second week, until the deadline published on the academic calendar each

term, students may withdraw from classes. A mark of “W” will appear on their transcript. Tuition and fees remain on the student account when a student chooses to withdraw from a class.

Syllabus Changes:

This syllabus serves only as a guide to this course. The instructor reserves the right to change any part of this syllabus at any time due to any variety of circumstances. Methods and criteria used to evaluate student performance may also change. If and when changes occur, students will be informed in writing. Students are responsible for keeping informed of syllabus changes as they occur by attending and participating in class and communicating with the instructor.

Course Description

NCMA 101: Body Structure & Function I

Credits 4

Prerequisites Equivalent placement test scores also accepted.

Explores medical terminology in its proper context. Includes form and function of the human body in health and disease and basic word structure. Reviews select body system including: their components, basic structure and function to be able to apply medical terminology skills in the clinical setting.

Course Outcomes

Medical Assistant Course Outcomes

- Define basic combining word forms, suffixes, prefixes and demonstrate how to build medical words.
- Define terms that apply to the structural organization of the human body.
- Locate and identify terms that describe positions, directions and planes of the body.
- Correctly describe locations, structure and functions of each organ of the following systems: ◦ integumentary, digestive, urinary, female reproductive and male reproductive.

Student Conduct

Academic Integrity

Learning is built on the fundamental qualities of honesty, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community. One important aspect of academic integrity is academic honesty.

Violations of academic honesty include:

- Plagiarism
- Collusion/Inappropriate Assistance
- Cheating
- Fabrication/Falsification/Alteration
- Unauthorized Multiple Submission

- Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

Artificial Intelligence Policy

The purpose of this policy is to provide clear guidance regarding the appropriate use of artificial intelligence (AI) tools by students enrolled in the Nursing & Allied Health programs. AI technologies can be valuable learning aids when used responsibly for academic purposes. However, their misuse, particularly in ways that constitute plagiarism or academic dishonesty, undermines professional integrity, learning outcomes, and the ethical standards expected of healthcare professionals.

It applies to all forms of academic work, including but not limited to assignments, papers, projects, discussion posts, presentations, skills, lab reflections, clinical work, and assessments.

Permissible Use of AI:

- Students may use AI tools to support their academic learning, such as:
- Brainstorming study strategies or practice questions.
- Reviewing or clarifying difficult concepts.
- Organizing study notes.
- Practicing clinical reasoning through simulated scenarios.
- Obtaining writing feedback (e.g., grammar, clarity, organization).

Faculty may provide specific guidelines for when and how AI can be used for course activities or assignments.

Prohibited Use of AI:

- Submitting AI-generated content as one's own original work without proper citation.
- Using AI to generate assignments, papers, or assessments in whole or in part, unless explicitly authorized by the instructor.
- Employing AI to circumvent critical thinking, clinical reasoning, or reflective learning processes essential to nursing education.
- Using AI to access or generate unauthorized exam or test answers.

Policy on Mobile Communication Devices

Unless otherwise approved by the instructor, students are not permitted to operate cell phones or pagers during class or laboratory sessions, as these devices disrupt learning and teaching activities. There may be times during class when you will be permitted to use a mobile device to participate in course activities. Otherwise, students should use such communication devices only during class breaks outside the classrooms. Discuss exceptions with Instructor.

Students Rights and Responsibilities

The Student Rights and Responsibilities in the Student Handbook establishes students' freedom and protections as well as expectations of appropriate behavior and ethical academic work [<https://catalog.oregoncoastcc.org/student-handbook>].

Children on OCCC Property

Students are not allowed to bring children to classes or leave them unattended on campus. We expect compliance from both students and faculty regarding this policy.

Enrolled Minors

The college offers programs that allow minors (students under 18) to enroll in college courses. Students are advised to foster relationships that are age appropriate with classmates.

Attendance

Students are expected to attend all classes in which they are enrolled.

Students must attend and complete required assignments for the first week of the course or be administratively dropped from the course for non-attendance, unless arrangements have been made with the instructor in advance. Attendance is taken in all classes in the first week of the term. Instructors typically continue to take attendance all term.

Repeated absences will affect your grade.

Students are responsible for dropping or withdrawing from registered classes by talking with your Success Coach and completing the official drop/withdrawal process (see [Withdrawal | Oregon Coast Community College](#).) Students who stop attending or have excess absences and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the student. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees.

Students may not attend classes they are not registered for.

Course Information

- Lecture, in class discussions and group projects
- Multiple choice, short answer, and essay questions that require integration, application, and critical examination of material covered in class.
- Identification of body systems using diagrams, models and student peers during class, homework and skills lab.
- Written assignments are designed to stimulate critical thinking related to the function and structure of the human body.
- Quizzes, midterm and final exams.

Grades

Final course grades are based on the cumulative number of points earned during the term. The final grade will be calculated by dividing the total number of points earned by the total amount of points available. All percentages are rounded to the 100ths place.

Medical Assistant MUST earn a cumulative 75% in all components of the course to progress to the next course in the program. Final course grades will NOT be rounded to the nearest whole number. A cumulative score of 74.99% is not a passing grade.

Grading Scale
A = 91% - 100%
B = 83% - 90.99%
C = 75% - 82.99%
F = 0 % - 74.99%

All assignments must be submitted on time to receive full credit. Unless students make previous arrangements with the professor, points will be deducted from late assignments as follows:

Time Late	Points Deducted
00:01 – 24 hours late	75% of earned points
24:01 – 48 hours late	50% of earned points
48:01 – 72 hours late	25% of earned points
More than 72 hours late	0 (no points)

Course Schedule

This course meets every Monday from 9am to 1pm in room 271 on central campus starting Monday 9/21/26 through Monday 12/7/2026

Student Resources:

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act (ADA), Oregon Coast Community College provides reasonable accommodation to students with disabilities. If you desire reasonable accommodation, please contact The Office of the Vice President Student Affairs (400 SE College Way, Newport, OR 97366) at 541-867- 8501, or you can email access@oregoncoast.edu. *Students are responsible for requesting accommodations in a timely manner and documenting the nature and extent of their disability.*

OCCC Email

OCCC email is the official form of communication of Oregon Coast Community College. If you have any difficulties accessing your OCCC email address, please contact support at helpdesk@oregoncoast.edu

Emergency Funds

If you are experiencing challenges securing food, transportation, or housing, or have other financial issues that are affecting your ability to attend and succeed in class(es), we encourage you to apply for emergency funds. Please call, email, or visit Student Services for assistance (phone: 541-867-8544). If you are comfortable doing so, please let your instructor know about your situation. This will allow for a better understanding and could potentially lead to further support and/or resources.



Use this QR code to access the student resources webpage.

College Information

Land Acknowledgement

Oregon Coast Community College acknowledges that we reside within the ancestral homelands of the Yaquina (Yaqo'n) and Alsea (Wusi'n) Tribes. Today, those tribal descendants are represented by The Confederated Tribes of Siletz Indians. We are honored for the opportunity to teach, learn, and work on their ancestral lands. We also recognize the ongoing contributions they make to the community, Oregon Coast Community College, and the world.

Mission Statement

At Oregon Coast Community College, we equip students for success by providing educational pathways and support in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

Equal Opportunity and Non-Discrimination

Oregon Coast Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, marital status, or religion in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

- Vice President Academic and Student Affairs, Dr. Kristina Holton, 541-867-8511 kristina.holton@oregoncoast.edu, or
- Director of Human Resources, Joy Gutknecht, 541-867-8515 joy.gutknecht@oegoncoast.edu.

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