

## Course Title: Biomedical Terminology Course Number: 1110

Credit Hours:3

Clinical Hours: 0

Lecture Hours: 3

Lab Hours 0

### Course Description

Students will be introduced to medical terms for body systems including word roots, prefixes, suffixes and abbreviations commonly encountered in the healthcare field.

Repeatable for credit: No

Pre-Enrollment Criteria: None

### Instructor Information

Name: Michelle Sharp, RT(R)(ARRT)	
Office Location: Wilco Area Career Center	E-Mail Address: msharp@wilcoacc.org
Contact Telephone: 815-838-6941	Google Classroom

### Office Hours

Monday: 7:30am- 3:00pm	Tuesday: 7:30am- 3:00pm	Wednesday: 7:30am- 3:00pm	Thursday: 7:30am- 3:00pm	Friday: 7:30am- 3:00pm	Saturday: N/A	Sunday: N/A
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### General Course Objectives

Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Develop the ability to read, understand, spell, and pronounce the language of medicine by body systems
2. Identify the components of medical words (roots, prefixes, and suffixes) in body systems
3. Compare and contrast the relationship between medical terms and their synonyms in common language
4. Analyze the meaning of unfamiliar medical words by breakdown into word components
5. Translate medical and surgical abbreviations into their meanings
6. Define anatomical terms related to human body systems

### Topical Outline

1. Prefixes & suffixes
2. Word roots
3. Medical terms related to each body system
4. Abbreviations related to each body system
5. Break down medical words into word components

## Course Text Materials

The Language of Medicine, 13<sup>th</sup> Edition (2017) by Davi-Ellen Chabner -Elsevier, 2017. ISBN: 9780443107795

## Course Methods of Instruction

Instructional methods may include (but are not limited to):

- Lecture, audio-visual presentations, class pronunciation drills, interactive whiteboard exercises
- Authentic healthcare/science lab activities in which students apply knowledge of medical terms as they apply to body systems and healthcare careers
- Computer-based instruction & interactive internet activities, cooperative learning activities
- Individual & group workbook, worksheets, case studies and other print assignments
- Projects/presentations, word association activities (including drawing/illustration)

## Supplemental Materials May Include:

- Select units/lessons from *Applied Educational Systems (AES) HealthCenter21* online curriculum
- Internet resources as per instructor

## Methods of Evaluating Students:

Evaluation may include (but is not limited to):

- Mid-term March of 2025 during assigned session
- Final Exam May of 2024 during assigned session
- Weekly quizzes/ Unit assessments (verbal/oral, computer-based, and/or written with multiple question formats)
- Projects (i.e. research; oral presentations; papers)
- Case study interpretation/analysis
- Participation in lab activities in which knowledge of medical terms is applied
- Workbook exercises, online practice exercises
- Professionalism (initiative, dependability, cooperation, attendance, accuracy)

Students who fail to complete essential assignments (or a minimum of 70%) or who are unable to maintain attendance at 70% of course content days will be withdrawn following the college protocols.

## Grading Policy

Final course grade will be computed as follows:

Grad	Percentage
A =	90% & above
B =	80 - 89%
C =	70 - 79%
D =	60- 69%
F =	Less than 60%
S =	Not applicable
I =	Not applicable

## Grading Policies

*Late Work Policy:* Late work can be submitted up until the final summative assessment for any given unit but shall incur a loss of 10%. Once a unit is complete, late work will be accepted for 50% of the original value up until the end of the nine weeks. After the nine week exam has been given for the unit no further late work will be accepted unless extenuating circumstances are discussed individually with the instructor.

*Retake Policy:* All unit work must be completed prior to a student being eligible for a retake on an assessment. Students may qualify for up to 2 retakes per semester. Students must meet with the instructor to discuss an action plan for preparing for the retake. All retakes must be completed before the next unit assessment.

*Homework Policy:* As a general rule, if a student makes good use of in class work time, homework will not occur. If a student fails to make good use of in class time or is absent homework will be assigned.

### **Absences/Tardiness**

It is the responsibility of the student to attend class on time on a regular basis. Loss of professionalism points will be incurred for absence or tardiness. If absence is unexcused the student will not be allowed to make up the assignment and will be given a zero for any work from that day, including tests and/or quizzes. Legitimate absences include illness and death in the immediate family. Please notify me per email with specifics as they occur and I will respond with work if absence is deemed excused. If no email is received, absence will be considered unexcused. Complete guidelines on the Wilco attendance policy can be found in the Wilco handbook.

### **Make-up Missing Exams/Assignment Policy**

It is the responsibility of the student to obtain notes and assignments missed due to absence. Our Google classroom is a great resource for this as it is updated daily. One (1) day grace per absent day is allowed for excused absence. Otherwise acceptance of late work is at the discretion of the instructor and, if accepted, earns a maximum of grade earned minus ten points for lateness. Students may be allowed 2 retakes for failed tests (under 60% test) as long as test make up is prior to the subsequent unit exam. No make-up will be allowed if absence is unexcused.

### **Academic Honesty**

Students are expected to refrain from academic dishonesty in all forms, including but not limited to: cheating, plagiarism, furnishing false information, abuse of academic materials, and misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the student's individual thoughts, research and self-expression.

### **Student Withdrawal Procedures**

The student may withdraw from a course by contacting the instructor up to the eighth calendar day following the midterm date in any term (or the equivalent in any session of non-standard length) and receive a grade of "W." If student chooses to withdraw from the course prior to the midterm no indication of the course will appear on their transcript.

### **Administrative/Instructor Withdrawal Procedures**

Students not actively pursuing the completion of course objectives or with incomplete essential assignments or with grade average of "D" (below 70%) may be withdrawn from the class by the instructor up until the midterm. No indication of the course will occur on the student's transcript. If withdrawal occurs after mid-term, the student will receive a grade of "W".

## **Incomplete Policy**

No incompletes will be given for this dual credit course. Students who do not complete required assignments within the relevant grading periods will be given a mark of Withdraw or Fail.

## **Classroom Policies/Standards of Conduct**

Students will follow the standards set for Wilco students as per the Wilco school handbook.

## **Attendance Policies**

Attendance at Wilco is viewed as preparation for the workplace. Excessive absence in the workforce is a major reason for dismissal. Students are evaluated on participation in their programs which require regular attendance. Wilco will send a warning letter home to notify students and parents that five days of school have been missed. After the tenth absence, a parent conference may be required with an attendance contract being issued. Continued absences may result in the student being dropped from Wilco, and the student receiving a failing grade. The only absences not included in the policy are those covered by a doctor's note, court document, or notification/verification of a death in the family. □ Excused absence: Students may make up work for credit but will have one day for every day absent from class plus one day to submit it. □ Unexcused absence: No credit for course work missed. □ Tardy to class: If a student is not in class by the late/second bell, the student will be considered tardy. The teacher will notify administration with a possible detention issued. □ School events: Students may be required to attend assemblies, field trips, and meetings at their home schools. Absence due to a school event is not factored into their Wilco absences. □ Suspensions: Students who are not in school because of disciplinary action may submit work in accordance with the excused absence policy.

## **Plagiarism/Academic Dishonesty**

(See COD catalog, Course-Related Academic Integrity, Board Policy 5050 and Board Procedure 5715.)

Academic dishonesty is prohibited. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to

- 1 Assignment of a failing grade for a test, examination or assignment.
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- 2 Assignment of a failing grade for a course.
- .
- 3 Student disciplinary sanction under Board Procedure #5715, Student Rights and Responsibilities.
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## **Work Return**

Complete and incomplete work such as projects and homework shall be returned to students on a weekly basis. All quizzes, tests and exams are property of the instructor. Any student with an assignment returned for a failing or incomplete grade will be provided the opportunity for it to be redone. A new grade will be assigned based on the policy of loss of ten points as consistent with the late policy.

## **Academic Integrity**

Your participation in this class should reflect College of DuPage's core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor's policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from

receiving a failing grade to expulsion from the College.

Learn more about the Code of Academic Conduct at College of DuPage

Action(s) will be decided based on the incident in question (and/or any prior instances).

Additionally, COD has resources to help you learn more about academic integrity. The COD library has an informative tutorial that you can find here: <https://library.cod.edu/plagiarism/tutorial>. For more information about academic integrity, see the college's Code of Conduct page: [https://www.cod.edu/student\\_life/dean-of-students/academic-integrity.aspx](https://www.cod.edu/student_life/dean-of-students/academic-integrity.aspx).

Withdrawal policy

See the College website, Withdrawal Procedures. For the withdrawal deadlines for the current semester, see Academic Calendar, and click through to the calendar for the current academic year.

### **ADA statement**

The College of DuPage is committed to providing equal access to its programs, services and activities for people with disabilities. The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you feel you may need accommodations in this or any class, please visit the Center for Access and Accommodations in the Student Services Center (SSC), Room 3249, or contact them by phone at (630) 942-2154 or TDD at (630) 858-9692 or e-mail at: [access@cod.edu](mailto:access@cod.edu)

### **Access and Accommodations**

The College of DuPage is committed to the equitable access of educational opportunities for students with disabilities in accordance with The Americans with Disabilities Act, As Amended and Section 504 of the Rehabilitation Act of 1973. Any student who feels they may need accommodation on the basis of an illness, injury, medical condition, or disability should contact the Center for Access and Accommodations to determine eligibility for accommodations and to obtain an official Letter of Accommodation. Connecting with the Center for Access and Accommodations is an important way to make sure that any student who has a need based on a disability, illness, injury, or medical condition is provided with appropriate accommodations. The Center for Access and Accommodations can be reached via email at [access@cod.edu](mailto:access@cod.edu).

Students may also initiate a request for services by going to [www.cod.edu/access](http://www.cod.edu/access) and clicking on the green box labeled "complete form to request accommodations." Student's requesting accommodations for COVID-19 or COVID-19 protocols should also use the above mentioned process to connect with the Center for Access and Accommodations. If you are already registered with the Center for Access and Accommodations, please email me your Letter of Accommodation as soon as possible. For your own privacy, please DO NOT send any health documentation or Doctor's notes to me.

Learn more about the [Code of Academic Conduct](#) at College of DuPage

Date Syllabus Prepared: 12/6/2024

Submitted by: Michelle Sharp

HLTHS 1110

