



Fall 2026

Course Information

Course Number: AH 171
Course Title: Medical Terminology
Credit Hours: 3.00
Course Dates: 8/24/2026 - 1/15/2027
Course Location: HIGH SCHOOL
West Fargo High School room 204K

DUAL CREDIT OPTION

This is available for those students who wish to obtain college credit. The student (parent or guardian) will be responsible for the cost of the credits. WFPS will assist you in getting the right paperwork to work with NDSCS for credit, however the rest is up to you. **Cost is \$92.78/per credit.** (subject to change) Please note this is a 3 credit class.

If you receive Free or Reduced Lunch program, you may be eligible for dual credit payment by the Bank of North Dakota. Please see me if you would like more information on this option

[NDSCS Dual Credit - YouTube](#)-help to walk through application process

[Apply to NDSCS - North Dakota State College of Science](#)[North Dakota State College of Science](#)

Instructor Information

- Heidi Balvik
- **Phone:** 701-356-2050
- **Email:** heidi.balvik@west-fargo.k12.nd.us
- **Office Location:** 204K
- **Office Hours:** 2:00-3:30

Course Description

This course provides foundational knowledge of medical terminology essential for allied health professionals in a healthcare setting. Students will study prefixes, suffixes, and root words to understand the meaning, spelling, and pronunciation of medical terms. Emphasis is placed on developing a working medical vocabulary organized by body systems to enhance communication and comprehension in medical environments. (F, S, Su, O)

Textbook and Required Materials

- Medical Terminology for Health Professions

Edition: 9th edition

Textbook is bundled with an access code which allows you access to Cengage where all of the assignment/test prep will be for your student to complete

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

Your student will receive an access code for online assignments/homework/test preparation. Tests will be taken on Schoology and final grades will be on infinite campus. They will have a final project that is worth 300points which they will complete with a partner if they choose. They will have the entire semester to complete this project.

Grading Scale

Grading Scale

Letter Grade	Percent
A	100% - 90%
B	89.99% - 80%
C	79.99% - 70%
D	69.99% - 60%
F	59.99% - 0%

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](#).

This is a fast-paced class, which is strictly scheduled for students to have time to complete all assignments/extra credit during school hours or if they choose on their own at home. Students will test approximately every 4 classes, all homework/extra credit is due by test day. Students will have access to assignments on their ipads but the test is required to be taken in person.

If you have a planned absence, I expect you will communicate that with me prior to the date either in person or via email. One advantage to this class moving quickly is that you will always know if it's a work day or test day for your absence planning. If you have an unexpected absence please email me that you will not be in class that day prior to class time. I expect that you will make up a test ASAP so you do not fall behind with the next unit. You will have until the next class block to make up your test unless other arrangements are made prior. If you miss a test I will place a 0 in the grade book until the test is made up. If you make up the test by then end of the unit you will receive 1/2 credit unless other arrangements are made. If you do not make up the test by the start of the next unit it will remain in 0 in the grade book and will not be able to be made up. Communication is key!

Homework: Homework/extra credit is due on test day (which is communicated in Schoology and written on the board in class) **IF YOU ARE ABSENT YOUR HOMEWORK IS STILL DUE ON TEST DAY!** If it is not turned in by the beginning of class on test day you will receive a 0. If you turn it in late you will receive 1/2 credit. Due dates and times will be posted on Schoology. If you do not complete the homework by the start of the next unit, your grade will remain a 0 and you will not be able to submit it. Communication is key!

Tie to Assessment Outcomes

- Students will be able to demonstrate knowledge of common elements required for certification by the North Dakota Department of Health. This will be measured by student achievement of a passing grade on instructor developed and administered final examination.
- Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test that contains elements of all required steps for all required skills.

Course/Student 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 [NDSCS IT Service Desk/Email](#), or call the ITS Service Desk at 701-671-3333.

Please contact me via WFHS email. hbalvik@west-fargo.k12.nd.us

I will be contacting your students through Schoology or their school email. I encourage them to check their email as I will send messages at times for reminders.

I expect students will have their assignments completed on time and will be ready to test on the dates provided to them. See attendance policy for more information.

Instructor Expectations

I expect students are taking this class because they are going to be continuing their education in the medical field. This class is geared to help them understand and breakdown the words to enhance their learning. This is a work on your own/self-study class with due dates approximately every 4 classes. I expect they will be ready and prepared for test days. Cheating will not be tolerated.

I expect students to use their class time wisely as this is a fast-paced class with complex medical terms. I expect that they are respectful to their peers/instructor and collaborate appropriately and respectfully while in a group setting.

I expect that absences will be communicated prior for full credit assignment and test grading. See expectations for communication under attendance policy.

I expect a level of maturity in this class as they will be learning all the body systems and diseases:

- The human body in health and disease
- Skeletal system
- Muscular system
- Cardiovascular system
- Lymphatic and immune systems
- Respiratory system
- Digestive system
- Urinary system
- Nervous system and mental health
- Special senses: eyes and ears
- Integumentary system
- Endocrine system
- Reproductive systems
- Diagnostic procedures, Pharmacology and Complementary medicine

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.

Statement on use of Artificial Intelligence (AI)

Use is Prohibited

The use of artificial intelligence, machine learning models, or other AI technologies to complete any assignments or assessments in this course is strictly prohibited. All work submitted must be entirely your own original work. Submitting work generated by AI systems constitutes academic dishonesty and will result in disciplinary action according to college policies. If you have any questions about what constitutes authorized assistance versus unauthorized AI use, please consult with me.

Course and Instructor Evaluations Statement

As part of our commitment to continuously improve the quality of instruction and learning experiences, we ask that you complete the course and instructor evaluations at the end of the semester. These evaluations will be distributed via email and posted on the Blackboard course shell during the final 2-3 weeks of the course. Your feedback is essential in helping us assess and enhance the course content, teaching methods, and overall student experience.

ADA Statement

"NDSCS is committed to creating a learning environment that supports the needs of all students. If you have a disability and require accommodations, please contact the Accessibility Coordinator as soon as possible. Accommodations are determined on an individual basis in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

For more information about Student Accessibility Services, visit Old Main 230A, call 701-671-2623, or email NDSCS.Accessibility@ndscs.edu. You can also find details and schedule a meeting by visiting [NDSCS Student Accessibility Services](#).

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 a significant operational disruption or closure that may result in the suspension of activities, including in-person classes at NDSCS. An emergency closing of the College, campus closure, or suspension of in-person classes does not equate to a suspension of instruction. However, the means of instructional delivery may change.

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.

Parent/Guardian Signature

I have read and understand the expectations of this class and the attendance policy. I understand the expectations of planned and unplanned absences. I understand that my student has the opportunity to earn 3 college credits through NDSCS if we apply and are excepted. I understand that I as a parent/guardian will be responsible for payment/fees through NDSCS.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____