

Idaho State University
Early College Program
HCA 2210 Medical Terminology

Medical Terminology
Semester:

Insert Semester & Year

Important Deadlines for 2025-2026 School Year:

Registration Deadline =

Insert Registration Deadline

Drop Deadline =

Insert Drop Deadline

Withdraw Deadline =

Insert Withdraw Deadline

Instructor:

Insert Instructor Name

Office/Room:

Insert Google Meets Classroom Link

Office Hours:

Insert Office Hours

Phone:

Insert Phone Number

Email:

Insert Email Address

Dual Credit Medical Terminology (ISU-HCA2210)

***This is a dual credit course. There are two separate registration processes for this course: an IDLA registration & the college registration. This means that you can receive both college credit and high school credit on 2 separate transcripts if you complete registration with the university or college. You must use the College Registration information found in this syllabus and register*

through the college separately. This syllabus includes policies for both Idaho Digital Learning Alliance and the cooperating university. Please be sure to review the entire syllabus.

Required Textbooks and Resources:

All materials will be available online.

Suggested textbooks that enhance the course materials:

- Medical Terminology Systems (8th edition), B. Gylys, M. Wedding, (Publisher FA Davis).
- Medical Language Lab for Medical Terminology Systems, (8th edition), B. Gylys, (Publisher FA Davis).

Course Description:

The Medical Terminology and Communication Course will cover medical terminology and vocabulary basic to all areas of medical science, hospital services, allied health specialties and develop skills in correct written and oral usage of medical terms. This CTE course is designed to introduce the student to the fundamentals of medical terminology. It includes word structure of basic medical, surgical, and diagnostic terms and procedures, body parts and organs, selected medical specialties, and commonly used medical abbreviations. Students will learn about the following systems: integumentary, digestive, respiratory, cardiovascular, blood, lymphatic, immune, musculoskeletal, urinary, reproductive, endocrine, and nervous. Students will gain an understanding of the functions of each system, analyze related terms, identify abnormal conditions, describe relevant laboratory tests and treatments and apply their new knowledge to understanding medical terms in their proper contexts, such as medical reports and records. This is a very self-directed, fast-paced class for online students, which will provide you with the tools necessary to read, speak, and understand the language of medicine in order to effectively communicate in a medical facility.

This dual credit course includes required learning objectives established by the partner college. Instruction covers human biology, development, and reproduction, consistent with Idaho Code §33-1609, §33-1611A, and §33-1637. Because these objectives are required for college credit, students may not opt out of this content. Parents who do not wish their student to participate in instruction on these topics should not register the student for this dual credit course. An alternate high school course option will be available.

Course Objectives:

At the end of this course, students should be able to:

- identify the four-word elements used to build medical words.
- divide medical words into their component parts.
- apply the basic rules to define and build medical words.
- identify and define surgical, diagnostic, pathological, adjective, noun, diminutive, and plural suffixes.
- recognize and define prefixes of position, number, measurement, and direction.
- define common prefixes and suffixes used in medical terminology.
- use combining forms, prefixes, suffixes, and word elements to change the meaning of medical roots and create appropriate medical terms.
- recognize and use appropriate medical word and phrase abbreviations.
- recognize, pronounce, spell, and build words related to body structure and each body system.
- identify and define body planes, cavities, quadrants, and regions of the body.
- list and identify terms related to direction, position, and planes of the body.

- be able to identify and describe the functional relationship between body systems.
- locate the major organs and/or structures of each body system and describe their function.
- describe diseases, conditions, and procedures related to each body system.
- explain pharmacology associated with the treatment of disorders within each body system.
- use medical terminology pertaining to the anatomy and physiology of the more complex systems of the human body.

Unit Agenda

Unit Titles:

Unit 1: Basic Elements of a Medical Word

Unit 2: Body Structure and the Integumentary System

Unit 3: The Digestive and Respiratory Systems

Unit 4: The Cardiovascular, Blood, Lymphatic, and Immune Systems

Unit 5: The Musculoskeletal and Urinary Systems

Unit 6: The Reproductive System

Unit 7: The Endocrine and Nervous Systems

Unit 8: The Special Senses

Course Map & Standards Alignment

COURSE UNIT SCHEDULE

Week of	Topic	Due Dates
Enter Weeks	<ul style="list-style-type: none"> ▪ Unit 1: Basic Elements of a Medical Word 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> ▪ Unit 2: Body Structure and the Integumentary System 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> ▪ Unit 3: The Digestive and Respiratory Systems. 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> ▪ Unit 4: The Cardiovascular, Blood, Lymphatic, and Immune Systems. 	Enter Dates

Week of	Topic	Due Dates
Enter Weeks	<ul style="list-style-type: none"> Midterm Grade Cumulative Assessment Units 1-4. Break Week 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> Unit 5: The Musculoskeletal and Urinary Systems 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> Unit 6: The Reproductive System 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> Break Week 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> Unit 7: The Endocrine and Nervous Systems 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> Unit 8: The Special Senses 	Enter Dates
Enter Weeks	<ul style="list-style-type: none"> FINAL CUMULATIVE EXAMINATION 	Enter Dates

Course Expectations

1. The learners will engage in an interactive online program that ensures that the students will master the language of medicine.

2. Through advanced levels of proficiency (exams, assignments, practical pronunciation and writing labs), the students will become confident language writers and speakers.
3. The students in the course will be completing lab/practice activities inside of the Medical Language Lab tool that accompanies the eBook.
4. Learners will apply medical terminology to the study of the human body and related diseases.
5. Learners will describe the basic anatomy and physiology of each of the human body systems.
6. Learners will identify and describe the major diseases that affect the different body systems and their diagnosis and treatment.
7. Learners will identify and describe the major diseases that affect the different body systems and their diagnosis and treatment.
8. Learners will be able to spell & pronounce medical terms correctly.
9. Learners will categorize medical terms as diagnostic, anatomical, surgical, radiological, or therapeutic.

Hourly Expectation per Week

Students should plan on working 7–10 hours per week for a 16-week course and 10–15 hours per week for a 12-week course, in addition to live sessions (if applicable). This time includes reading, assignments, discussions, studying for assessments, and project work. Some students may need more time, and some may need less time each week. Please make sure that you are using the amount of time that is right for you to be successful in this class. Maintaining a consistent schedule and following the pacing guide are key to success.

Feedback

Regular class assignments are graded within 72 hours (3 days). Longer course assignments, projects, course papers, and extended narratives may be graded within 96 hours (4 days). Students are encouraged to check their grades weekly to ensure accuracy. Keep copies of all your assignments, as these may be necessary to resolve grading discrepancies.

Course Requirements and Assessments

If a student enrolled in an IDLA Dual Credit course opts out of any college-required curriculum content, the student will not be permitted to continue in the Dual Credit course, as they would no longer meet the college's curriculum requirements.

Assignments	30%
Quizzes	10%
Discussion Boards	10%
Unit Tests	30%

Final Exam	20%
Total	100%

Tests and Final Exam

1. **Tests** will consist of information gathered from: assigned reading material, videos, unit assignments and discussion. There will be a test at the end of each unit and a Midterm test over the first 4 Units. The final will be comprehensive over the 8 units of the course.
2. **Unit Tests & Quizzes** are worth 80% of the total course grade.
3. **Final Examination** is required for course completion. The final is worth 20% of the total course grade.
4. **The Final Examination** must be taken during finals week. Failure to schedule and complete the final will result in a grade of zero on the final and a total course grade of 10%.

Assignments:

1. Assignments are to be turned in at the designated assignment time during each unit.
2. Assignments are worth 80% of the total course grade.

Late Assignments:

IDLA requires instructors to accept late work for at least 50% of the original value. Many assignments may be resubmitted for an improved grade, but specific guidelines and deadlines are posted in the course Start Here section. Students are encouraged to contact their instructor if they have questions about late work submission or feedback timelines.

ISU Grading Scale:

For undergraduate courses, the College of Education grade scale is based on a percentage of total possible points, as follows:

A = 94 – 100	C = 74 – 76.99
A- = 90 – 93.99	
B+ = 87 – 89.99	C- = 70 – 73.99
B = 84 – 86.99	D+ = 67 – 69.99
B- = 80 – 83.99	D = 64 – 66.99
C+ = 77 – 79.99	F = Below 63.99

Student Code of Conduct: All Idaho State University students, including Early College students are held to the Student Code of Conduct including academic dishonesty, cheating and plagiarism. Definitions can be found in the Student Code of Conduct Handbook:

<https://www.isu.edu/deanofstudents/student-conduct/>

Reasonable Accommodations for Students with Disabilities: If you have a disability or think you have a disability (physical, learning, hearing, visual or psychiatric) which may need a reasonable accommodation, please contact the Disability Services Office located in the Rendezvous Building Room 125, 282-3599 and in Idaho Falls in the Bennion Student Union, Room 223.

Evaluation of Course and Instructor: At the end of the course, evaluations will be given to students for feedback on the course and instructor.

Prerequisites (required prerequisites):

None

Compatibility:

This course is Chromebook compatible.

Technical Skills Required for Course Activities:

Create files with a word processor.
Save, download, and attach files to submit assignments.
Work in multiple tabs within an Internet browser.
Enable Flash within an Internet browser.
Other technical skills will be taught within the course.

Accessibility and Assistive Technology:

The Resources tab in your class includes information about assistive technology. This can be accessed by going to the Resources tab at the top of your navigation bar and choosing 'Group'. Then choose "Idaho Digital Learning" under the School Resources.

IDLA Technical Support:

The Resources tab in your class also provides information about how to access technical support and is found under the same Resources tab as the Accessibility and Assistive Technology.

Phone: 1-800-927-8158, option # 3

Email Address: support@idla.org

Office Hours: 7:00 a.m. to 6:00 p.m. (MST) Monday through Friday

Other Policies:

Visit the [Parent/Student Resources website](#) to obtain information about other policies such as fees, drop deadlines, how to enroll, how grades will be reported, and how to set up your proctored final exam.

Ownership of Materials:

All ownership, copyrights, trademarks, and other rights in Idaho Digital Learning courses shall remain with Idaho Digital Learning. Except as expressly authorized, students and schools using Idaho Digital Learning courses do not have the right to sell, transfer, license or distribute Idaho Digital Learning courses in any other format, context, manner, or means or for any other purpose not specifically authorized without Idaho Digital Learning's prior written consent. All rights not expressly granted to the user are reserved to Idaho Digital Learning.

College Information

ISU Dual Credit Registration:

Idaho State University offers this course for 2 credits, **HCA 2210, Medical Terminology**.

Registration Deadline =

Insert Registration Deadline

Drop Deadline =

Insert Drop Deadline

Withdraw Deadline =

Insert Withdraw Deadline

This is a semester long course, and the student must successfully complete the class to earn credit. Each credit will cost \$75. Students can apply for Advanced Opportunities, fast forward funding to receive funding for this dual credit course.

More information about ISU'S dual credit program is available at:

<https://www.isu.edu/ecp/>

Idaho State University (ISU) Academic Integrity and Dishonesty:

- 1) Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.
- 2) Academic dishonesty includes, but is not limited to, cheating and plagiarism.
- 3) This policy applies to all forms of university educational activities, including but not limited to, classroom, lab and online formats.
- 4) Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course.

The official Idaho State University Can be found at the following website:

http://coursecat.isu.edu/undergraduate/academic_integrity_and_dishonesty_policy/

ISU Student Support Services:

ISU offers students multiple types of support, including but not limited to: diversity; equal opportunity/affirmative action; health services; gender resources; counseling; veteran services; safety; TRIO access and opportunity programs; and general student affairs. Visit <http://coursecat.isu.edu/aboutisu/studentservices/> for a list of services and contact information.

ISU Withdrawal policy:

Standard ISU policy will be followed on withdrawal dates for this course. Exceptions are made in extreme circumstances for hardship reasons, including medical issues. See the policy at <https://www.isu.edu/registrar/complete-withdrawal/#d.en.14432> and the current academic calendar at <https://www.isu.edu/registrar/calendars/academic-calendar/> for detailed information and specific withdrawal date deadlines.

