



North Dakota State College of
Science



2025-2026 Syllabus

Course Information

Course Number: AH 171
Course Title: Medical Terminology
Credit Hours: 3

Instructor Information

Instructor: Heidi Balvik
Phone: 701-499-9376
Email: hbalvik@west-fargo.k12.nd.us
Office Location: 204k
Office Hours: Monday-Friday 2:05-3:35pm or by appointment

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. (F, S, Su, O)

Textbook and Required Materials

Turley, Susan M. (2019). *Medical Language Immerse Yourself PLUS MyMedicalTerminologyLab* with Pearson eText - Access Card Package. (5th Ed.) New Jersey. Pearson Education Inc. ISBN: 9780135213643 **Textbook is bundled with an access code which allows you access to the eText and other materials. If you purchase the book from another source, you can purchase the code within the course or from Pearson.**

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

- A grade of a C (78%) or higher for the final course grade is required or the course will need to be repeated.
- 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.
- Late assignments are not accepted unless you have a documented extenuating circumstance.
- When rubrics are used to grade an assignment, they will be posted with the assignment.

Grading Scale

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

Attendance Policy

Regular attendance, promptness and participation in classes, laboratories and/or shops are expected of each student. For more information, refer to the NDSCS College Catalog under [Attendance Policy](#).

Attendance in an online class 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.

Tie to Assessment Outcomes

This course supports the following 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.

Course/Instructor Expectations

Students are expected to use their official NDSCS email in the course, this is where communications from the college and your instructors will be sent. If you need assistance with your email, visit the [New Student Technology Setup](#).

The course office is available for the student to post questions about course content which are not private. The instructor prefers this method of communication for those general types of questions. An e-mail or phone call is

the best way to communicate something of an emergent or of a personal/confidential nature, such as a grading or deadline question, personal problem, etc. Contact information is provided in the syllabus.

- When sending an email, please include your full name and course name (HIT 283) in the subject line, so I know to whom I'm responding. As a general rule, you can expect a response within 24 hours, Monday-Friday.
- The instructor posts announcements on the course home page frequently. The student is expected to check for announcements upon course access. The instructor frequently sends an email to students and the student is expected to check the course email on a frequent basis.

NO LATE WORK is accepted unless there is a documented, extenuating circumstance.

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.

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 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](#).

Continuity of Instruction

NDSCS is committed to the continuity of instruction in the event of an emergency disruption that may result in the suspension of activities, including in-person classes at NDSCS. NDSCS is committed to preparing for any significant operational disruption or closure, which could result from flooding, weather, medical emergency, campus evacuation or other emergency.

An emergency closing of the College, campus closure, and/or suspension of in-person classes does not equate into a suspension of instruction. Faculty contract days remain in effect, though the means of instructional delivery may change.

All communications and updates are sent out in official College email and posted at NDSCS.edu

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.

The Health Information Management accreditor of NDSCS is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associate's degree in Health Information Technology has been reaffirmed through 2028. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

Developed/Revised (Date): August 2023

COURSE SCHEDULE
 BOTE 171 Medical Terminology
 Fall 2023

Chapter	Assignments	Open Date	Close/Due Date
Chapter 1 – Medical Language and Health Care Today	<ul style="list-style-type: none"> • Read Chapter 1 • Listen to Chapter 1 Presentation • Register for MyLab. 20 points • Complete MyLab Assignments. 60 pts. • Participate in Introductions Discussion 25 pts 	Monday, August 21	Monday, August 28

Chapter 2 – Dermatology /Integumentary System	<ul style="list-style-type: none"> • Read Chapter 2 • Listen to Chapter 2 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapter 1 & 2 Quiz. 50 pts. 	Monday, August 28	Tuesday, September 5
Chapter 3 – Gastroenterology/ Gastrointestinal System	<ul style="list-style-type: none"> • Read Chapter 3 • Listen to Chapter 3 Presentation • Complete MyLab Assignments. 60 pts. • Participate in Discussion. 25 pts. 	Monday, September 4	Monday, September 11
Chapter 4 – Pulmonology/Respiratory System	<ul style="list-style-type: none"> • Read Chapter 4 • Listen to Chapter 4 Presentation • Discussion Board Participation. 25 pts. • Complete MyLab Assignments. 60 pts. • Complete Chapters 3 & 4 Quiz. 50 pts. 	Monday, September 11	Monday, September 18

Chapter 5— Cardiology/Cardiovascular System	<ul style="list-style-type: none"> • Read Chapter 5 • Listen to Chapter 5 Presentation • Complete MyLab Assignments. 60 pts. • Participate in Discussion. 25 pts. 	Monday, September 18	Monday, September 25
Chapter 6—Hematology & Immunology/Blood & the Lymphatic System	<ul style="list-style-type: none"> • Read Chapter 6 • Listen to Chapter 6 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapters 5 & 6 Quiz. 50 pts. 	Monday, September 25	Monday, October 2
Chapter 7- Orthopedics/Skeletal System	<ul style="list-style-type: none"> • Read Chapter 7 • Listen to Chapter 7 Presentation • Complete MyLab Assignments. 60 pts. • Participate in Discussion. 25 pts. 	Monday, October 2	Monday, October 9
Chapter 8— Orthopedics/Muscular System	<ul style="list-style-type: none"> • Read Chapter 8 • Listen to Chapter 8 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapters 7 & 8 Quiz. 50 pts. 	Monday, October 9	Monday, October 16
Chapter 9- Neurology/Nervous System	<ul style="list-style-type: none"> • Read Chapter 9 • Listen to Chapter 9 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapter 9 Quiz. 50 pts. 	Monday, October 16	Monday, October 23
Chapter 10— Urology/Urinary System	<ul style="list-style-type: none"> • Read Chapter 10 • Listen to Chapter 10 Presentation • Complete MyLab Assignments. 60 pts. • Participate in Discussion. 25 pts. 	Monday, October 23	Tuesday, October 30
Chapter 11— Male Reproductive Medicine/Male Genitourinary System	<ul style="list-style-type: none"> • Read Chapter 11 • Listen to Chapter 11 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapters 10 & 11 Quiz. 50 pts. 	Monday, October 30	Monday, November 6
Chapter 12-	<ul style="list-style-type: none"> • Read Chapter 12 	Monday,	Monday,

Gynecology & Obstetrics/Female Reproductive System	<ul style="list-style-type: none"> • Listen to Chapter 12 Presentation • Complete MyLab Assignments. 60 pts. • Participate in Discussion. 25 pts. 	November 6	November 13
Chapter 13-Endocrinology/Endocrine System	<ul style="list-style-type: none"> • Read Chapter 13 • Listen to Chapter 13 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapters 12 & 13 Quiz. 50 pts. 	Monday, November 13	Monday, November 20
Chapter 14-Ophthalmology/Eyes	<ul style="list-style-type: none"> • Read Chapter 14 • Listen to Chapter 14 Presentation • Complete MyLab Assignments. 60 pts. • Participate in Discussion. 25 pts. 	Monday, November 27	Monday, December 4
Chapter 15-Otolaryngology/Ears, Nose, & Throat	<ul style="list-style-type: none"> • Read Chapter 15 • Listen to Chapter 15 Presentation • Complete MyLab Assignments. 60 pts. • Complete Chapters 14 & 15 Quiz. 50 pts. 	Monday, December 4	Monday, December 11
Final Review and Final Exam	<ul style="list-style-type: none"> • Prepare for the comprehensive final examination by using the final exam review document. Questions for the final will be based on this review document. • Prepare for and take the final exam. 150 points. 	Monday, December 11	Friday, December 15

Course Schedule
HIT 283 Health Information Leadership
Fall 2023

UNIT#	UNIT TITLE	OPEN & CLOSE DATES
1	Traditional Theories of Management and Leadership <ul style="list-style-type: none"> • Read Chapter 1 (Leadership) • Unit 1 Worksheet – 40 points • Discussion – 15 Points 	August 21-28 Unit 1 & 2 Run Concurrently
2	Management Functions of Health Information Management <ul style="list-style-type: none"> • Read Chapter 2 (Leadership) & Chapter 19 (HIMTAA) • Unit 2 Case Study – 50 Points • Unit 2 Worksheet: 40 Points • Discussion: 10 Points • ICD10 Productivity Analysis: 30 Points 	August 21-28 Unit 1 & 2 Run Concurrently
3	Leadership Concepts in Health Information Management <ul style="list-style-type: none"> • Read Chapter 3 (Leadership) & Chapter 17, p. 473-480 (HIMTAA) • Health Literacy Assignment – 55 Points • Unit 3 Worksheet – 30 Points • Unit 3 Discussion – 12 Points 	August 28-September 5 Units 3 & 4 run concurrently Labor Day – Sept 4
4	Change Management in Health Information Management <ul style="list-style-type: none"> • Read Chapter 4 (Leadership) & Chapter 17 p. 480-495 (HIMTAA) • Case Study – 60 Points • Unit 4 Discussion – 10 Points • Unit 4 Worksheet – 40 Points EXAM 1: COVERS UNITS 1-4: 80 Points	August 28-September 5 Units 3 & 4 run concurrently Labor Day – Sept 4

5	<p>Legal Aspects of Healthcare</p> <ul style="list-style-type: none"> • Read Chapter 5 (Leadership) & Chapter 20 p. 445-566 & 578-587 (HIMTAA) • Unit 5 Case Study – 60 Points • Unit 5 Worksheet – 30 Points • Discussion: 10 Points 	September 4-11
6	<p>Job Descriptions and Roles in Health Information Management</p> <ul style="list-style-type: none"> • Read Chapter 6 (Leadership) & Chapter 20 p. 567-574 (HIMTAA) • Unit 6 Worksheet: 25 Points • Unit 6 Job Description Assignment: 30 Points 	September 11-18 Units 6 & 7 run concurrently
7	<p>Recruitment, Selection, and Retention in health Information Management</p> <ul style="list-style-type: none"> • Read Chapter 7 (Leadership) & Chapter 20 p. 567-574 (HIMTAA) • Unit 7 Worksheet: 30 Points <p>EXAM 2: COVERS UNITS 5-7: 60 Points</p>	September 11-18 Units 6 & 7 run concurrently
8	<p>Performance Management in Health Information Management</p> <ul style="list-style-type: none"> • Read Chapter 8 (Leadership) & Chapter 20 p. 574-590 (HIMTAA) • Unit 8 Worksheet: 20 Points • Unit 8 Performance Review Assignment: 25 Points • Discussion: 10 Points 	September 18-25
9	<p>Training and Development in Health Information Management</p> <ul style="list-style-type: none"> • Read Chapter 9 (Leadership) & Chapter 20, p. 591-598 (HIMTAA) • Unit 9 Worksheet: 25 Points • Discussion: 15 Points 	September 25-October 2
10	<p>Organizational Structure of Health Information Management</p> <ul style="list-style-type: none"> • Read Chapter 10 • Unit 10 Case Study – 30 Points • Unit 10 Worksheet: 20 Points 	October 2-9

	Final Exam UNITS 8-10: 100 Points	October 9-13
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