



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

Instructor	Dr. Carla J. Whittaker
Section # and CRN	Medical Terminology – Biology 4012 – P01 (Lecture) – Mondays and Wednesdays 3:30 pm – 4:20 pm;
Office location	New Science Building 4 <sup>th</sup> floor; Office 430-AC
Office Phone	936-261-3161
Email address	cjwhittaker@pvamu.edu
Office Hours	2:00 pm – 3:20 pm MW; or by Appointment
Mode of Instruction	Face-to-Face
Course Location	New Science Building A104

**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.

**Required Texts:**

ELECTRONIC TEXTBOOK/Connect with LearnSmart (a SmartBook)

Medical Language for Modern Health Care with LearnSmart, an electronic-textbook (e-text) is a mandatory requirement. **The Connect with LearnSmart/SmartBook is the only book required for this course. 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 (LearnSmart/SmartBook). Connect is a web-based assignments 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 LearnSmart 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.

**Medical Language for Modern Health Care, 4th Edition, David M. Allan and Rachel C. Basco, 2019, The McGraw-Hill Education, New York, New York** *Electronic Textbook: Connect with*

*LearnSmart Online Access for Medical Language for Modern Health Care, 4th Edition*

*Author(s): David M. Allan and Rachel C. Basco. Publisher: McGraw-Hill Higher Education.*

*\*see eCourses for link to site and information about registration.*

**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

**Course Goals or Overview:**

<b>Goals</b>	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outline # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
1	<ul style="list-style-type: none"> <li>• Spell and define flashcard prefixes, suffixes, and stem words.</li> <li>• Identify and explain the function of specific word parts</li> <li>• Describe how medical compound terms (words) are constructed.</li> <li>• Build compound terms using multiple word parts in a combining form.</li> <li>• Fracture and Analyze key compound medical terms found on the Word Part</li> <li>• Define key compound medical terms</li> <li>• Spell and define medical equipment, treatment, disease, and diagnosis</li> </ul>	#1	Critical Thinking
2	<ul style="list-style-type: none"> <li>• Demonstrate a critical understanding of all important physiological processes of the stated systems relative to modern health care.</li> </ul>	#1 #2	Critical Thinking Communication
3	<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>	#1 #2 #3	Critical Thinking, Communication, Empirical and Quantitative Skills
4	<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 #3	Critical Thinking, Empirical and Quantitative Skills
5	<ul style="list-style-type: none"> <li>• Perform oral and written communication of biomedical terms relative to modern health care.</li> </ul>	#2 #4	Communication Teamwork
6	<ul style="list-style-type: none"> <li>• Collaboratively work through medical case studies.</li> </ul>	#4 #5	Teamwork Social Responsibility
7	<ul style="list-style-type: none"> <li>• Analyze quantitative and empirical biomedical datasets and graphs.</li> </ul>	#3	Empirical and Quantitative Skills



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

### **Course Evaluation Methods**

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

Exams – written tests designed to measure knowledge of presented course material  
Exercises – written assignments designed to supplement and reinforce course material  
Projects – web development assignments designed to measure ability to apply presented course materials.

### **Grading Matrix**

Instrument	Value (points or percentages)	Total
Lecture Exams	4 Lecture exams at 100 points	30%
Class Assignments: Learn Smart Assignments and Connect	Multiple Assignments at 100 points each	35%
Chapter Quizzes, Class Participation: Lecture Quizzes, Discussion Forums	100 points each	10%
CASE STUDY PRESENTATION	GROUP (100 POINTS)	10%
Comprehensive Final Exam	100 points	15%

#### **Grade Determination:**

A = 90 – 100 points

B = 80 – 89 points

C = 70 – 79 points

D = 60 = 69 points

F = 59 points or below

#### **Lecture Examinations (This will count 30% of your grade):**

Four major lecture exams will be given during the semester. Exams will consist of 50 to 100 multiple-choice questions and essay questions. These exams will cover information covered in the lectures. Exams may consist of multiple choice, K-type (multiple-multiple choice), matching, diagrams, fill-in-the-blank, true-false, short answer and/or essay questions.

There will be no makeup exams for a missed lecture exam, except for documented emergencies. All make-up exams must be taken within two class days upon returning to class. All make-up exams will be essay exams. Each student is responsible for the materials missed during an absence from class. Excused or unexcused absences do not release the student from obtaining the assignments that are missed during an absence. The dates of the lecture exams will be announced in class. **The lecture exams count for 30% of your grade.**



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

**On-line Class Assignments (This will count 35% of your grade).**

Students will be responsible for answering a collection of questions that may include: discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true/false, matching and essay question.

1) Connect (Web-based) Chapter Quizzes and LearnSmart Assignments – regular web based activities designed to measure ability to apply critical thinking, empirical and quantitative skills to presented course material. 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. There will be > thirty web-based activities given during the semester. These will consist of a combination of objectives and discussion items. **The web –based activities schedule (availability and due dates) will be available in the eCourses calendar.**

**Class participation: (This will count 10% of your grade).**

**Students will collaboratively engage an assigned scientific topic discussed in the course**

The following items will be used to assess the participation grade: Assignments (lecture, laboratory, online), quizzes.

**Quizzes:** During the semester, quizzes may be given in the lecture. Dates for the quizzes will be announced in class. Quizzes may be given at the beginning or end of the class. **Please arrive to class on time.** If you miss a quiz, your grade for that quiz is zero.

**The grades for class participation, lecture/on-line assignments and quizzes will count 10% of your final grade.**

**Case studies: (This will count 10% of your grade).**

Students will collaboratively engage an assigned scientific topic discussed in the course. The group is expected to do a written and oral presentation of their case study to the class on the assigned day. The report should be written in the MLA or CBE format. It must be written in your own words. Plagiarized reports will receive a grade of zero. Reports should be typed and double spaced. The topics for the papers should be approved by the instructor. The individual report is due at the beginning of class on **Wednesday, October 10, 2018. Late papers will not be accepted!**

**Comprehensive Final Exam (This will count 15% of your grade):**

A comprehensive final examination will be given at the end of each semester. The grade on the final exam will account for 15% of the student's final grade for the course. The final Exam schedule is set by the University. \*Do not schedule any activity during the final Exam period. The date of the final exam is tentatively scheduled for Friday, December 7, 2018 from 1:30 pm – 3:30 pm (Refer to the Fall 2018 Final Exam Schedule).

**Exam Policy**

Exams should be taken as scheduled. No makeup examinations will be allowed except under Documented emergencies (See Student Handbook). Each student must provide his/her own



## MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105) FALL SEMESTER – 2018

### COURSE CONTENT

Chapter 1. Roots and Combining Forms, Chapter 2. Suffixes and Prefixes, Chapter 3. Word Analysis and Communication, Chapter 4. The Body as a Whole Chapter 5. Digestive System, Chapter 6. Urinary System, Chapter 7. Male Reproductive System, Chapter 8. Reproductive System, Chapter 9. Nervous System, Chapter 10. Cardiovascular System, Chapter 11. Blood, Chapter 12. Lymphatic and Immune Systems, Chapter 13. Respiratory System, Chapter 14. Musculoskeletal System, Chapter 15. Integumentary System, Chapter 16. Special Senses of the Eye and Ear, Chapter 17. Endocrine System, Chapter 18. Mental Health, Chapter 19. Geriatrics, Chapter 20. Cancer, Chapter 21. Radiology and Nuclear Medicine, Chapter 22. Pharmacology.

### BIOL 4012 Tentative Lecture Schedule

Week	Lecture	Class assignments & Exams
1	<b>Labor Day Holiday (September 3, 2018)</b> (University Closed) Class Orientation/ Syllabus/Pre-Test	Register for Connect LearnSmart Assignments Chp 1-5 available
2	Chapter 1. Roots and Combining Forms Chapter 2. Suffixes and Prefixes Chapter 3. Word Analysis and Communication	Connect Quiz available
3	Chapter 4. The Body as a Whole Chapter 5. Digestive System	Connect Quiz available
4	Chapter 6. Urinary System Chapter 7. Male Reproductive System	Connect Quiz available
5	Case study	<b>Lecture Exam 1 (Chapter 1- 5)</b> <b>Wed., Sept. 26, 2018,</b> LearnSmart Assignments Chp 6-10 available
6	Chapter 8. Female Reproductive System Chapter 9. Nervous System	Connect Quiz available
7	Chapter 10. Cardiovascular System Chapter 11. Blood	Connect Quiz available
8	Chapter 12. Lymphatic and Immune Systems	<b>Midterm Lecture Exam 2 (Chapters 6-10);</b> <b>Wed, Oct. 17, 2018</b> LearnSmart Assignments Chp 11-16 available
9	Chapter 13. Respiratory System Chapter 14. Musculoskeletal System	Connect Quiz available



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

10	Chapter 15. Integumentary System Chapter 16. Special Senses of the Eye and Ear	Connect Quiz available
11	Chapter 17. Endocrine System Chapter 18. Mental Health	<b>Lecture Exam 3 (Chapters 11-16) Wed, November 7, 2018</b> LearnSmart Assignments Chp 16-22 available
12	Chapter 19. Geriatrics Chapter 20. Cancer	Connect Quiz available
13	Chapter 21. Radiology and Nuclear Medicine Chapter 22. Pharmacology	Connect Quiz available
14	Case Studies – Group Presentations	
15	Thanksgiving Holiday (University Closed – November 22 – 24, 2018)	
16	Case Studies – Group Presentations	<b>Lecture Exam 4 (Chapters 1 – 22) Wed., November 28, 2018</b>
17	Case Studies – Group Presentations	<b>Final Exams (Comprehensive) December 11, 2018 1:30 pm – 3:30 pm</b>

**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.





**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

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.**

**Absences on Religious Holy Days-** In accordance with Texas education Code, section 61.003, subdivision (7), student may be absent from class for the observance of a religious holy day will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of notification has been acknowledged by the instructor in writing.

"A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, section 11.20"

**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.



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

**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





**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

**Prairie View A & M Academic Calendar  
Fall 2018**

Aug 27 – Aug 31	Registration and Add/Drop Period. Tuition payment for all students who add/drop for Fall must pay by 5:00 pm on Wednesday, September 19, 2018.
Aug 27	Instruction Begins Monday
Sep 03	Labor Day Holiday (University Closed) Monday
Sep 12	12th Class Day (Census Date); Last day to withdraw from course(s) without academic record. Wednesday
Sep 13 – Nov 02	Withdrawal from course(s) with academic record ("W") Thursday - Friday
Sep 19	Tuition payment deadline is 5:00 pm for all students who late registered and add/drop for Fall semester. Wednesday
Sep 24	20 <sup>th</sup> Class Day Monday
Sep 25 – Dec 04	Submit application for Tuition Rebate for fall graduation of undergraduate candidates Tuesday - Tuesday
Oct 18 – Oct 20	Mid-Semester Examination Period Thursday through Saturday
Oct 23	Mid-Semester Grades Due Tuesday
Oct 31	Last day to apply for fall graduation (ceremony participation) Wednesday
Nov 01 – Dec 04	Apply for degree conferral only for fall graduation (no ceremony participation or name listed in program) Thursday through Tuesday
Nov 02	Last day for withdrawal from course(s) with academic record ("W") Friday
Nov 05	60% of term Monday

Nov 12 – Nov      Priority registration for continuing students for spring semester.



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)**  
**FALL SEMESTER – 2018**

16	<a href="https://www.pvamu.edu/registrar/priority-registration-schedule/">https://www.pvamu.edu/registrar/priority-registration-schedule/</a> Friday
Nov 19 – Jan 11, 2019	Pre-registration for all students for the spring semester Monday through Friday
Nov 22 – Nov 24	Thanksgiving Holidays (University closed)
Nov 26	Class resumes Monday
Dec 03 – Dec 04	Course Review Days (classes must convene and instructors will prepare students for final exams) Monday through Tuesday
Dec 04	Last day to apply for degree conferral only for fall graduation (no ceremony participation or name listed in program); Last day to submit application for Tuition Rebate for fall graduation undergraduate candidates; Last day to withdraw from the University Tuesday
Dec 04	Last Class Day Tuesday
Dec 05 – Dec 11	Final Examinations Wednesday through Tuesday
Dec 13	Final Grades due for graduation candidates by Noon Thursday
Dec 15	Fall Commencement Saturday
Dec 18	Final grades due for all other students by 11:59 pm Tuesday



**MEDICAL TERMINOLOGY - BIOLOGY 4012 (CRN: 14105)  
FALL SEMESTER – 2018**

**TENTATIVE FINAL EXAM SCHEDULE**

EXAM TIMES	Wednesday December 5	Thursday December 6	Friday December 7	Saturday December 9	Monday December 10	Tuesday December 11
8:00am– 10:00am	M-W-F 8:00 am	TU-THUR 8:00 am	M-W-F 9:00 am	SAT 8:00 am	M-W-F 10:00 am	TU-THUR 9:30 am
10:30am – 12:30pm	M-W-F 11:00 am	TU-THUR 11:00 am	M-W-F 1 2:00 pm	SAT 11:00 am	M-W-F 1:00 pm	TU-THUR 12:30 pm
1:30pm– 3:30pm	M-W-F 2:00 pm	TU-THUR 2:00 pm	M-W-F 3:00 pm	SAT 2:00 pm	M-W-F 4:00 pm	TU-THUR 3:30 pm
4:00pm– 6:00pm	M-W-F 5:00 pm	TU-THUR 5:00 pm	M-W-F 6:00 pm	COMMON EXAM	COMMON EXAM	COMMON EXAM
6:30pm– 8:30pm	COMMON EXAM	COMMON EXAM	COMMON EXAM	COMMON EXAM	COMMON EXAM	COMMON EXAM

**NOTES:**

1. All NROTC and AROTC examinations will be scheduled by the professors of NROTC and AROTC during this final exam period.
2. All HEALTH AND HUMAN PERFORMANCE practice examinations will be scheduled by the head of the Department of Health and Human Performance during this final exam period.
3. Instructors should contact the Office of the Registrar, as soon as possible at the beginning of the semester, to schedule rooms for COMMON EXAMS.
4. Final Exam schedules for 8 week sessions will follow the Academic Calendar.