



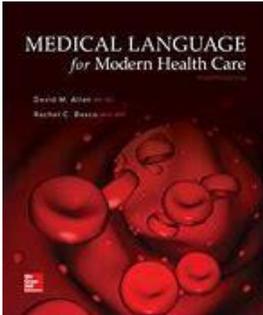
**BIOL 4012 Medical Terminology  
Fall 2019**

**Instructor:** Anthony D. Ford Hayes, MEd, PharmD, RPh  
**Section # and CRN:** P01 CRN 14025  
**Office Location:** Elmer E. O'Banion Science Building, Suite 430  
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**Office Hours:** By appointment  
**Mode of Instruction:** Face-to Face

**Course Location:** O'Banion Science – A104  
**Class Days & Times:** R Lecture: 7:00 pm – 8:50 pm  
**Catalog Description:** BIOL 4012, Medical Terminology. (2-0) Credit 2 semester hours. Emphasis is on understanding basic medical terms and learning how they are used in documenting and reporting patient care procedures. Practical applications are provided by exercise and medical record analyses in each chapter.

Biology 4012 is a **face to face** and web assisted course (traditional synchronous course that is supplemented with online content)) with a mandatory SmartBook from McGraw Hill Connect.

**Required Texts:** ELECTRONIC TEXTBOOK (SmartBook/LearnSmart):  
**Medical Language for Modern Health Care, David Allan, 4<sup>th</sup> Edition**  
**Publisher: McGraw-Hill Higher Education**  
**Connect with SmartBook/LearnSmart: ISBN10: 0077571029 | ISBN13: 9780077571023 (360 Days : \$90.00)**  
 \*\*courtesy access (free access) available for 14 days\*\*



**Students CANNOT complete the course successfully without the required electronic textbook.** Students are **required** to purchase Connect, a digital teaching and learning environment with an electronic textbook (SmartBook/LearnSmart). Connect is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know for. **The SmartBook is the only book required for this course.** The SmartBook is an adaptive reading experience designed to transform the way students read. It creates a personalized reading experience that focuses on content based on a student's understanding and evaluates students' knowledge in real time to adapt the course textbook.

If having trouble registering or accessing Connect, please contact McGraw-Hill's Customer Support for the fastest help. Live chat, email, and phone support are available almost every hour of the day.  
 Website: <https://www.mheducation.com/highered/contact.html> | Phone: (800) 331-5094 Hours (EST)  
 Sunday: 12 pm - 12 am EST  
 Monday - Thursday: 24 hours  
 Friday: 12 am - 9 pm EST  
 Saturday: 10 am - 8 pm EST

Ensure that your computer meets system requirements by going to this link:  
<http://connect.mheducation.com/connect/troubleshoot.do>

The link will check your computer's specifications against Connect's system requirements. You can update areas that are incompatible with the links or instructions provided. Once you've updated, reload this page to verify compatibility.

**Access to Learning Resources:**

PVAMU Library: phone: (936) 261-1500; web: <http://www.pvamu.edu/library/>

University Bookstore: phone: (936) 261-1990; web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

**Course Evaluation Methods**

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Examinations** – There will be two exams designed to measure scientific knowledge of presented course material and application of critical thinking, empirical and quantitative skills.

**Class assignments** are designed to supplement and reinforce course material by using critical thinking and written communication skills. Class assignments will also incorporate the analysis and interpretation of empirical and quantitative data. For group activities, students will work in small groups to demonstrate productive teamwork by exhibiting the ability to work effectively with others to support a shared goal and consider different points of view.

**Web-based Quizzes and LearnSmart modules** – regular web based activities designed to measure ability to apply critical thinking, empirical and quantitative skills to presented course material. These will consist of a combination of objectives and discussion items.

**SmartBook** – Weekly assigned readings.

**LearnSmart** assignments launch directly into the assignment chapter and are integrated with SmartBook. LearnSmart is an adaptive learning tool that maximizes productivity and identifies the most important learning objectives for each student to master at a given point in time.

**Major Course Requirements**

**Method of Determining Final Course Grade**

Course Grade Requirement	Value	Total
1) Exams	20%	200
2) Quizzes/Case Studies	20%	200
3) LearnSmart Assignments	60%	600
<b>Total:</b>	<b>100%</b>	<b>1000 pts</b>

**Grading Criteria and Conversion**

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 – 60

**Detailed Description of Major Assignments**

Assignment Title	Description
	Exam 1 (Midterm)
	Exam 2 (Final)

**Student Learning Outcomes:**

*Program Learning Outcome # Alignment: Knowledge of #1) the chemical basis of life, #2) the central concepts of genetics; #3) cell biology; #4) organismal biology; and #5) scientific communication*

*Core Curriculum Outcome Alignment: Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork*

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• <u>Use</u> a computer to complete this computer assisted course.</li> <li>• <u>Spell and Define</u> flashcard prefixes, suffixes, and stem words.</li> <li>• <u>Identify and explain</u> the function of specific word parts.</li> <li>• <u>Describe</u> how medical compound terms (words) are constructed.</li> <li>• <u>Build</u> compound terms using multiple word parts in a combining form.</li> <li>• <u>Fracture and Analyze</u> key compound medical terms found on the Word Part</li> <li>• <u>Define</u> key compound medical terms found on the flashcards,               <ol style="list-style-type: none"> <li>a) both Literally and Actually.</li> </ol> </li> <li>• <u>Spell and Define</u> medical equipment, treatment, disease, and diagnosis</li> </ul>	#1-#4	Critical Thinking
<b>2</b>	<ul style="list-style-type: none"> <li>• Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures.</li> </ul>	#5	Critical Thinking
<b>3</b>	<ul style="list-style-type: none"> <li>• Demonstrate a critical understanding of all important physiological processes of the body systems relative to modern health care</li> </ul>	#5	Critical Thinking
<b>4</b>	<ul style="list-style-type: none"> <li>• Interpret and understand medical course content, literature, records, and research.</li> <li>• Interpret and understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.</li> </ul>	#1-#4	Critical Thinking
<b>5</b>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to effectively communicate the fundamentals of medical terminology</li> <li>• Perform oral and written communication of biomedical terms relative to modern health care.</li> </ul>	#5	
<b>6</b>	<ul style="list-style-type: none"> <li>• Analyze and interpret empirical and quantitative biological data related to medical terminology</li> </ul>	#5	Empirical and Quantitative Skills
<b>7</b>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to engage in productive teamwork.</li> <li>• Collaboratively work through medical case studies.</li> </ul>	#5	Teamwork

## **Student Support and Success**

### **John B. Coleman Library**

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

### **Center for Academic Support**

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

### **COMPASS**

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library.

### **Writing Center**

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121.

## **University Rules and Procedures**

### **Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

### **Academic misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

### **Forms of academic dishonesty:**

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

**Nonacademic misconduct (See Student Handbook)**

The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either: (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**Sexual misconduct (See Student Handbook)**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the University community violating this policy will be subject to disciplinary action.

**Attendance Policy**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**Disability statement (See Student Handbook)**

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## **TECHNICAL CONSIDERATIONS**

**Minimum Recommended Hardware and Software**

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

**Note:** Be sure to enable Java & pop-ups

**Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

**Technical Support**

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283.

**Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.