

Biomedical Terminology

Mitch Albers - Biology Instructor
Course Syllabus

Office: S.3330

Email: mitch.albers@minneapolis.edu

Phone: 612-659-6002

Prerequisites: One course in Biology; Read 0200 or ESOL 0052 or equivalent; ENGL 0900 or ESOL0051 or equivalent.

Office Hours: Posted in D2L

Classroom: Completely online (asynchronous)

Semester Credits: 2-credits

Course Goals

1. Give the medical meaning of prefixes, suffixes, and combining forms for each body system.
2. Demonstrate the ability to use word parts to build medical words.
3. Analyze the meaning of medical words for each body system.
4. Correctly make the plural and adjective forms of medical words.
5. Demonstrate the ability to interpret medical words in the context of medical reports.
6. Pronounce and spell medical words correctly for each body system.
7. Translate common abbreviations, acronyms, and slang terms for each body system.
8. Make a personal commitment to learning medical terminology.
9. Describe methods of time management and good study habits and apply them to this course.

Course Outline and Weekly Learning Objectives

Week 1: Chapter 1, Introduction to Medical Language

1. Identify the five skills of medical language communication.
2. Describe the origins of medical language.
3. Recognize common Latin and Greek singular nouns and form their plurals.
4. Describe characteristics of combining forms, suffixes, and prefixes.
5. Give the medical meaning of common word parts.
6. Build medical words from word parts and divide medical words into word parts.
7. Spell and pronounce common medical words.
8. Describe the format and contents of common medical documents.
9. Dive deeper into the structure of medical language by reviewing the activities at the end of this chapter and online at Medical Terminology Interactive.

Week 1: Chapter 2, The Body in Health and Disease

1. Define approaches used to organize information about the human body.
2. Identify body directions, body cavities, body systems, and medical specialties.
3. Describe various categories of diseases.
4. Describe techniques used to perform a physical examination.
5. Describe categories of healthcare professionals and settings in which health care is provided.
6. Give the medical meaning of word parts related to the body, health, and disease.
7. Build medical words about the body, health, and disease from word parts and divide and define words.
8. Spell and pronounce medical words about the body, health, and disease.
9. Dive deeper into the body, health, and disease by reviewing the activities at the end of this chapter and online at Medical Terminology Interactive.

Note: The following weeks correlate to specific body systems and medical specialties. The weekly learning objectives are the same for each of these weeks.

Weekly Learning Objectives for Weeks 2–15

1. Identify the structures of the [gastrointestinal] system.
2. Describe the process of [digestion].
3. Describe common [gastrointestinal] diseases, laboratory and diagnostic procedures, medical and surgical procedures, and drug categories.
4. Give the medical meaning of word parts related to the [gastrointestinal] system.
5. Build [gastrointestinal] words from word parts and divide and define [gastrointestinal] words.
6. Spell and pronounce [gastrointestinal] words.
7. Analyze the medical content and meaning of a [gastroenterology] report.
8. Dive deeper into [gastroenterology] by reviewing the activities at the end of this chapter and online at Medical Terminology Interactive.

Week 2: Chapter 3, Gastroenterology/Gastrointestinal System

Week 3: Chapter 4, Pulmonology/Respiratory System

Week 4: Chapter 5, Cardiology/Cardiovascular System

Week 5: Chapter 6, Hematology and Immunology/Blood and the Lymphatic System

Week 6: Chapter 7, Dermatology/Integumentary System

Week 7: Chapter 8, Orthopedics/Skeletal System

Week 8: Chapter 9, Orthopedics/Muscular System

Week 9: Chapter 10, Neurology/Nervous System

Week 10: Chapter 17, Psychiatry

Week 11: Chapter 11, Urology/Urinary System

Week 12: Chapter 12, Reproductive Medicine/Male Genitourinary System

Chapter 13, Obstetrics and Gynecology/Female Reproductive System

Week 13: Chapter 14, Endocrinology/Endocrine System

Week 14: Chapters 15 and 16, Ophthalmology/Eyes and Otolaryngology/Ears, Nose, and Throat

Week 15: Chapters 18 and 19 Oncology & Radiology and Nuclear Medicine

Course Materials

Required: Medical Language, 4th Ed. by S. Turley

eTextbook:

This eTextbook is integrated into your D2L BrightSpace in the “Content”→”Materials” area. This format is a significant cost savings and is included into your MCTC BIOL 2200 course registration fee. Students are welcome to purchase the 4th Ed by S. Turley in the hardcopy version and purchase separately online via the MMTL website.

Class Information

- No incomplete grades will be given for missed work. Incomplete grades will only be given to students who have completed most of the course **satisfactorily** and miss the final exam because of an extended, doctor-verified illness.
- This course is going to be extremely busy and you will be responsible to cover a lot of medical terms each week. Please plan ahead and pay attention to the schedule (see last page). Set aside plenty of time to study, review and self test yourself on each term covered in each chapter. The semester moves very fast and I recommend that you schedule plenty of time to study for this course each week.
- Students who fail to complete the scheduled weekly MyMedicalTerminologyLab activities, Pronunciation Exam and Final Exam by the posted deadline will NOT be able to make those items up. Student conduct in the course will follow the MCTC Student Handbook.

Quiz and Exam Policies - Test cheating or plagiarism will not be tolerated in any form. Minneapolis College guidelines prevail. Any incomplete items will negatively impact the students overall course percentage and grade.

WHAT YOU NEED TO DO FOR EACH CHAPTER

Textbook Website: MyMedicalTerminologyLab is now integrated into D2L content area.

BIOL 1190 Biomedical Terminology is an independent study type online course administered and managed by your course instructor. All course activities and graded assessments are done online in an asynchronous format.

Follow Steps 1-5 below:

Ungraded Activities in MMTL:

STEP 1: Read assigned eTextbook Chapter(s) - *Select "Turley eText" from main menu*

STEP 2: View Guided Lecture for each chapter - *These are found in "Assignments" area*

STEP 3: Study Plan - *Select "Study Plan" from the main menu*

- Practice Exercises
- Quiz Me

STEP 4: Complete Dynamic Study Modules - *Select "Dynamic Study Modules" from main menu*

Completion of steps 1-4 will prepare you for the graded assessments of the course which are outlined below in Step 5.

Graded Activities in MMTL:

STEP 5: Complete the following graded items for each chapter. - *These items can all be found in "Assignments" area*

HOMEWORK – The MMTL homework will make up the majority of points you'll be able to earn in this course. Please do NOT miss any scheduled assignments as this will be detrimental to your final course grade.

- Chapter Game - Labeling
- Chapter Game - Matching
- Chapter Game - Word Surgery
- Chapter Game - Exam Review
- Chapter Game - Popping Words
- Chapter Game - Spelling Challenge
- Chapter Self-Paced Study

QUIZZES

- Chapter Learning Module (LM) Quiz

TESTS

- Chapter Test (CT)

Online Quiz and Exam Protocol

Please pay close attention to the dates quizzes are available as some vary.

All graded activities will be available online for 6 days with the deadline falling at 11:59 p.m. on the following Monday of each week. All MMTL HOMEWORK, QUIZZES and TESTS must be taken within those 6 days at a time most convenient for you. Any HOMEWORK, QUIZZES and TESTS not taken will be graded as a "0". Each Chapter LM quiz/ Chapter CT test is "timed." Students are given 30 minutes to complete the Chapter LM Quizzes. Students are given 65 minutes to complete each 50 point Chapter CT Test. All the online course assessments, LM Quizzes, CT Tests, Exams are open-textbook, however since they are timed it is impossible to look up many answers, so it's best that students prepare themselves to take these assessments without the aid of the textbook. Completing Steps 1-4 above will accomplish this. Students who haven't completed a HOMEWORK, QUIZZES and TESTS will have his/her assessment closed at the deadline and will only earn the points that were completed. Please, do not start a LM quiz or CT test unless you have set aside enough uninterrupted time to also finish it because the LM quizzes / CT tests are set up to only give you one attempt. When you save your first answer the computer starts counting that as your one attempt. It is highly recommended that you not wait until the last hours on Monday evenings to complete the HOMEWORK, QUIZZES and TESTS assessments.

NOTE: All assessments (MMTL HOMEWORK, QUIZZES, TESTS, PRONUNCIATION TEST and COMPREHENSIVE FINAL EXAM) count towards your final grade.

Grading Policies

Passing grades will be determined by students total percentage earned while completing the MMTL HOMEWORK, QUIZZES and TESTS for each chapter covered in the course. Students will be assessed a Pronunciation Test and Comprehensive Final Exam at the end of the semester. Grades will be posted in the MyMedicalTerminologyLab (MMTL) online grade book. The graded items listed

below are only an estimate of what the actual percentages will end up at the end of the semester. Please use this as a guideline for determining your percentage and grade at any time during the semester and use your actual points listed in your D2L grade book. The instructor has the right to add/drop course assessments as needed.

Grading scale: Passing grades will be determined by overall percentages students earn (55% = D, 70% = C, 80% =B, 90% =A) based on the total points possible at the end of the semester. Below is an estimate of the points scheduled this semester. The point total listed below are subject to change at the discretion of the course instructor.

MMTL ASSEMENTS-----	= 1900 MMTL Total Points
▪ HOMEWORK- 19 Chapter Homework Activities = 1590 Points	
▪ LM Quizzes - 19 Chapter Quizzes = 190 Points	
▪ CT Tests -19 CT tests = 190 points	
PRONUCIATION TEST -----	= 30 Points End of semester Assessment
COMPREHENSIVE FINAL EXAM -----	= <u>200 Points End of semester Assessment</u>
	= 2130 GRAND TOTAL POINTS

Where To Get Help

1. Contact the **instructor** by E-mail anytime at mitch.albers@minneapolis.edu.
When you E-mail the instructor you must include the following information:
 - A. **You first and last names as they appear on my class list.**
 - B. **The number of the class you are in—It is at the top of your printed syllabus e.g. BIOL 1190-29.**
 - C. **What you need me to do for you written in complete sentences with proper grammar and punctuation.**

Note: NO extensions on due dates for any LM Quizzes, CT Tests or Exams will be granted unless you have a doctor verified medical illness that prevented you from completing a specific course assessment.

2. Form a **study group** with some other students.
3. Go to **The Learning Center** to work with the *free* course tutor. Students (singly or in groups) can see tutors by appointment or just on the spur of the moment if one is free.
4. Anyone needing assistance from Disability Services can access the college's Academic Resource Center (ARC) office (T-2400) on the Minneapolis College campus or by calling 612-659-6730 for assistance.

Important Attendance Notice for Students:

Students are expected to regularly attend classes in which they are enrolled and abide by Minneapolis College Policy 4.05.01 (http://www.minneapolis.edu/collegepolicies/policy.cfm?policy_id=61) Procedures for Changing Enrollment. Students who decide to stop attending courses should immediately drop/withdraw from their course(s). Students who fail to officially withdraw from their course(s) may be administratively withdrawn from a course when a student stops attending or for a course that a student does not attend. The student will remain responsible for any financial liability, less applicable refunds they have incurred and for any academic consequences due to this administrative withdrawal. (http://www.minneapolis.edu/collegepolicies/policy.cfm?policy_id=141)

Last Date of Attendance (LDA) shall be determined for students meeting the following:

1.) A student who is on the class roster but fails to log into and participate as directed in an online course during the first week of the course; or
2.) A student in an online course who has not participated as stated in the syllabus and/ or accessed online class materials and/or the faculty member has not received any communication or assignments from the student within a period of 14 calendar days; or
3.) A student has no attendance activity within the online course i.e. hasn't completed an assignment, taken a quiz or participated in an online discussion or has not conducted any E-mail communication directly with the instructor for a period longer of 14 calendar days may be administratively withdrawn from the course by the course instructor via the LDA process. A student who just logs into D2L does not equal participation in the course.
- 4.) Once an LDA has been administered by the instructor that it is not negotiable with the student.
- 5.) The instructor will only meet with a student who has been LDA'd from the course only if it is a part of the college's appeal process.

Note: If you need an accommodation due to a disability to enable you to fully participate in this course, contact Minneapolis College's Academic Resource Center (ARC) at (612) 659-6730 for assistance.

Biomedical Terminology Spring 2019 Semester Course Schedule

Week	Class Schedule	All Assessment Deadlines due @ 11:59 pm in D2L
Week 01 1/14 – 1/18	Chapter 1- Introduction to Medical Language Chapter 2 - The body in Health & Disease	Ch 1 and Ch 2 MMTL Graded Activities Due Date: 1/21
Week 02 1/21 – 1/25	Chapter 3 - Gastroenterology/Gastrointestinal system	Ch 3 MMTL Graded Activities Due Date: 1/28
Week 03 1/28 – 2/1	Chapter 4 - Pulmonology and Respiratory system	Ch 4 MMTL Graded Activities Due Date: 2/4
Week 04 2/4 – 2/8	Chapter 5 - Cardiology & Cardiovascular System	Ch 5 MMTL Graded Activities Due Date: 2/11
Week 05 2/11 – 2/15	Chapter 6 - Hematology & Immunology/ Blood and Lymphatic Systems	Ch 6 MMTL Graded Activities Due Date: 2/18
Week 06 2/18 – 2/22	Chapter 7- Dermatology and Integumentary System	Ch 7 MMTL Graded Activities Due Date: 2/25
Week 07 2/25 – 3/1	Chapters 8 - Orthopedics, Skeletal System	Ch 8 MMTL Graded Activities Due Date: 3/4
Week 08 3/4 – 3/8	Chapters 9 - Orthopedics, Muscular Systems	Ch 9 MMTL Graded Activities Due Date: 3/11 (NOTE: Complete these before 3/10 so your not working on them during Spring Break week.)
Week 09 3/11 – 3/15	Spring Break Week	No Classes No MMTL Graded Activities Due on 3/18
Week 10 3/18 – 3/22	Chapters 10 & 17 - Neurology & Psychiatry	Ch 10 & Ch 17 MMTL Graded Activities Due Date: 3/25
Week 11 3/25 – 3/29	Chapter 11- Urology & Urinary System	Ch 11 MMTL Graded Activities Due Date: 4/1
Week 12 4/1 – 4/5	Chapter 12 & 13- Male Reproductive Medicine & Gynecology and Obstetrics	Ch 12 & Ch 13 MMTL Graded Activities Due Date: 4/8
Week 13 4/8 – 4/12	Chapter 14 - Endocrinology and Endocrine System	Ch 14 MMTL Graded Activities Due Date: 4/15
Week 14 4/15 – 4/19	Chapters 15 & 16 - Ophthalmology-Eye & Otolaryngology-Ear	Ch 15 & Ch 16 MMTL Graded Activities Due Date: 4/22
Week 15 4/22 – 4/26	Chapters 18 & 19 – Oncology & Radiology and Nuclear Medicine	Ch 18 & 19 MMTL Graded Activities Due Date: 4/29
Week 16 4/29 – 5/3	Pronunciation Test – Details will Posted in D2L and MMTL (30 points total) REVIEW FOR FINAL EXAM	Pronunciation Test Due Date: 5/3 (Note: Due on Friday, May 3rd at 10:00 p.m.)
Week 17 5/6 – 5/9	COMPREHENSIVE FINAL EXAM 150 Multiple Choice and 50 Matching questions (200 points total)	Final Exam Due Date: 5/10 (Note: Must be completed in D2L between 12:05 a.m. and 10:00 p.m. on Friday, May 9th, 2019.)

