

## Medical Terminology



### Syllabus

*Here at WCTC all students are empowered to achieve their goals in an inclusive and welcoming environment where they are proactively engaged and equitably supported.*

### What do I need to know about my course?

| Course Number and Section | CRN   | Credits | Hours | Semester | Year |
|---------------------------|-------|---------|-------|----------|------|
| 501-301-10089             | 10089 | 3       | 96    | Fall     | 2025 |

|                         |   |
|-------------------------|---|
| Offering Format:        | Online with optional face to face meetings<br>Optional meeting – Monday, Aug 25 and Sept 8  |
| Course Description:     | This course focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis is on spelling, definition, and pronunciation. An introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology, is covered. |
| Prerequisites:          | None  |
| Textbook(s):            | Dancs, N.L. (2023) <i>Medical Terminology</i> [etextbook version 3]<br>Skyepack ISBN: 978-0-9981090-1-5<br>It is incorporated within your course site.  |
| Other Course Materials: | Notecards (can be cut in half) are helpful for this course.   |

### Who is my instructor?

| Name            | Email                  |
|-----------------|------------------------|
| Jessica Nielsen | nielsje@masd.k12.wi.us |

|                                 |  |
|---------------------------------|--|
| Preferred Communication Method: | Email  |
| Expectations for Response Time: | Your instructor will attempt to respond to your communications and inquiries within 48 hours. Please expect longer reply times over weekends and fall break. |
| Office Hours:                   | by appointment   |

### What will I learn in this course?

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Once completed with this course, you should be able to:

- Apply the rules of medical language.
- Identify medical terms related to the body as a whole.
- Interpret medical terms related to the integumentary system.
- Interpret medical terms related to the respiratory system.
- Interpret medical terms related to the urinary system.
- Interpret medical terms related to the male reproductive system.
- Interpret medical terms related to the female reproductive system.
- Interpret medical terms related to obstetrics and neonatology.
- Interpret medical terms related to the cardiovascular system.
- Interpret medical terms related to the lymph and immune systems.
- Interpret medical terms related to the blood.
- Interpret medical terms related to the digestive system.
- Interpret medical terms related to the sensory system.
- Interpret medical terms related to the musculoskeletal system.
- Interpret medical terms related to the nervous system.
- Interpret medical terms related to the endocrine system.

## What Critical Life Skills will be addressed in this course?

Waukesha County Technical College strives to help students reach their full academic and career potential. Four critical life skills are purposefully integrated into campus activities and coursework. These critical life skills are:

- **Communication** - students demonstrate appropriate communication.
- **Critical Thinking/Problem Solving** - students demonstrate critical thinking skills to analyze situations and solve problems.
- **Relationship** - students demonstrate effective interpersonal skills.
- **Self-Management** - students demonstrate responsible and respectful behavior.

In this course, we will introduce all the critical life skills and incorporate them throughout the course.

## What Program Outcomes will be addressed in this course?

General health education courses, such as this one, are designed to develop and instill competencies vital to the program outcomes students must master prior to graduation.

## What technology and technology skills do I need in this course?

### Required Technology

Students taking Medical Terminology will need basic computing skills, which are sending and receiving emails, accessing unit materials and assignments (including videos) through Canvas/Internet, word processing, printing, and uploading documents. Assistance is available through the Student Enrichment Center.

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This course can be tested remotely using Respondus LockDown browser and webcam. This works on PCs, Macs, and iPads but does not function on Chromebooks. You must have webcam capabilities to take the tests. The testing center is also available for testing.

**Downloads, resources and apps:** Links for publisher resources and computer downloads included for programs, plugins, etc. that may be needed for this course are located below. Be sure you have each of the plugins downloaded onto your computer to meet the course requirements.

- [Skyepack](#) – Skyepack is the publisher of your textbook for this course. It is an etextbook and can be accessed on mobile devices as well.
- [Quizlet](#) - Quizlet is a great tool for learning. You can use an app on the phone or tablet or use your computer to access the site. You will find flashcards, learning tools and self-testing tools to ensure you know the information. This is the link to the class page. You will also find individual decks are linked within each unit as well. You can choose to download the app on your phone and make learning mobile for this course. [Quizlet Privacy Policy](#)
- [Java](#) - This software is a free download needed to use the games (practice activities) for each chapter. [Java by Oracle Privacy Statement](#)
- [Adobe Reader](#) - This is a free download so you can access the lists (word parts, abbreviations, and terms) for each chapter. [Adobe Reader Privacy Policy](#)
- [Grammarly](#) - Grammarly is a Chrome extension which means it is downloaded and works when you are using Google Chrome as your browser. Grammarly automatically checks everything you write while on the web. This means it checks for grammar and spelling anytime you are writing an email or writing on Canvas. You can also choose to have your Microsoft Office documents checked as well. It is a free app for Google Chrome.
- Web Browsers – Canvas periodically will have issues with certain browsers so being prepared with options is a good idea.
- [Google Chrome](#) - [Google Chrome Privacy Statement](#)
- [Mozilla Firefox](#)- [Mozilla Firefox Privacy Statement](#)
- [Internet Explorer](#) - [Internet Explorer Privacy Statement](#)

For additional tech support, students should contact the Student Help desk at 262-691-5555.

See **\*\*Start Here\*\*** for full technology expectations, privacy practices, and accessibility policies.

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### Accessibility Policies

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that protects your educational records. To learn more about how WCTC protects your FERPA privacy rights, visit [click on the title of this item](#).

You are also encouraged to review the policy policies for other tools you may use during this course, including but not limited to the browsers:

[Google Chrome](#)

[Internet Explorer and other Microsoft products](#)

[Mozilla Firefox](#)

[Safari and other Apple products](#)

[Quia.com](#)

When clicked, the web links included in this course will typically open in a new window so that you will not lose track of your place from within the course in Canvas. To ensure you can view the websites in a new window, please do not block pop-up windows from within Canvas. If you have any questions about enabling pop-up windows, call **WCTC Service Desk** at (262) 691-5555.

### Required Technology-Related Skills

***Prerequisite knowledge in discipline:*** None required.

***Technology Requirements:*** This course is online and will require students to do assignments due Monday-Friday online. A reliable high-speed internet connection is needed to access and complete online assignments. Some of the assignments require audio and will require access to speakers or headphones to hear the terms. The textbook is an e-textbook and will require access to a computer and internet connection. You will also need to use a computer (Window or los) or an iPad for testing with a webcam. Phones and Chromebooks do not work with the testing software.

***Minimum Technical Skills:*** Students should be able to access and utilize the Canvas course site and should be able to utilize their WCTC student e-mail account during this course. Students will be expected to utilize discussion boards, online assignments and quizzes and word processing software. They will also be expected to use online games and learning objects to be successful in this course.

### How can I get help with technology?

Students needing technical assistance may contact the WCTC Service Desk at 262-691-5555 or via email at [servicedesk@wctc.edu](mailto:servicedesk@wctc.edu). Additional technology support information is available online at [Technology Resources](#)

## How will I be graded in this course?

### What Assignments will be used to calculate my grade?

Letter grading is based on the WCTC protocol indicated in the student handbook. The following is a percentage breakdown of course requirements upon which you will be graded.

|                              |       |
|------------------------------|-------|
| Assignments                  | - 25% |
| Review Assignments           | - 10% |
| Tests (7 at 200 points each) | - 65% |

Your grades are recorded on Canvas. You may keep your own record of your grades on tests and quizzes if you would like.

### What letter grade will I receive?

Please be aware that for this course to count toward an Allied Health program, a minimum grade of C is required. A grade of C- does not meet the required standard for Health Programs. There is no rounding of averages at the end of the semester. The standard WCTC grading scale will be followed:

|    |             |    |             |
|----|-------------|----|-------------|
| A  | 93.00-100   | C  | 73.00-76.99 |
| A- | 90.00-92.99 | C- | 70.00-72.99 |
| B+ | 87.00-89.99 | D+ | 67.00-69.99 |
| B  | 83.00-86.99 | D  | 63.00-66.99 |
| B- | 80.00-82.99 | D- | 60.00-62.99 |
| C+ | 77.00-79.99 | F  | Below 60.00 |

**You must complete all the tests in the course to receive a passing grade.**

### When can I expect feedback on my assignments?

You will typically receive instructor feedback on assessed activities submitted for grading within 3 days of the respective assessment's due date. Feedback can be delayed in the case of a unique or unforeseen circumstance. An instructor may also indicate a longer period of time for feedback for a specific assignment.

### What type of assessments are required for this course?

Assessment in this course is multilayered. The assignments are all done online. The tests are either taken at the testing center on campus or remotely with

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Respondus Lockdown browser and a webcam.

### Tests

Tests consist of multiple-choice questions, dictation, abbreviation short answer, build-a word, definition short answer questions, medical case editing, and fill in the blank medical scenarios. They consist of 75-100 questions.

You need to achieve 160 out of 200 points to meet competence in this course on a test to move forward with the modules. If you are unsuccessful in your first (or second) attempt, you can earn additional attempts (maximum of 3 total attempts) by defining each of the terms you got incorrect on your previous attempt and submitting to your instructor. Your highest grade will count.

If you have achieved competency (160 out of 200) and wish to improve your grade, you may request additional attempts (maximum of 3 attempts) by messaging your instructor on Canvas messaging.

### Assignments

- ***Assignments/Quizzes - Word Part, Terms Built from word parts, Terms not built from word parts and Abbreviation Assignments*** – These assignments include dictation, multiple choice, and fill-in-the-blank type questions. You can complete these assignments multiple times without penalty. These assignments are pulled from a pool of questions so each time you access it you will receive different questions. Your highest grade is recorded. You are encouraged to use them as study tools as well. Spacing and self-testing are effective learning methods and should be applied to your study plan. Your highest grade earned is the one that will count.
- You need to achieve 90% on the assignments to move forward in the course. Each of the assignments can be done multiple times without penalty. Students frequently find the assignments are great study tools and will complete them many times even after achieving a good grade to ensure they know the material well.
- ***Review Assignments – Review Scenarios and SOAP Note*** - These are assignments located in the review module before each test. There is one attempt to complete each of these assignments. In the Review Scenario assignment, you are given a medical SOAP note with blanks that you will need to fill in using the pool of terms given to you. In the SOAP Note assignment, you are given a medical SOAP note and will need to answer questions related to the note regarding application of terms and how they are used in the medical world as well as your comprehension of reading medical notation.
- Spelling counts in this course. If you have had previous challenges with spelling be sure to seek assistance early in the course to be successful. Writing terms

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multiple times is a key to learning spelling.

### When are the assignments due?

- Assignments are all due before the module tests. It is vital to complete these assignments in time to ensure the test is unlocked on test day!

## What course policies do I need to know?

### Attendance: What does online attendance mean?

Importance of class attendance: Class attendance online contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences from the online or lapses in doing online work may jeopardize your grades or even your ability to continue in this course.

### Withdrawing: What do I need to do if I want to withdraw?

If you withdraw from the course, it is expected that you will notify your instructor so that grading and attendance records can be accurately completed. It is the student's responsibility to withdraw from a course. The withdrawal date for this semester is November 14, 2025. After this date, withdrawal is no longer an option, and a grade must be given including any 0 grades assigned for missed work/tests. This will result in a final grade of 'F'. Failure to complete every test will result in a grade of 'F'. It is the student's responsibility to withdraw. It is highly recommended you meet with your advisor prior to withdrawing from a course as withdrawing may impact on program progression and/or financial aid.

### Academic Progress: How do I track my progress?

Students always have access to their test grades and course averages by selecting "My Grades" on the left side of the Canvas home page. Please contact your instructor with questions or concerns you have about the course, your progress, study strategies or grades.

Written documentation by e-mail/Canvas messaging will be provided to students having difficulty in this course, including academic concerns, participation issues, or behavior in class/testing or falling significantly behind in course work. It is the student's responsibility to participate with their instructor in the formulation of a plan of action to address the identified concerns. Students are also responsible for keeping the instructor informed regarding their progress as the action plan is implemented. The intent of the instructor is to assist students to achieve their goals. The ultimate goal is usually successful course completion.

Please contact your instructor with any questions or concerns that you have about the course, your progress, study strategies or grades. Using Canvas messaging is recommended.



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### Learning Environment Etiquette: What expectations are there for classroom/online behavior?

A positive and welcoming learning environment is important for all learners. WCTC maintains a [Student Code of Conduct](#) that governs student behavior and activities across all WCTC courses and delivery formats (face to face, online, hybrid, Zoom, etc.). Use the link above to review Student Code of Conduct to learn more about those expectations. Additional policies related to course conduct and behaviors are as follows:

#### **AI Usage Not Allowed**

The use of AI tools for homework assignments in this class is not allowed. This is because it is important for you to develop and demonstrate the skills you are learning in this course. Relying on AI for foundational knowledge can prevent you from building the critical thinking and problem-solving skills you will need in the future. Homework is designed to give you hands-on practice and help master the basics, which is best achieved through your own effort.

Guidelines for mutual respect - This course is designed for collaboration rather than competition. That means that each member of the class supports the others in their efforts to succeed. Be sure to come to each class prepared to:

1. Listen with respect.
2. Speak with respect.
3. Contribute actively to the work of your team/class.
4. Off-task behavior distracts others from their work and cannot be tolerated. Please be considerate of your classmates.
5. Work hard.

### Other Policies: What else do I need to know?

#### Academic Dishonesty

Academic honesty is important to the learning organization's purpose of helping learners to develop critical, independent thinking skills and habits. Cheating and other forms of academic dishonesty run counter to this purpose and violate ethical and intellectual principles; they are therefore subject to penalties. For purposes of this course, we will define academic dishonesty as:

##### *Plagiarism:*

Presentation of work that originates from another unacknowledged source as one's own. Presenting someone else's (including using AI) ideas, argument, or information verbatim (or close to verbatim) without acknowledgement of the source in assessments, papers, or discussions, constitutes plagiarism.

##### *Cheating:*

- a) Giving, receiving, or using, or attempting to give, obtain, or use, unauthorized information or assistance during an assessment or an examination.
- b) Copying from another learner's work
- c) Allowing another learner to copy from your work.
- d) Obtaining or conveying, or attempting to obtain or convey, unauthorized



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information about an assessment or examination questions.

- e) Giving or receiving assistance on an essay or assignment that goes beyond that specifically allowed by the instructor (this includes buying and selling, or attempt to buy or sell essays and/or research assistance relating to course assignments)
  - f) Using resource materials or information to complete an assessment without permission from your instructor. This includes using any AI source.
  - g) Collaborating on an assessment (graded assignment or test) without permission from the instructor
  - h) Impersonating someone else or causing or allowing oneself to be impersonated in an examination, or knowingly availing oneself of the results of impersonation.
  - i) Presenting a single piece of work in more than one course without the permission of the instructors involved
- Academic Misconduct - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects, or other artifacts that document achievement of learning outcomes.

Academic dishonesty for coursework will result in no credit for the coursework involved and may result in failure of the course.

For complete information, please refer to the WCTC student handbook on college policies.

### Attitude

A positive attitude not only affects your outlook but those around you as well. Use this semester to practice the attitude befitting of a health care worker. Ensure your attitude is one that you want to represent you and is worthy of spreading to others.

### Classroom (online) Behavior

As an instructor, it is my responsibility to facilitate learning, thus I cannot allow one person or a group to interfere with the learning process. In line with this: Individuals in the class will treat each other with respect online.

Appropriate language will be used.

Verbal abuse of another individual will not be allowed.

Language that is insulting, demeaning or offensive to another will not be tolerated and is a violation of the Code of Conduct.

### Social Networking

It is unacceptable to post any inflammatory or derogatory words and/or pictures related to your education at WCTC including faculty, clinical preceptors, support staff, physical domain, college sponsored events or the educational environment

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of Waukesha County Technical College on Facebook, Twitter, Instagram or any other social media/blog/internet site. This will be viewed as libelous and considered a violation of the student conduct and/or confidentiality policy. A student conduct incident report will be filed.

It is equally unacceptable to post any pictures, comments or reference to any patients, clinical sites and/or affiliates, employees or situations related to your clinical education. This is irrespective of the nature of the comments. This is a violation of confidentiality and federal law. It may be dealt with through the legal system.

The syllabus section of Canvas contains more information about college resources as well as studying and tips for success in this course. Please spend time exploring the resources available to you.

The College also maintains [several campus-wide policies](#) related to learning and the student experience that include:

- Academic Ethics
- Anti-Discrimination
- Accessibility and Disabilities
- Equal Opportunity
- Student Code of Conduct

Detailed descriptions of these valuable resources and policies can be found on the online [General Syllabus Information](#) page, [WCTC Student Handbook](#), [Student Code of Conduct](#), and the [Academic Ethics Code of Conduct](#). Please review this information to help you learn and succeed at WCTC.

## What dates do I need to know for my course?

See Canvas for full calendar and due dates for assignments. Assignments are due daily Monday – Friday. Tests cover two modules.

| Week | Dates | Modules   |
|------|-------|-----------|
| 1    |       | Module 1  |
| 2    |       | Module 2  |
| 3    |       | Module 3  |
| 4    |       | Module 4  |
| 5    |       | Module 5  |
| 6    |       | Module 6  |
| 7    |       | Module 7  |
| 8    |       | Module 8  |
| 9    |       | Module 9  |
| 10   |       | Module 10 |
| 11   |       | Module 11 |
| 12   |       | Module 12 |

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|    |  |           |
|----|--|-----------|
| 13 |  | Module 13 |
| 14 |  | Module 14 |
| 15 |  | Module 15 |
| 16 |  | Last test |