



**UNIVERSITY OF
NORTHWESTERN**
— ST. PAUL —

OFFICE OF DUAL ENROLLMENT

BIO1025 Medical Terminology

SPRING 2021

SYLLABUS

Version: SP v10.1:11/20

University of Northwestern – St. Paul
Office of Dual Enrollment
3003 Snelling Avenue North
St. Paul, Minnesota 55113
de@unwsp.edu

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BIO1025 Medical Terminology

University of Northwestern – St. Paul

COURSE DESCRIPTION

A concise course that provides practice in the definition and use of medical terms. The course includes the analysis of words based on combining forms, prefixes and suffixes. Intended to fulfill the admission requirement for many health profession graduate programs; also benefits pre-medicine and pre-dentistry students.

Credits: 2

Prerequisites: None

INSTRUCTOR INFORMATION

Dr. Peterson: drspeterson@hotmail.com; smpeterson6@unwsp.edu

Please see “Contacting the Instructor” on the course site.

COURSE OUTCOMES

At the end of this course, a successful student will be able to

- CO-1. Demonstrate skills in analyzing and defining terms based on combining forms, roots, prefixes and suffixes.
- CO-2. Identify and use key abbreviations.
- CO-3. Define anatomy and physiology, anatomic position and bodily directions.
- CO-4. Research, summarize and reflect on medical topics.
- CO-5. Identify basic pharmaceutical drugs and diagnostic and laboratory testing.

MATERIALS

Required Textbooks and Materials

Rice, Jane. *Medical Terminology for Health Care Professionals*. Edition: 9. Publisher: Upper Saddle River, NJ: Pearson. Year: 2018.

Recommended Online Resources

- [Taber's Medical Abbreviations Online Resource](#)
- [Megalexica Online Medical Dictionary](#)
- [Merriam Webster Online Medical Dictionary](#)
- [Visuwords Online Graphical Dictionary](#) or [Snappywords Online Graphical Dictionary](#)
- [Word Parts Dictionary](#)
- [Medical Spell Checker](#)
- [English-to-Spanish Dictionary of Health-Related Terms](#)
- [English-to-Chinese Online Dictionary of Health-Related Terms](#)

Provided by Student

For this course, students will need access to Microsoft Office (available at no cost to students through the University of Northwestern-St. Paul), a PDF reader, and a standard internet browser. Please refer to the Tech Requirements found in the Technology Help section at the top of the course site for the full requirements.

GRADING POLICIES AND PROCEDURES

Course Grade Explanation

Assignments	Grade Weight
Chapter Worksheets (14)	30
Chapter Quizzes (14)	20
Project #1 (Mind Map & Voice Recording)	10
Project #2 (Blog)	10
Unit Quizzes (3)	10
Exams (3)	<u>20</u>
Total	100

Grading Scale Percentages

A	≥ 95	B	≥ 84	C	≥ 74	D	≥ 64
A-	≥ 90	B-	≥ 80	C-	≥ 70	D-	≥ 60
B+	≥ 87	C+	≥ 77	D+	≥ 67	F	< 60

Late Work

The assignments for each week are due on the Wednesday or Friday of each week. Late assignments will be assessed a 10% penalty up to one week past the due date. Assignments received after this will not be graded, and a zero will be given. It is the student's responsibility to make sure that assignments are submitted on time. If you plan to leave on vacation, mission's trip, etc., it is expected that you will complete your assignments prior to your absence.

Feedback Expectations

Students should expect feedback for their submitted assignments within 5 days of the assignment due date or the time of their submission, whichever is later.

INSTITUTIONAL POLICIES AND SERVICES

Guidelines and Information

Students are responsible for all content of the DE Student Handbook. The most recent version of the DE Student Handbook is located on confluence.unwsp.edu and includes the following policies and procedures:

- Deadlines for Dropping or Withdrawing
- Student/instructor Communication
- Appeals, Exceptions, Disciplinary Process, & Grievances
- Assignments (late work and plagiarism)
- Examinations
- Grading System

Instructors may have course-related expectations that further detail the policies and procedures outlined in the DE Student Handbook. Any such expectations must be provided to students in writing (e.g., handout, course site posting) prior to or at the beginning of the class.

Traditional undergraduate students enrolled in DE courses are subject to the traditional undergraduate student handbook for all non-course-specific policies and procedures.

Academic Integrity

Plagiarism is theft— theft of someone else’s words or ideas. It is claiming another’s work as one’s own. This would also include the following:

- Using the words or work of a former or current student in this class
- Recycling previously submitted assignments from a previous course attempt
- Using outside literature support sites such as, but not limited to, SparkNotes, Enotes or Schmoop that provide literary analysis of the texts we read throughout the semester

Students found plagiarizing are subject to discipline. The standard response ranges from loss of credit for the plagiarized assignment to earning an immediate “F” for the course to being placed on disciplinary probation. We should be committed to conducting ourselves with integrity in all things. Please refer to the DE Student Handbook for more detailed information about UNW’s honesty and integrity policies.

In every course, students are required to view the Understanding Plagiarism video and complete the Understanding Plagiarism Quiz prior to completing any of the course content. These items are part of the course orientation.

Academic Achievement Statement

UNW students requesting academic accommodations in association with the Americans with Disabilities Act (ADA) are directed to notify [Disability Services](#) to begin the application process. Academic Achievement also provides the following: [Writing and Subject Tutoring](#), advocating, transitional skill building, [Academic Coaching](#) (organization, time management, test taking, etc.).

Contact Academic Achievement for more information: AcademicAchievement@unwsp.edu • 651-628-3316 • N4012 (Revised 06/20)

Support Services

Links to support services are available found in the Student Services section at the top of the course site.

COURSE POLICIES AND INFORMATION

Email and Announcements

Students are responsible to regularly check their Northwestern student email and the announcements in the course site in order to receive updates and information.

Attendance

Students are expected to participate in all course activities. Students must contact the faculty member in advance or as soon as possible if unable to participate in all or part of the course activities for a given week because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not participate in course activities and fail to withdraw from the course will receive a failing "F" grade.

Submission Standards

All written assignments should adhere to the following DE guidelines. Documents should be in the following format **unless directed differently by the syllabus or course instructor**:

- Submitted on the course site in Microsoft Word document format (.doc or .docx)
- Set in a traditional typeface 12-point font
- Double-spaced (unless the syllabus instructs otherwise)
- Set with one-inch margins
- Formatted in APA style for in-text citations and reference page
- Labeled and submitted with the following information (APA papers require this information on a cover sheet, as detailed in A Pocket Style Manual): Student Name, Course Code and Title, Instructor Name, and Date.

Critical Response to Alternate Viewpoints

When students are reading or viewing course materials, they may encounter viewpoints, words, or images that their instructors would not use or endorse. Students should know that materials are chosen for their value in learning to read, write, and view critically, not because the materials are necessarily Christian.

ASSIGNMENTS

See the course site for complete details on the assignments.

Textbook Reading and Study

Read all of the material in each of the assigned chapters. This type of reading involves focus.

1. Most chapters start with an overview of the anatomy and physiology of the chapter topic. This is followed by an introduction.

2. The “Building Your Medical Vocabulary” portion of the chapter assists you in analyzing and memorizing the word parts of the vocabulary terms. Review each word part and term in this section.
3. In each chapter, specific drugs and diagnostic and lab tests are highlighted in the “Drug Highlights” and “Diagnostic and Lab Tests” sections. Study these.
4. Study the “Abbreviations” for each chapter.
5. Complete the Study and Review material at a few points in each chapter
6. Complete the activities; study the flashcards.

Chapter Worksheets

Each lesson includes a graded worksheet. Details for downloading, completing and submitting the worksheets are on the course site.

Assignment Due Dates

The assignments for each week are **due** on the Wednesday or Friday of each week. Late assignments will be assessed a 10% penalty up to one week past the due date. Assignments received after this will not be graded, and a zero will be given. It is the student’s responsibility to make sure that assignments are submitted on time. If you plan to leave on vacation, missions trip, etc., it is expected that you will complete your assignments prior to your absence.

Study and Review Material

The review material included in each chapter should be completed before you take the chapter quizzes. Answers for the Study and Review material are found in Appendix I.

Chapter Quizzes

After completing all the activities for each chapter, complete the multiple-choice and true or false chapter quizzes located on the course site. These quizzes measure your comprehension of the chapter material and how well you have committed terms and definitions to memory. You may not use notes, textbooks, videos, other materials or another person’s assistance in completing the exams. However, you may repeat the chapter quizzes up to three times before you submit the answers. You will have 20 minutes to complete each attempt.

Unit Quizzes

Chapter quizzes lead up to the unit quizzes, which occur during Weeks 4, 9, and 14. The quizzes include multiple-choice and true/false questions. The quizzes are 30 points each. You may not use notes, textbooks, videos, other materials or another person’s assistance in completing the quizzes. Only one attempt is allowed. You will have 20 minutes to complete the attempt.

Exams

Three unit exams occur at the end of Weeks 5, 10 and 15. Everything you have done up to this point in the unit—the reading, reviewing, chapter assignments, and applications—builds a foundation for the unit quizzes and exams. The exams include multiple-choice, true/false, and short answer or essay questions. These exams are closed-book exams. You may not use notes, textbooks, videos, other materials or another person’s assistance in completing the exams. Only one attempt is allowed. You will have 50 minutes to complete the attempt. Each exam is worth 75 points.

Be Prepared for Quizzes/Exams

The unit quizzes and exams have a time-limit and may only be taken one time. Once you start the quiz/exam, you must complete it, so be sure you have done the review activities and are adequately prepared to take the quiz/exam. The purpose of the time limit for the quiz/exam is to evaluate your ability to apply the knowledge that you have gained from all the course material up to that point without use of reference materials.

COURSE SCHEDULE

Format

Everything you need to successfully complete this course in 15 weeks is explained within this syllabus and the course site. The material for Medical Terminology is divided into three units and 15 weeks. Each week's material closely follows the chapters in the textbook, although not all chapters are covered. It is important to follow the instructions within this syllabus and the course site so you can stay on track with your studies. Each week's material is organized by things to Read, View, and Apply. You interact with the chapter content first by reading the textbook and viewing any multimedia presentations. The Review activities are designed to help you commit the terms and definitions to memory in an engaging way. At the conclusion of each chapter, you are required to apply what you have learned in real-world situations and on the quizzes and exams.

For this course, students will receive access to each week's work as the semester progresses. There will be due dates during the week, but most weekly assignments will be due by 11:59 p.m. on Friday. Please refer to the schedule for the due dates of assignments.

Generally, for college-level work, students should expect to have an average of 5 hours of homework per week.

The last official class day in Week 15 varies from semester to semester. Please refer to the Semester Calendar found in the Academic Information section at the top of the course site for the actual last day of class. All course work must be completed and submitted by that day.

Due Dates

All written assignments (outlined below) are to be submitted on the course site by **11:55 p.m. CT on Fridays** at the end of each week in which they are assigned, unless otherwise noted.

For any questions regarding these assignments, contact the instructor.

Orientation

- Read the Getting Started Page
- Participate in the Introductions Forum
- View and Complete Understanding Plagiarism Presentation and Quiz
- Complete Student Responsibilities Exercise

Unit 1: Introduction

Week 1, Chapter 1: Introduction and Fundamental Word Structure

- Read the Week 1 Overview.

- View Dr. Peterson’s Screencast Introduction.
- View the How to Perform a Word Analysis Presentation.
- View the Hypokalemia Video.
- View the Pterygium Animation.
- Review the Learning Outcomes, headings, and layout for Chapter 1, identifying the topics that will be covered.
- Download the Chapter 1 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 1.
- Complete the Study and Review activities in Chapter 1.
- Complete the Chapter 1 Worksheet and submit on the course site.
- Complete the Chapter 1 Activities; review the flashcards.
- Complete Chapter 1 Quiz.

Week 2, Chapter 2: Suffixes

- Read the Week 2 Overview.
- View the Ophthalmoscopy Video.
- Review the Learning Outcomes, headings, and layout for Chapter 2, identifying the topics that will be covered.
- Download the Chapter 2 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 2.
- Complete the Study and Review activities in Chapter 2.
- Complete the Chapter 2 Worksheet and submit on the course site.
- Complete the Chapter 2 Activities; review the flashcards
- Complete Chapter 2 Quiz.

Week 3, Chapter 3: Prefixes

- Read the Week 3 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 3, identifying the topics that will be covered.
- Download the Chapter 3 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 3.
- Complete the Study and Review activities in Chapter 3.
- Read the Project #1 Instructions.
- As you prepare for Project #1, explore different medical terms on the [Snappy Words Graphical Dictionary](#).
- **Optional:** Participate in the Quizizz Practice Activity 🕒 Post in the Choose Topic for Project #1 Forum.
- Complete the Chapter 3 Worksheet and submit on the course site.
- Complete the Chapter 3 Activities; review the flashcards. 🕒 Complete Chapter 3 Quiz.

Week 4, Chapter 4: Organization of the Body

- Read the Week 4 Overview.
- Complete Unit Quiz 1 covering Chapters 1–4 on the course site.
- Review the Learning Outcomes, headings, and layout for Chapter 4, identifying the topics that will be covered.
- Download the Chapter 4 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 4.
- Complete the Study and Review activities in Chapter 4.
- Complete the Chapter 4 Worksheet and submit on the course site.
- Complete the Chapter 4 Activities; review the flashcards.
- Complete Chapter 4 Quiz.
- Complete and submit Project #1.
- Post a link of your recording to the Share Project #1 forum.

Week 5, Chapter 5: Integumentary System

- Read the Week 5 Overview.
- View and comment on at least 2 of your classmates' Project #1 submissions in the Week 4 Share Project 1 discussion forum.
- Review the Learning Outcomes, headings, and layout for Chapter 5, identifying the topics that will be covered.
- Download the Chapter 5 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 5.
- Complete the Study and Review activities in Chapter 5.
- Complete the Chapter 5 Worksheet and submit on the course site.
- Complete the Chapter 5 Activities; review the flashcards.
- Complete Chapter 5 Quiz.
Optional: Interact with other students on the Unit 1 Optional Discussion: Reflect and Share Study Tips.
- **Optional:** Complete VoiceThread Activity
- Complete Unit Exam 1 on the course site. Exam 1 covers Chapters 1–5.

Unit 2: Body Systems

Week 6, Chapter 6: Skeletal System

- Read the Week 6 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 6, identifying the topics that will be covered.
- Download the Chapter 6 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 6.
- Complete the Study and Review activities in Chapter 6.
- Complete the Chapter 6 Worksheet and submit on the course site.

- Complete the Chapter 6 Activities; review the flashcards.
- Complete Chapter 6 Quiz.

Week 7, Chapter 7: Muscular System

- Read the Week 7 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 7, identifying the topics that will be covered.
- Download the Chapter 7 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 7.
- Complete the Study and Review activities in Chapter 7.
- Complete the Chapter 7 Worksheet and submit on the course site.
- Complete the Chapter 7 Activities; review the flashcards.
- Complete Chapter 7 Quiz.
- Read the Project #2 Instructions and Topic List.
- Watch Project #2 Screencast on Article Databases.
- Review the Project #2 examples.
- Choose topic for Project #2.
- Post topic choice to Choose Topic for Project #2 forum.

Week 8, Chapter 8: Digestive System

- Read the Week 8 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 8, identifying the topics that will be covered.
- Download the Chapter 8 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 8.
- Complete the Study and Review activities in Chapter 8.
- Complete the Chapter 8 Worksheet and submit on the course site.
- Complete the Chapter 8 Activities; review the flashcards.
- Complete Chapter 8 Quiz.
- Complete and submit Project #2.
Post the link to your Project #2 submission to the Share Your Project #2 forum.

Week 9, Chapter 9: Cardiovascular System

- Read the Week 9 Overview.
- Complete Unit Quiz 2 covering Chapters 6–8 on the course site.
- Review the Learning Outcomes, headings, and layout for Chapter 9, identifying the topics that will be covered.
- Download the Chapter 9 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 9.
- Complete the Study and Review activities in Chapter 9.
- Work through the SOAP Chart Analysis at the end of Chapter 9.

- Complete the Chapter 9 Worksheet and submit on the course site.
- Complete the Chapter 9 Activities; review the flashcards.
- Complete Chapter 9 Quiz.
- Read the submissions of other students in the Share Project #2 forum in Week 8.
- Add an original question and/or comment about the submissions of at least two students in the Share Project #2 forum in Week 8.

Week 10, Chapter 10: Blood and Lymphatic System

- Read the Week 10 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 10, identifying the topics that will be covered.
- Download the Chapter 10 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 10.
- Complete the Study and Review activities in Chapter 10.
- Complete the Chapter 10 Worksheet and submit on the course site.
- Complete the Chapter 10 Activities; review the flashcards.
- Complete Chapter 10 Quiz.
- **Optional:** Interact with other students on the Unit 2 Optional Discussion: Share Study Tips.
- Complete Exam 2 on the course site. Exam 2 covers Chapters 6–10.

Unit 3: Systems and More

Week 11, Chapter 11: Respiratory System

- Read the Week 11 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 11, identifying the topics that will be covered.
- Download the Chapter 11 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 11.
- Complete the Study and Review activities in Chapter 11.
- Complete the Chapter 11 Worksheet and submit on the course site.
- Complete the Chapter 11 Activities; review the flashcards.
- Complete Chapter 11 Quiz.

Week 12, Chapter 12: Urinary System

- Read the Week 12 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 12, identifying the topics that will be covered.
- Download the Chapter 12 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 12.
- Complete the Study and Review activities in Chapter 12.
- Complete the Chapter 12 Worksheet and submit on the course site.

- Complete the Chapter 12 Activities; review the flashcards.
- Complete Chapter 12 Quiz.
- **Optional:** Complete and submit the Bonus Opportunity.

Week 13, Chapter 13: The Endocrine System

- Read the Week 13 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 13, identifying the topics that will be covered.
- Download the Chapter 13 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 13.
- Complete the Study and Review activities in Chapter 13.
- Complete the Chapter 13 Worksheet and submit on the course site.
- Complete the Chapter 13 Activities; review the flashcards.
- Complete Chapter 13 Quiz.

Week 14, Chapter 14: Nervous System

- Read the Week 14 Overview.
- Review the Learning Outcomes, headings, and layout for Chapter 13, identifying the topics that will be covered.
- Download the Chapter 14 Worksheet. Use the worksheet while going through the textbook chapter.
- Read and study Chapter 14.
- Complete the Study and Review activities in Chapter 14.
- Complete the Chapter 14 Worksheet and submit on the course site.
- Complete the Chapter 14 Activities; review the flashcards.
- Complete Chapter 14 Quiz.
- Complete Unit 3 Quiz covering Chapters 11–14 from the course site.

Week 15, Last Unit Exam

The final week varies in length based on the semester. Please refer to the Semester Calendars found in the Academic Information section at the top of the course site for details.

- **Optional:** Interact with other students on the Unit 3 Optional Discussion: Reflect and Share Study Tips.
- Complete Exam 3 on the course site. Exam 3 covers Chapters 11–14.