

HLTHS-1110 *Biomedical Terminology*

Credit Hours: 3

Clinical Hours: 0

Lecture Hours: 3

Lab Hours: 0

Repeatable for credit: No

Pre-Enrollment Criteria: Course requires Reading Placement Category One. Please see below for information regarding dual credit reading requirements.

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:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:
7:30am- 3:00pm	7:30am- 3:00pm	7:30am- 3:00pm	7:30am- 3:00pm	7:30am- 3:00pm	N/A	N/A

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.

Course Objectives

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 and 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

Methods of Evaluation

Students will be evaluated by assignments and tests. Class participation and attendance may also be a factor in evaluation.

Pre-Enrollment Criteria

Course requires Reading Placement Category One.

- ACT Composite score of 20 or higher, ACT English subscore of 18 or higher, or ACT English Language Arts (ELA) subscore of 20 or higher.
- SAT total score of 950 or higher or SAT Reading/Writing subscore of 480 or higher.
- Minimum high school cumulative, non-weighted GPA of 2.6 on a 4.0 scale, or equivalent, with a minimum of 5 semesters (3.6/5.0). (Four semester GPA is acceptable for 11th grade only).

If the student does not meet the minimum requirement, they will need to complete the Accuplacer assessment by 11/1/2026. Accuplacer can be taken at the College of DuPage testing sites. Please visit <https://cod.edu/academics/testing/locations.html> for a list of testing site locations.

Course Materials:

- *Students 1:1 School Issued device*
- Select units/lessons from *Applied Educational Systems (AES) HealthCenter21 and/or mycareertech.com* online curriculum
- Access to Google Classroom
- Internet resources as per instructor
- Notebook

Required Texts: ISBN: 9780443107795

Davi-Ellen Chabner, *The Language of Medicine, (13th Edition)* Elsevier 2024

Course Outline

Include important assignment, examination, & project deadlines; also the final exam date & time (all important dates can be found via COD's [Academic Calendar](#))

Course Methods of Instruction

Aside from evaluation based on assignments and assessments, instructional methods may include (but are not limited to):

- Mid-term October of 2026 during assigned session
- Final December of 2026 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, skills based 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.

Assignments:

Most chapters follow a consistent structure designed around the learning objectives. Each unit typically includes the following sequence:

Medical Terminology – Key terms related to the chapter are introduced and discussed.

Anatomy and Physiology – The structure and function of the body system covered in the chapter are reviewed.

Signs, Symptoms, and Vocabulary – Major signs and symptoms associated with the system, along with relevant vocabulary, are discussed.

Diagnostic Tests and Procedures – Common tests and procedures used to diagnose conditions in the system are explained.

Conditions and Diseases – Conditions related to the body system are explored.

Case Study Review – A real or hypothetical case study is analyzed to reinforce learning.

While this general pattern is followed in most units, some units may differ slightly.

Assignments are typically given every day to evaluate understanding. They range from 10–20 points, and at the teacher’s discretion, an assignment may be randomly selected and entered into the gradebook. Be sure to complete all assignments, as any could be graded.

Grade computation/Grading scale

Grading at College of DuPage is based on a scale of A/B/C/D/F. Grades can also include “I” (Incomplete) and “W” (withdrawal); see below for more info.

Also include scale & methods of evaluation

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

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.

Completing Your Work on Time

On a typical day, you will complete short assignments or projects after the lecture to check for understanding. Any work not finished by the end of class must be submitted by the end of the next class period. Assignments submitted after this deadline will receive a 10% deduction in accordance with the late work policy outlined above.

If you are absent, it is your responsibility to check Google Classroom or consult with a team leader to determine what work was missed. Missed assignments are still subject to the same expectations and deadlines. However, students are allowed one day to make up work for each day they are absent without penalty.

Absences and Tardiness

Regular attendance and punctuality are expected and are part of your professionalism grade. Absences and tardiness may result in a loss of professionalism points.

If you have an excused absence, you will be given one day per day absent to make up missed work without penalty. It is your responsibility to check Google Classroom or consult with your team leader to determine what assignments were missed. If expectations are still unclear, you must speak with me directly.

If an absence is unexcused, missed assignments from that day cannot be made up and will receive a zero. This also applies to assignments due the following class period.

Excessive **unexcused** absences (more than 5) may result in removal from dual enrollment. Excessive **excused** absences (more than 10), without legitimate cause such as documented medical issues or a death in the immediate family, may result in an attendance contract with Wilco Area Career Center and could lead to removal from dual enrollment.

For full attendance guidelines, please refer to the Wilco handbook, available online at www.wilco.k12.il.us or in print upon request.

Final Exam Date and Time

Final exams will be administered on Thursday **December 17th** and Friday **December 18th**, depending on each student's home school schedule and their last day of attendance.

Course Policies

Absence/Tardiness Policy

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. If a student is absent more than 20% of the course they will be dropped from dual enrollment.

Make-Up 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.

Late Withdrawal Policy

The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session ([access the Academic Calendar](#)) through [myACCESS](#) or in person at the Office of Student Registration Services. After the deadline, students will be required to [appeal for a late withdrawal](#) and provide appropriate documentation to the Office of Student Registration Services for all requests.

Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Late Withdrawal Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of Final Exams.

Incomplete policy

See the College Catalog, [Academic Policies and Procedures](#), and scroll down to the heading Grade of Incomplete.

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.

Participation Policies/Student Conduct

Students will follow the standards set for Wilco students as per the Wilco school handbook. The handbook can be accessed on the Wilco website www.wilco.k12.il.us or you may request a paper copy from the instructor.

College Policies

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.

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.

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 an 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 AccessAccommodations@cod.edu. Students may also initiate a request for services by going to www.cod.edu/access and clicking on the green box labeled "complete form to request 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.

Statement of Diversity and Inclusion

I am committed to creating a learning environment where diverse perspectives are recognized and valued as a source of strength. Therefore, I request all students participate in a dialogue with the instructor and fellow students in a prideful and respectful manner. This includes polite conversation and consideration of viewpoints and perspectives that are perhaps different from our own. Deviations from these, including, taunting, derogatory slurs, personal attacks, physical outbursts or aggression, and other forms of blatant disrespect towards a person's race, ethnic group, gender, physical/learning disabilities, socioeconomic status, sexual orientation, gender identity or gender expression will NOT be tolerated. I am committed to ensuring that our dialogue is open and welcoming for all students. If there is ever a point where I miss this mark, please contact me. We are all works in progress, and I am learning, as well.

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

Student Rights and Responsibilities

Students at the College of DuPage are expected to review and understand their [rights and responsibilities](#) as outlined in the Code of Student Conduct, Code of Academic Conduct, and the Student Non-academic Complaint Process.

Religious Observance

The College will reasonably accommodate the religious observances of individual students with respect to class attendance, and the scheduling of examinations and class requirements. The student should notify the instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance.

Starfish Flags and Outreach from Counselors

At the College of DuPage, we want to ensure that all of our students have the skills and resources necessary to successfully accomplish their academic goals. At times, if your faculty member is concerned about your ability to succeed in their course, they may submit a flag in our Starfish software requesting assistance from a counselor. If a counselor reaches out to you about a

Starfish flag via email, telephone, or text message, their intention is to help! After learning more about your situation and needs, they may:

Assist you in resolving challenges to your academic success
Offer advice for navigating college and classroom processes and procedures
Provide referrals and connect you with additional college resources

Mental Health and Counseling Services

All of us need a support team on campus. Many students benefit from the use of counseling services. The Counseling Services office is located in the Student Services Center (SSC)-3341. Counselors at the College of DuPage work with students to identify and address issues related to personal growth, self-confidence, anxiety, depression, eating disorders, academic difficulties and career indecision. Counseling services at the college are of no cost to students. Appointments can be in-person or virtually. If you have an urgent mental health need, student can call (630-942-3330) or walk into the student Counseling Office during open hours; after hours contact the COD Police Department at 630-942-2000

Class Cancellation and College Closure Policy

Students are responsible for checking their COD email account for notices of class cancellation.

In the event that it becomes necessary to close the campus as a whole or to cancel classes and other activities due to inclement weather, notices are sent out through the College's [COD Alerts system](#) via text, email and voicemail (sign up at). Announcements are also posted on [the College's website](#), on the exterior LED signs, [the student and employee portals](#), and on [Facebook](#) and on [X](#) (formerly Twitter).

Title IX

The College of DuPage is committed to your safety. Please be aware that all of COD's faculty members are "responsible reporters", which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence or stalking, I am required to share that information with the school's Title IX Coordinator. Although I have to make that notification, you control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

More information on Title IX and Sexual Harassment can be found on the [Dean of Students website](#).

Date Syllabus Prepared: 4/6/2026
Submitted by: Michelle Sharp
HLTHS 1110 - Biomedical Terminology

