

## Bismarck State College

As North Dakota's Polytechnic Institution, Bismarck State College focuses on student success through the delivery of affordable, flexible, high-quality, experiential learning enhanced by public-private partnerships.

**Current Semester:** Fall 2024

**Course:** BOTE 171: Medical Terminology

**Credit Hours:** 3

**Instructor Contact Information:**

Blaine Steiner

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### Course Materials:

Text required for dual credit: Comprehensive Medical Terminology (5thed.); author Betty Davis Jones. Additional reading materials may be assisted from websites, journals or be posted on the course website. Access to a computer outside of class time is necessary. This course will cover Chapters 1 –12.

### Course Description:

This is a comprehensive medical terminology course. It begins with medical word building rules. The course proceeds to cover the body systems listed below. Each chapter will contain basic information about the specific body system in the anatomy and physiology sections and proceed to the vocabulary and word elements sections to learn specifically the medical terms and word parts appropriate to that chapter. The pathological conditions and diagnostic techniques, treatments, and procedures sections reinforce and elaborate through basic and more extensive definitions many of the terms that have already been introduced. The abbreviation section presents the most common abbreviations applicable to that chapter.

### Course Outcomes:

Course Learning Outcomes	Program Learning Outcomes OR General Education Outcomes	Institutional Essential Learning Outcomes (IELOs)
Demonstrate the ability to apply word building rules including component parts.	Demonstrate knowledge of editing and language skills as it relates to the medical environment.	Evaluative Thought
Identify prefixes, suffixes and combining forms.	Demonstrate excellent communication skills including speaking, writing, researching and presenting of information to be effective in the workplace.	Evaluative Thought

Course Learning Outcomes	Program Learning Outcomes OR General Education Outcomes	Institutional Essential Learning Outcomes (IELOs)
Correctly spell and pronounce medical terms.	Use critical thinking and problem solving to complete work independently or in a team in an ethical and professional manner.	Evaluative Thought
Identify anatomy and physiology, word elements, vocabulary, common abbreviations, pathological conditions, diagnostic techniques, treatments and procedures for the chapters in this course.	Demonstrate knowledge of appropriate terminology and procedures as it relates to the medical environment.	Evaluative Thought

\* BSC's institutional assessment framework can be found at <https://bismarckstate.edu/uploads/13/BSCsInstitutionalAssessmentFramework.pdf>.

#### Unit Objectives:

- Demonstrate the ability to apply word building rules including component parts.
- Identify prefixes, suffixes and combining forms
- Identify body planes, regions, quadrants, body cavities and directional terms.
- Identify anatomy and physiology, word elements, vocabulary, common abbreviations, pathological conditions, diagnostic techniques, treatments and procedures for these systems.
  - Integumentary system
  - Skeletal system
  - Muscles and joints
  - Nervous system
  - Blood and lymphatic system
  - Cardiovascular system
  - Respiratory system
  - Digestive System

#### Active Learning:

In addition to educational strategies such as reading, listening, and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, movement, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content in order to improve student learning outcomes.

#### Assessment Methods:

- 1) **Chapter Exams (50%):** There will be eleven chapter exams throughout the semester.
- 2) **Individual Projects (Pathology Reports) (10%):** During the semester, three pathology reports will be assigned.

**3) Chapter Review Exercises and Quizzes (15%)**

**4) Final Exam (25%):** The final exam will be a comprehensive test over Chapters 1 –12.

**5) Career Readiness Assessment**

**Grading:**

- Each student's grading will be based upon successful completion of all course assignments.
- You will be given assignment due dates well in advance.
- The percentage of the total points achieved will determine the letter grade assigned to each student.
- When you are looking for your grade, missing assignments, etc. please refer to the BPS PowerSchool. DO NOT go by the Moodle gradebook. Assignments are weighted and this is not accurately reflected in the Moodle gradebook.

The following grade scale in BSC Program Handbook will be used for this course:

90%-100%	A
80%-89.9%	B
70%-79.9%	C
60%-69.9%	D
0-59.9%	F*

**Attendance/Makeup:**

To be successful in this class you will need to do the following

1. Read directions carefully.
2. Communicate with your instructor in a timely manner.
  - a. If there is a conflict, email the instructor **before** the due date, not after
3. Read the chapters in the textbook.
4. View the PowerPoints.
5. Organize your schedule and complete assignments in a timely manner.
  - a. Most of the assignments and tests on Moodle are set up to give you immediate feedback after you submit the test/assignment. This will let you know questions that you answered incorrectly.
  - b. Assignments are opened on Monday mornings and you are generally given one week (midnight the following Sunday) to complete assignments.
  - c. If you will not be able to complete the assignments by the due date, you need to contact the instructor **BEFORE** due date to request an extension, not after the fact. Late assignments will not be accepted without proper communication.
6. Correct spelling – this is medical terminology, you must use the correct spelling to receive credit for your work.
7. Study – this course is built around medical terminology, it requires a lot of memorization.
  - a. If you don't read the material, complete the assignments and study it is difficult to receive a good grade in this online class.

**Institutional Syllabus:** The Institutional Syllabus provides additional information related to courses at Bismarck State College. The Institutional Syllabus can be found at

<https://bismarckstate.edu/uploads/33/InstitutionalSyllabus.pdf>

**Course Outline** (*Subject to change*):

	<b>BPS</b>	<b>Chapters/Tests</b>
1	August 21-23	Introduction Assignments <i>1<sup>st</sup> Day of class, Fall Semester – Wednesday, August 21</i>
2	August 26-30	Chapter 1: Word Building Rules
3	September 2-6	Chapter 2: Prefixes <i>No Class, Labor Day – Monday, September 2</i>
4	September 9-13	Chapter 3: Suffixes <b>Chapter 2 Test</b>
5	September 16-20	Chapter 4: Whole Word Terminology <b>Chapter 3 Test</b>
6	September 23-27	Chapter 5: The Integumentary System <b>Chapter 4 Test</b> <i>No Class, Staff Development Day – Monday, September 23</i>
7	Sept. 30-Oct. 4	Chapter 6: The Skeletal System
8	October 7-11	Skeletal System Pathology report <b>Chapter 5 Test</b>
9	October 14-18	<b>Off Week (unless student has missing assignments)</b> <i>No Class, Teachers Convention – Thu, Oct. 17 &amp; Fri, Oct. 18</i>
10	October 21-25	Chapter 7: Muscles and Joints <b>Chapter 6 Test</b>
11	Oct. 28-Nov. 1	Chapter 8: The Nervous System Nervous System Pathology report
12	November 4-8	<b>Chapter 7 Test</b> <i>No Class, P-T Conference Day – Friday, November 8</i>
13	November 11-15	Chapter 9: The Blood and Lymphatic Systems <b>Chapter 8 Test</b> <i>No Class, Veterans Day – Friday, November 10</i>
14	November 18-22	Chapter 10: The Cardiovascular System Cardiovascular System Pathology report
15	November 25-29	<b>Chapter 9 Test</b> <i>No Class, Thanksgiving Break – Thu, Nov. 28 &amp; Fri, Nov. 29</i>
16	December 2-6	Chapter 11: The Respiratory System <b>Chapter 10 Test</b>
17	December 9-13	Chapter 12: The Digestive System <b>Chapter 11 Test</b>
18	December 16-20	<b>Chapter 12 Test</b> <b>Final Exam review</b>
	Dec. 23-Jan. 1	<i>No Class, Christmas Break</i>
19	January 2-3	<b>Comprehensive Final Exam: Chapters 1-12</b>
20	January 6-10	<i>No Class, Christmas Break – Monday, January 1</i> <i>End of Fall Semester – Friday, January 10</i>