



## **Biology 335 – Medical Terminology Course Syllabus**



### **Course and Contact Information**

<b>Instructor:</b>	Dr. David Allard
<b>Office Location:</b>	SCIT 219A
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<b>Email:</b>	<a href="mailto:David.Allard@tamut.edu">David.Allard@tamut.edu</a>
<b>Office Hours:</b>	9 -12 Tuesdays
<b>Class Days/Time:</b>	Web-Based (Note, this course utilizes the online Caduceus Health and Medical Terminology course. Caduceus scores in the 95th percentile of online medical terminology course providers). This course has earned the Quality Matters Certification.

### **Place in the Biology Curriculum:**

This course is an upper-division elective for undergraduate biology majors. Required for admission to some professional schools in health fields.

### **Prerequisites:**

Preferably, a junior or senior biology major with several courses in biology.

### **Computer Skills Needed:**

Basic computer skills and ability to use the internet are required. Students need to know how to post in the discussion board, upload files and access internet sites.

## Web Pages:

- Course content is located at [Caduceus International Publishing](#)
- [Dr. Allard's Home Page](#)
- [Dr. Allard's Science Page on Facebook](#)

## Course Description:

This web-based courses utilizes a systems approach to the language of medicine, including the analysis and utilization of word roots, combining forms, prefixes, suffixes, and medical terms; emphasis on written and spoken medical vocabulary.

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Use the on-line medical terminology program to develop Medical & English language skills
- Spell and define prefixes, suffixes, and stem words for selected medical words
- Identify and explain the function of specific word parts
- Describe how medical compound terms (words) are constructed
- Build medical compound terms using multiple word parts in a combining form
- Fracture and analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides
- Define key compound medical terms found on the flashcards, both literally and as commonly used.
- Spell and define medical equipment, treatment, disease, and diagnostic compound terms
- Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures

## Required Text:

Sign up for BIOL 335 Medical Terminology at [Caduceus International Publishing](#). You will need a credit card to access this material.

You can purchase an **OPTIONAL** hardcopy supplement [here](http://target-copy.com/medical-terminology-undergraduate/) (<http://target-copy.com/medical-terminology-undergraduate/>).

## Course Outline:

### Course Outline:

1. Overview
2. The Basics of Medical Terminology
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
3. Body, Diagnosis, Equipment, Instruments, and Treatment
  - a. Lectures

- b. Activities
  - c. Practice
  - d. Chapter Quiz
- 4. Integrated Medicine
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 5. Musculoskeletal System
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 6. Nervous System and Special Senses
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 7. Circulatory (Cardio/vascular) System
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 8. Respiratory System
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 9. Integumentary (Skin) System
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 10. Digestive System
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 11. Urinary/Urogenital Systems
  - a. Lectures
  - b. Activities
  - c. Practice
  - d. Chapter Quiz
- 12. Reproductive Systems and Venereal Disease

- a. Chapter Quiz
- 13. Endocrine System
  - a. Chapter Quiz
- 14. Final Exam Final Examination (Comprehensive)

### Methods of Evaluation:

- Average of the Chapter Quizzes 50%
- Final Comprehensive Exam 25%
- Completion of all assignments 25%

All quizzes and the final exam are of the objective type (multiple-choice, true/false, matching or fill in the blank).

**No late work is accepted.**

### Grading Scale:

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%

### Classroom Protocol:

Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE MAP. Failure to submit online assignments between the first day of classes and the “university census date” (according to the university schedule) will result in an ADMINISTRATIVE DROP from the course. **Your first assignment is to login to the discussion board and introduce yourself. Upload a photo or video.**

**Participation Policy:** Participation in the course will include posting on the course discussion modules and interacting with other students on the discussion board.

**Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.**

### Course Etiquette:

Informal class participation is welcome. Please do not make comments that are off the subject or that impede the progress of the class.

**Disability Accommodations:**

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

**Academic Integrity:**

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

**Honor Code:**

Texas A&M University-Texarkana expects high standards that include academic honesty, personal integrity, and ethical, academic behavior of all its students. Reverence, relentless curiosity, and a willingness to participate are essential qualities of an emerging scholar, and the university encourages these qualities. A student's personal integrity, ethical behavior, and sense of honor contribute to a respectful and positive academic climate allowing all students to develop as scholars and reach their greatest academic potential. Since students are responsible for maintaining an academic climate based on trust and respect, they should report any activity threatening a climate conducive to learning to an instructor or administrator.

**Drop Policy:**

To drop this course after the census date (see semester calendar), a student must complete the Drop/Withdrawal Request Form, located on the University website or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

**A&M-Texarkana Email Address:**

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

**Student Technical Assistance**

- Solutions to common problems and FAQ's for your web-enhanced and online courses are found on the [Online Student Training](#) page on our website.

- If you cannot find your resolution there, you can submit a support request by contacting the IT HelpDesk:
  - Email: [helpdesk@tamut.edu](mailto:helpdesk@tamut.edu)
  - Phone: 903-334-6603
  - Submit a [Support Request Ticket](#)
- Additional student help for Blackboard can be found here:
  - [Blackboard Help for Students](#)

### Technical Requirements:

The following are the minimum computer requirements for online learning:

- A computer capable of handling streaming video. A mid-range multi-core CPU should be adequate.
- A sound card.
- A high speed internet connection preferably directly connected to the computer via a hard-wired Ethernet connection rather than wirelessly connected.
- Virus and adware protection software.
- Microsoft Word, minimum version 2007 or above.
- [Mozilla Firefox](#) browser available free.
- The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave. You can check this in the Firefox browser by visiting:
  - [Firefox Plugin Check Tool](#)

Please note: some instructors may require the use of a headset with microphone and/or a webcam. If so, the cost of these items is not included in your course fees and will need to be acquired at your own expense.

### Blackboard Mobile for iOS and Android Devices:

Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:



The Blackboard Mobile App provides limited access to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your

mobile device's browser; however, your mobile device does not replace your personal computer and should not be used as a substitute for one. High stakes assignments, tests, etc. should be completed on your personal computer, and not on your mobile device.

**The instructor reserves the right to make changes to this syllabus as necessary.**

## Biology 335 Medical Terminology - Summer 2016

Monday, June 5, 2017 through Thursday, August 10, 2017

Topic	Quiz	Due Date
Chapter 1: Orientation Introduction & Table of Contents	Chapters 1-4	6/11/2017
Chapter 2 : The Basics of Medical Terminology		
Chapter 3: Body, Diagnosis, Equipment, Instruments, and Treatment		
Chapter 4: Integrated Medicine		
Chapter 5: Self-Testing Flash Cards	Chapter 5 (Complete all flashcards) <i>Opens after completing the Quiz for Chapters 1-4</i>	6/12/2017
Chapter 6: Musculoskeletal System	Chapter 6	6/19/2017
Chapter 7 : Nervous System and Special Senses Lectures	Chapter 7 Opens after completing the Quiz for Chapter 6	6/26/2017
Chapter 8: Circulatory (Cardiovascular) System Lectures	Chapter 8 Opens after completing the Quiz for Chapter 7	7/1/2017
Chapter 9: Respiratory System Lectures	Chapter 9 Opens after completing the Quiz for Chapter 8	7/10/2017
Chapter 10: Integumentary (Skin) System Lectures	Chapter 10 Opens after completing the Quiz for Chapter 9	7/10/2017
Chapter 11: Digestive System Lectures	Chapter 11 Opens after completing the Quiz for Chapter 10	7/17/2017



Chapter 12: Urinary System Urogenital System	Chapter 12 Opens after completing the Quiz for Chapter 11	7/17/2017
Chapter 13: Reproductive Systems and Venereal Disease	Chapter 13 Opens after completing the Quiz for Chapter 12	7/24/2017
<b>Chapter 14: Endocrine System</b>	Chapter 14 Opens after completing the Quiz for Chapter 13	7/24/2017
Chapter 15: Appendix and Bibliography REVIEW for ONLINE FINAL EXAM	Chapter 15 Opens after completing the Quiz for Chapter 14	8/10/2016