



**BIOL 4012 Medical Terminology  
Spring 2019**

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**Section # and CRN:** P01 CRN 28248  
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**Office Hours:** TR 4:00 pm – 5:00 pm; Sa 9:00 am – 9:50 am; and/or by appointment  
**Mode of Instruction:** Face-to Face

**Course Location:** O'Banion Science – 103  
**Class Days & Times:** TR Lecture: 7:00 pm – 7:50 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	60%	600
2) Quizzes	20%	200
3) LearnSmart Assignments	20%	200
<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

## Semester Calendar (Tentative – Dates and Assignments are Subject to Change)

<b>Week One</b> (01/14/19) Topic Description	Organization of Course and Scientific Concepts  T: Class Overview, Scientific Notation, and Significant Figures R: Accuracy & Precision, and Scientific Inquiry
<b>Week Two</b> (01/21/19) Topic Description	Scientific Concepts  M: Martin Luther King, Jr. Holiday – <b>No Class</b> T: Conversion Factors & Dimensional Analysis W: <b>Scientific Reasoning Quiz due via eCourses</b> R: Lab Values and Intro to Pharmacotherapy F: <b>Scientific Measurement Quizzes (1&amp;2) due via eCourses</b>
<b>Week Three</b> (01/28/19) Topic Description	Roots & Combining Forms, and Suffixes & Prefixes  M: LearnSmart Assignment Due (Roots & Combining Forms) T: Roots & Combining Forms W: LearnSmart Assignment Due (Suffixes & Prefixes) <b>12<sup>th</sup> Class Day – Last day to drop without academic record</b> R: Suffixes & Prefixes
<b>Week Four</b> (02/04/19) Topic Description	Word Analysis and Communication  T: <b>No Class</b> – LearnSmart Assignment Due (Word Analysis and Communication) R: Word Analysis and SOAP Notes
<b>Week Five</b> (02/11/19) Topic Description	The Body as a Whole, and the Digestive System  T: <b>No Class</b> – LearnSmart Assignment Due (The Body as a Whole) R: St. Valentine's Day – <b>No Class</b>
<b>Week Six</b> (02/18/19) Topic Description	The Digestive and Urinary Systems  M: LearnSmart Assignment Due (The Digestive System) T: The Digestive System W: LearnSmart Assignment Due (The Urinary System) R: The Urinary System
<b>Week Seven</b> (02/25/19) Topic Description	The Reproductive Systems  M: LearnSmart Assignment Due (The Male Reproductive System) T: The Male Reproductive System W: LearnSmart Assignment Due (The Female Reproductive System) R: The Female Reproductive System
<b>Week Eight</b> (03/04/19) Topic Description	<b>Midterm Week</b>  T: Review R: Midterm Exam

<b>Week Nine</b> (03/11/19)	<b>Spring Break</b>
Topic Description	T: <b>Spring Break</b> R: <b>Spring Break</b>
<b>Week Ten</b> (03/18/19)	The Nervous System, and Special Senses of the Eye and Ear
Topic Description	M: LearnSmart Assignment Due (The Nervous System) T: The Nervous System W: LearnSmart Assignment Due (Special Senses of the Eye and Ear) R: Special Senses of the Eye and Ear
<b>Week Eleven</b> (03/25/19)	The Cardiovascular System and Blood
Topic Description	M: LearnSmart Assignment Due (The Cardiovascular System) T: The Cardiovascular System W: LearnSmart Assignment Due (Blood) R: Blood F: <b>Last day for withdrawal from course with record ("W")</b>
<b>Week Twelve</b> (04/01/19)	The Lymphatic and Immune Systems
Topic Description	M: LearnSmart Assignment Due (The Lymphatic System) T: The Lymphatic System W: LearnSmart Assignment Due (The Immune System) R: The Immune System
<b>Week Thirteen</b> (04/08/19)	The Respiratory and Musculoskeletal Systems
Topic Description	M: LearnSmart Assignment Due (The Respiratory System) T: The Respiratory System W: LearnSmart Assignment Due (The Musculoskeletal System) R: The Musculoskeletal System
<b>Week Fourteen</b> (04/15/19)	The Integumentary and Endocrine Systems
Topic Description	M: LearnSmart Assignment Due (The Integumentary System) T: The Integumentary System W: LearnSmart Assignment Due (The Endocrine System) R: The Endocrine System
<b>Week Fifteen</b> (04/22/19)	Review
Topic Description	T: Review R: Review
<b>Week Sixteen</b> (04/29/19)	Final Exam Week
Topic Description	T: Review R: <b>Final Exam – Last Class Day</b>

## 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 employees 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.

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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.