BIOL 4012 Medical Terminology
Summer 2020

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Section # and CRN: Z01 CRN 32445
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Office Hours: R 4:00 pm – 6:50 pm and/or by appointment
Mode of Instruction: Online
Course Location: Online
Class Days & Times: 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.

BIOL 4012 is a web assisted course (an asynchronous course that is supplemented with online content posted to eCourses) offered via a web-based program, with a mandatory electronic textbook.

Please note that this course requires effective time management by students in order to remain on schedule. Students should plan to allocate, at a minimum, the time required for the course when offered in an on-campus/face to face setting. As a rule of thumb, it is recommended that a student spends 2 hours of study for each 1 hour in class. Therefore, for a 2.0 credit hour lecture course, a minimum of 4 hours of study per week (15-week semester) and ~ for 5-week summer semester, considerably more time is necessary.

Required Texts:
ELECTRONIC TEXTBOOK (CADAUCEUS):
Purchase Your Electronic Tutorial e-Textbook ($139.95 – LifeTime)
Purchase here: https://PVAMU.cipcourses.com/registration
Login here: https://PVAMU.cipcourses.com/login
Student Computer Technical Help (ANYTIME)
E-mail: support@cipcourses.com
Phone: Toll Free 1-866-280-2900 (8AM – 5PM EST, M – F)
https://www.cipcourses.com/contact/
FAQ: https://www.cipcourses.com/support/

Purchase Optional Textbook/Workbook ($29.95 + s/h)
Order Optional Workbook at Target copy: http://target-copy.com/shop/medical-terminology/

**Be sure to ask for the HSC 3531 Textbook/Workbook**
Note: The Textbook/Workbook contains the following:
Part I: Lectures - Table of Contents.
Part II: Key 200 pages of the 800-page Online e-Textbook.
Part V: 800 Multiple Choice Questions and Answers.

Students CANNOT complete the course successfully without the required electronic textbook.
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
Major Course Requirements

Course Evaluation Methods
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course:

Summary Reports: Students will submit weekly summary reports. A PDF (no screen shots) summary report that shows percentage (%) complete is to be uploaded via eCourses assignments each week. **Failure to submit summary reports during the allotted time/date with correct completion percentage (%) and date will result in a grade of zero for the assignment.**

Exams: There will be two exams designed to measure knowledge of presented course material and application of critical thinking, empirical and quantitative skills.

Online Class Assignments

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 Discussion Forums, 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.

Caduceus e-text and lecture assignments are launched directly into the assignment chapter and are integrated with Caduceus e-text. Caduceus activities are 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.

Web-based Quizzes and Caduceus modules are regular web-based activities designed to measure ability to apply critical thinking, empirical and quantitative skills to presented course material. There will be more than twenty 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.

Discussion forums are required for the course. These discussions are provided expressly to facilitate addressing students’ questions and to stimulate discussion involving the content covered in each lesson. Students may communicate with the instructor and with one another via the discussion forum feature in eCourses, which is an online discussion forum in which students and faculty can communicate asynchronously (i.e., at any time) via message postings. Since postings are asynchronous, others will post responses after your posts.

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Caduceus Assignments/Summary Reports</td>
<td>40%</td>
<td>400</td>
</tr>
<tr>
<td>2) Exams</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>3) eCourses Assignments/Discussion Forums</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>1000 pts</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion
A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69 – 60
F = 59 – 60

**Caduceus and eCourses assignments will not be re-opened after the due date. Students who request assignments to be re-opened after the due date will have 5 points deducted from their final course grade for each request.**
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

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
</table>
| 1 | • Use a computer to complete this computer assisted course.  
• Spell and Define flashcard prefixes, suffixes, and stem words.  
• Identify and explain the function of specific word parts.  
• Describe how medical compound terms (words) are constructed.  
• Build compound terms using multiple word parts in a combining form.  
• Fracture and Analyze key compound medical terms found on the Word Part  
• Define key compound medical terms found on the flashcards,  
  a) both Literally and Actually.  
• Spell and Define medical equipment, treatment, disease, and diagnosis | #1-#4 | Critical Thinking |
| 2 | • Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures. | #5 | Critical Thinking |
| 3 | • Demonstrate a critical understanding of all important physiological processes of the body systems relative to modern health care | #5 | Critical Thinking |
| 4 | • Interpret and understand medical course content, literature, records, and research.  
• Interpret and understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology. | #1-#4 | Critical Thinking |
| 5 | • Demonstrate the ability to effectively communicate the fundamentals of medical terminology  
• Perform oral and written communication of biomedical terms relative to modern health care. | #5 | Critical Thinking |
| 6 | • Analyze and interpret empirical and quantitative biological data related to medical terminology | #5 | Empirical and Quantitative Skills |
| 7 | • Demonstrate the ability to engage in productive teamwork.  
• Collaboratively work through medical case studies. | #5 | Teamwork |

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.
Semester Calendar (Tentative – Dates and Assignments are Subject to Change)

**Week One (05/25/20)**
Overview of Interactive Text; The Basics of Medical Terminology; Body, Diagnosis, Equipment, Instruments, and Treatment; and Integrated Medicine

- **M:** Memorial Day Holiday (University Closed)
- **T:** First Class Day; Class Overview via Zoom at 2:00 pm (CST); Chapters 1 through 4
- **W:** Chapters 1 through 4
- **R:** Chapters 1 through 4
- **F:** Final Day to Drop/Withdraw from Course without Academic Record; Chapters 1 through 4
  - Summary Report (25%) Uploaded to eCourses by 11:59 pm (CST)

**Week Two (06/01/20)**
Musculoskeletal System; Nervous System and Special Senses

- **M:** Chapters 5 through 7
  - eCourses Pre-Assessment Scientific Reasoning Assignment due by 11:59 pm (CST)
- **T:** Chapters 5 through 7
  - eCourses reading assignment: *Empagliflozin, Cardiovascular Outcomes, and Mortality in Type II Diabetes*
- **W:** Chapters 5 through 7; Zoom class meeting at 2:00 pm (CST)
- **R:** Chapters 5 through 7
  - eCourses *Prasugrel Versus Clopidogrel in Patients with Acute Coronary Syndrome* Assignment due 2:00 pm to 2:50 pm (CST)
- **F:** Chapters 5 through 7
  - Summary Report (43%) Uploaded to eCourses by 11:59 pm (CST)

**Week Three (06/08/20)**
Circulatory System; Respiratory System

- **M:** Midterm Exam due 2:00 pm to 2:50 pm (CST)
- **T:** Chapters 8 and 9
- **W:** Chapters 8 and 9
- **R:** Chapters 8 and 9
- **F:** Chapters 8 and 9
  - Summary Report (56%) Uploaded to eCourses by 11:59 pm (CST)

**Week Four (06/15/20)**
Integumentary System; Digestive System

- **M:** Final Day to Withdraw from the University for the Summer 2020 1st 5-Week Session; Chapters 10 and 11
- **T:** Chapters 10 and 11
  - eCourses Pre-Assessment Scientific Measurement #1 Assignment due by 11:59 pm (CST)
- **W:** Chapters 10 and 11; Zoom class meeting at 2:00 pm (CST)
- **R:** Chapters 10 and 11
  - eCourses Scientific Measurement Assignment #2 Assignment due 2:00 pm to 2:50 pm (CST)
- **F:** Chapters 10 and 11
  - Summary Report (68%) Uploaded to eCourses by 11:59 pm (CST)
Week Five (06/22/20)

Urinary System; Reproductive Systems and Sexually Transmitted Infections; Endocrine System; Appendix and Bibliography

M: Chapters 12 through 16  
T: Chapters 12 through 16  
W: Chapters 12 through 16  
R: Chapters 12 through 16  
F: Final Day to Withdraw from Course with Academic Record (W); Chapters 12 through 16  
  Summary Report (98%) Uploaded to eCourses by 11:59 pm (CST)

Week Six (06/29/20)

Final Exam Week

M: Last Class Day/Final Exam due 2:00 pm to 3:50 pm (CST)  
  Summary Report (100%) Uploaded to eCourses by 5:00 pm (CST)
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)
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.

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.