



North Dakota State College  
of Science



2023-2024 Syllabus

Spring 2025

### Course Information

Course Number: BOTE 171  
Course Title: Medical Terminology  
Credit Hours: 4 Credits

### Instructor Information

Instructor: Heidi Balvik  
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Office Location: West Fargo High School Room 204k  
Office Hours: A Day:  
B Day:

### Course Description

Study of prefixes, suffixes, and root words of medical terms and their meaning, spelling, and pronunciation. Emphasis on building a working medical vocabulary based on body systems. Study the anatomy, physiology, diseases, laboratory and diagnostic procedures, medical and surgical procedures, drugs and abbreviations commonly used in the body systems and medical specialties. Pre-requisites and/or Co-requisites: None. Web-based instruction. 4 credits

### Textbook and Required Materials

Turley, Susan M. Medical Language Immerse Yourself, 5<sup>th</sup> Edition, Pearson Education Inc., New Jersey, Copyright 2020. ISBN-13: 9780134988399

If you are taking this class face to face you will receive a class copy of the book to use in the classroom. You will also receive a code for online access to the textbook through MY LAB. Dual Credit students: You can purchase a book online at Amazon or other book retailers if you wish to have a copy to keep.

Dual Credit: Course taught at the high school are **\$89.43** per college credit. Please note this is a 4-credit course. Please see additional NDSCS course paperwork in Schoology.

## Learning Goals/Outcomes

Upon completion of this course, the student will be able to:

- Define the medical meaning of prefixes, suffixes, and combining forms for each body system.
- Apply knowledge of the meanings of word parts to build medical words.
- Analyze the meaning of medical words by breaking down word parts for various body systems.
- Use the correct plural, singular, and adjective forms of medical words.
- Interpret medical words in the context of medical reports and health records.
- Pronounce and spell medical words correctly for various body system.
- Translate common abbreviations, acronyms, and slang terms for each body system.

## Grading and Evaluation

### Grading Scale

Grading System	Percent
A	94-100
B	86-93
C	78-85
D	70-77
F	70 and below

### Departmental Grading

A grade of a C (78%) or higher for the final course grade is required in some of the allied health programs, or the course will need to be repeated. Check the policy in your particular program with the program director.
Homework assignments will be made, due dates assigned, assignments evaluated, and points assigned based on a point value indicated in the course at the beginning of the assignment, and in the gradebook.
The instructor reserves the right to add, change, revise, or delete any part of a unit as necessary to accomplish the objectives of the course.
Late assignments <b>are not accepted</b> and will <b>result in zero</b> points being awarded. Makeup work is at the discretion of the instructor.
Homework assignments can be submitted <b>only once</b> unless otherwise indicated.
The instructor will verify computer scored answers and award the correct number of points earned. Please do not contact the instructor for verification of points earned until the instructor notifies you via announcements/email that grades for a particular unit are posted.
Exams will be given in each unit in this course, including a final exam. The final exam will be comprehensive, covering all material in the course. A final exam study guide will be provided.

When rubrics are used to grade an assignment, they will be posted with the assignment.
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Official grades will be posted in PowerSchool. Grades will generally be posted within a week of unit close date unless otherwise notified by the instructor.

**Remember!** The overall grade may appear inflated if there is no grade entered for work not turned in. Once the instructor enters a zero for work not submitted, the grade will drop accordingly. Late work is a 0.

### **Attendance Policy**

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course.

In face-to-face classes at Sheyenne attendance is taken daily. Participation is evidenced by using class time wisely to complete weekly assignments and tests.

If the course is offered fully online attendance is evidenced by the weekly completion of assignments and/or participation in online discussions. If an online student does not regularly attend their online class **for a period of seven consecutive days**, efforts will be made to contact the student. If there is no student response and inactivity continues, a drop will be enacted. For additional information, please view the entire [NDSCS Attendance Policy \(www.ndscs.edu/online-attendance\)](http://www.ndscs.edu/online-attendance)

### **Tie to Assessment Outcomes**

This course addresses the following assessment outcomes:

Students will acquire medical terminology knowledge as a foundation to their program of study as evidenced by attaining a grade of 78% or higher in the course for NDSCS programs.

### **Teaching Methods:**

Each unit may consist of a combination of both online and offline reading, homework assignments, web-based lecture, worksheets, study tools, quizzes, discussions, exams, and any other practical applications as determined by the instructor. Detailed information is found in the assignment content item of each unit.

### **Units of Instruction (Unit Objectives Posted in Unit Home Content Item:**

- Medical Language and Health Care Today (Chapter 1)
- Dermatology/Integumentary System (Chapter 2)
- Gastroenterology/Gastrointestinal System (Chapter 3)
- Pulmonology/Respiratory System (Chapter 4)
- Cardiology/Cardiovascular System (Chapter 5)
- Hematology and Immunology/Blood and Lymphatic System (Chapter 6)

- Orthopedics/Skeletal System (Chapter 7)
- Orthopedics/Muscular System (Chapter 8)
- Neurology/Nervous System (Chapter 9)
- Urology/Urinary System (Chapter 10)
- Male Reproductive Medicine (Chapter 11)
- Gynecology and Obstetrics (Chapter 12)
- Endocrinology/Endocrine System (Chapter 13)
- Ophthalmology/Eye (Chapter 14)
- Otolaryngology/Ears, Nose, and Throat (Chapter 15)

### **Course/Instructor Expectations**

A course schedule of assignments is posted Schoology and assignments are completed in My Lab. Assignments are expected to be submitted by the dates on the course schedule/lesson plan. If extenuating circumstances prevent you from following the schedule, it is the responsibility of the student to communicate with the instructor. Makeup work for credit is at the discretion of the instructor. Students are expected to complete all course assignments.

Students are expected to be in class each day. Students should be going into Schoology and checking the lesson plans, updates and weekly lesson folders for expectations and assignments each week. Students are also expected to be logged into My Lab (**remember their logins**) and complete the assignments in this system. Students will then put scores into Schoology for grading purposes.

Students should communicate with the instructor any known absences such as vacation, extracurriculars etc. Also communicate with the instructor when gone for illness so a plan can be made for completing work.

Students should not be afraid to ask for help! The best way to reach either instructor is via school email. Appointments to meet with an instructor can be arranged.

### **Academic Integrity**

Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results or assisting others to do the same will be cause for sanction up to and including reduction in grade, failure of course or removal from class. Repeat offenses may result in additional sanctions.

For more information, refer to the NDSCS College Catalog under [Academic and College Policies and Procedures](#).

### **ADA Statement**

Any student who feels they may need an accommodation based on the impact of a disability should contact their instructor privately to discuss specific needs. Please contact the

Accessibility Coordinator at [NDSCS.Accessibility@ndscs.edu](mailto:NDSCS.Accessibility@ndscs.edu) or by phone at 701-671-2623 as soon as possible in the semester to discuss possible accommodations.

### **Equal Opportunity Statement**

North Dakota State College of Science is an equal opportunity employer and equal opportunity educator. NDSCS is fully committed to equal opportunity in employment decisions and educational programs and activities. All practices are in compliance with all applicable federal and state laws, for all individuals without regard to age, color, gender identity/expression, genetic information, marital status, national or ethnic origin, physical and mental ability status, public assistance status, race, religion, sex, sexual orientation, familial or parental status, status as a U.S. veteran/service member, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

For more information, refer to the NDSCS College Catalog under [\*Non-Discrimination Statement and Equal Opportunity Policy\*](#).

### **Dual Credit Course Withdrawal/Drop**

Students who wish to drop a college course must contact the NDSCS Dual Credit Office: 701-671-2406 or [ndscs.dualcredit@ndscs.edu](mailto:ndscs.dualcredit@ndscs.edu). Notifying the high school of a withdrawal/drop does not withdraw the student from the NDSCS college course. Please view the current Refund Schedule at: [\*Dual Credit Refund Schedule\*](#). The date the Dual Credit Office is contacted will determine the amount of refund.

### **Land Acknowledgement Statement**

NDSCS acknowledges that we occupy the sacred ancestral lands of the First Nations cultures of North Dakota. Without them, we would not have access to our gathering, dialogue, and learning spaces.

### **REMINDERS:**

- This is a college level course and will be treated as such. You will be required to do independent work and expected to do assigned reading.
- This class does have a lot of independent work and somewhat self-paced lesson to lesson. You must keep on top of your work each week.
- This class is not intended to be an "Easy A". Effort will need to be put forth by you in order to obtain high marks.
  - Remember the grading scale is different (the grade that will be on your NDSCS transcript will follow the above scale. The grade on your Sheyenne report card will follow the WFPS grading scale).
- We are obligated to meet the course objectives set out by NDSCS.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Developed/Revised October 2023