AU MLSC 110 Medical Terminology
Self-Paced Courses
This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

Instructor Contact
Please refer to course in Learning Hub for the teacher contact information.

Communication with the Instructor
It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within 2 business days during the week and may not be available to respond on weekends.

Other Assistance

<table>
<thead>
<tr>
<th>Assistance</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username and password assistance</td>
<td><a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a></td>
<td>(269) 471-6016</td>
</tr>
<tr>
<td>Enrollment and withdrawal questions</td>
<td><a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a></td>
<td>(269) 471-6323</td>
</tr>
<tr>
<td>Technical assistance with online courses</td>
<td><a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a></td>
<td>(269) 471-3960</td>
</tr>
<tr>
<td>Exam requests and online proctoring</td>
<td><a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
<tr>
<td>Distance Student Services - any other questions</td>
<td><a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
</tbody>
</table>

Part 1: Course Information

Course Description
Andrews University
An in-depth study of medical terms and abbreviations relating to diseases, disorders and drugs.

Student Learning Outcomes
After completing this course, students should be able to:
1. Define medical terms as covered in this course.
2. Build medical words using word roots, combining forms, suffixes and prefixes.
3. Define commonly used medical abbreviations.
4. Discuss the parts and functions of basic body systems.
5. Use medical language to describe medical procedures and interventions.

Required Text/Material

NOTE: Purchase textbooks through any online bookstore, such as amazon.com, which can deliver within 2 days. If you need to use financial aid to purchase textbooks, email sdestudents@andrews.edu, cutting and pasting the textbook information from syllabi, including course title and section, your full name and student ID#.
Credit Hour and Commitment
This course is offered for 1 semester credits; therefore, it is expected that you will spend 45 total hours on this course. This translates to a steady 5.6 hours per module for 8 modules. You’ll spend your time reading, accessing instructional materials, interacting with your instructor and classmates via discussion forums, and completing practice activities.

A recommended schedule to divide your time across each module is provided:

- Readings: 1 hour
- Lectures: 30 minutes
- Quizzes: 2 hour
- Taking Exams: 2 hour

Part 2: Course Methods and Delivery

Methods of Instruction
Methods of instruction include assigned readings from the textbook and the course material. Students are expected to study and be prepared to take eight (8) chapter examinations based on the materials/chapters assigned. Regular participation in the course is essential to good performance. The textbook is a workbook which can be worked through systematically and is an integral part of success in this course.

Course/Technical Requirements
- Internet connection (DSL, LAN, or cable connection desirable).

LearningHub Access
This course is delivered online through LearningHub at http://learninghub.andrews.edu

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: https://vault.andrews.edu/vault/pages/activation/information.jsp if you haven’t already. If you need assistance, call or email us: (296) 471-6016 or helpdesk@andrews.edu.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

Part 3: Course Requirements

Important Note: Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Your Schedule
In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.
Determine your deadline. Do you need a transcript sent to your home institution?
Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

Assessment Descriptions

Keys for Success
- **Chapter one (1) of the textbook is very important** because it teaches you how to use the book to study for the exams. You are responsible for all of the material in each chapter.
- Plan an hour minimum each day during the week to study for this course. Do not leave studying for the day before the exam.
- Work through the frames of each chapter. Take advantage of the study tools built into the textbook.
- Practice quizzes are open-book and should familiarize you with the style of questions on the exams. The quizzes may be taken twice and the highest score will be kept as part of your grade. The exams are closed-book and must be proctored. They will consist of true/false, multiple choice and fill-in-the-blank questions. You will not be required to label diagrams but must be able to discuss the diagrams and figures found in the book.
- Videos provided are not comprehensive and are used to clarify key concepts from the textbook.
- Virtual flashcards are included as a practice too. It is recommended that the student expand upon these flashcards to add names of medical procedures, conditions, or additional terms found in the text. The flashcards provided are a review tool and giving a bonus grade.
- Use section reviews to test your knowledge. For an example of a section review see Gylys and Masters (2019) page 24. Make a flashcard for any new word presented in the section reviews.
- Consider making physical flashcards as study tool. As you study, place those that you know in one pile and those you don’t know in a second pile. Spend more time with the ones that you don’t know. Your goal should be to “know” all the words in your flashcards.
## Rubrics

<table>
<thead>
<tr>
<th>Criteria</th>
<th><strong>10</strong> Exceptional</th>
<th><strong>8</strong> Proficient</th>
<th><strong>6</strong> Satisfactory</th>
<th><strong>4</strong> Emerging</th>
<th><strong>0</strong> Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content &amp; Organization</strong></td>
<td>Blog response makes relevant connections, and shares excellent insightful ideas. All questions are answered thoroughly.</td>
<td>Blog response is relevant to competency, is organized and sounds scholarly. All questions are answered well.</td>
<td>Blog response is generally relevant to competency, however each question is given a minimal response.</td>
<td>Blog response is somewhat relevant, it is poorly focused, and not well organized. One or two questions are not answered.</td>
<td>Blog response is not relevant to competency; lacks focus and organization. More than two questions are not answered.</td>
</tr>
<tr>
<td><strong>Knowledge Base</strong></td>
<td>The blog response shows evidence of carefully evaluated knowledge, and proficient and fluent use of applicable medical language.</td>
<td>The blog response shows evidence of an expanding knowledge base, and includes correct medical language.</td>
<td>The blog response shows evidence of analysis of a well-documented knowledge base and an understanding of medical language.</td>
<td>The blog response shows evidence of comprehension of a narrow knowledge base. Medical terms are used with some error.</td>
<td>The blog response shows evidence of little or no evidence of knowledge base. Medical terms are incorrect or not used at all.</td>
</tr>
<tr>
<td><strong>Mechanics (Written)</strong></td>
<td>The blog response is free of mechanical errors; smooth flow and effective transitions enhance strong scholarly communication. The length of the response is appropriate.</td>
<td>The blog response has few mechanical errors, improved flow and strong transitions increase comprehensibility. The length of response is appropriate.</td>
<td>The blog response generally follows mechanical conventions, but with some minor errors; appropriate transitions. The length of the response is appropriate.</td>
<td>The blog response has frequent mechanical errors; ineffective transitions and flow from point to point. The response is too short or long.</td>
<td>The blog response has numerous mechanical errors, making comprehension almost impossible. The response is too short or long.</td>
</tr>
<tr>
<td><strong>Mechanics (Video)</strong></td>
<td>High quality video and sound (no visual distractions or extraneous sounds). Focused professional presence and appropriate dress, professional use of standardized English.</td>
<td>Acceptable quality video and sound (no visual distractions or extraneous sounds). Focused professional presence and dress, consistent use of standardized English.</td>
<td>Acceptable quality video and sound (limited visual distractions or extraneous sounds). Professional presence and appropriate dress, appropriate use of standardized English.</td>
<td>Video and sound can be seen and heard with some visual distraction or extraneous noise. Professional presence and dress is attempted with mixed results, consistent use of standardized English.</td>
<td>Poor quality video and sound (clear distractions or extraneous sounds) amateur dress and limited use of standardized English.</td>
</tr>
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</table>
**Exams**
There will be eight (8) chapter exams, which are not comprehensive. Each exam will be worth approximately 50 points. Each chapter exam evaluates the student’s knowledge of the various terms presented in the chapter/pages assigned.

The exams are timed, so it is recommended to pace yourself appropriately and write down on a piece of scratch paper any questions you have about the course or individual questions. You can always contact the instructor after taking the exam about these questions and be sure to include the exam number, the question number and what specifically did you have a question about.

All exams in this course require proctoring. Students living outside of the United States must schedule their exams to be proctored online through the Testing Center. Students living in the United States may choose online or local proctoring. Appointments for proctoring in or online through the Testing Center are set up online at calendly.com/sde-exams/online.

For local proctoring, complete the exam request form linked in the course space to enter proctor information. Please do so two weeks before each exam deadline to allow adequate time for proctor approval. Approved local proctors include university, college or school faculty and teachers, student service workers, advisors, counselors and librarians, as well as educational, military, and workplace testing centers. Have the proctor's full name, position/title, employer name, phone and email available to fill in on the exam request form.

Note that an exam code is never released to the student, and cannot be sent to a proctor who has the same address as the student unless the address is known to be that of a school or mission facility. All students must present photo identification at the start of each exam session.

If you cannot take your exam by the deadline date, email specific reasons and your recovery plan to your instructor before the deadline. Your exam cannot be proctored after the exam deadline without email or phone approval directly from the instructor to the Testing Center (sdeexams@andrews.edu or 269-471-6566). The Testing Center will then work with a local proctor if needed.

No exam is returned to the student. Instructor feedback on exams prior to the final exam will be provided to aid studying for future exams.

For more details on taking exams and how online proctoring works, please see www.andrews.edu/distance/students/exams.html
## Suggested schedule for completion in 8 weeks:

<table>
<thead>
<tr>
<th>Modules</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Intro   | These items will need to be completed before you will have access to the rest of the course | Orientation  
Course Overview  
Introductions  
Academic Integrity | Introduction Yourself  
Plagiarism Quiz  
Academic Integrity Statement |
| 1       | Chapter 1: Introduction to Programmed Learning and Medical Word Building  
Chapter 2: Body Structure | Gylys and Masters, Ch 1 & 2  Assigned videos | Forum 1: Introduction (video)  
Quiz 1  
Review Flashcards Ch. 1  
(Optional Assignments)  
**Exam 1** |
| 2       | Chapter 3: Integumentary System | Gylys and Masters, Ch 3  Assigned videos | Quiz 2  
Review Flashcards Ch. 3  
(Optional Assignments)  
**Exam 2** |
| 3       | Chapter 4: Respiratory System | Gylys and Masters, Ch 4  Assigned videos | Initial Post Forum 2 (written)  
Quiz 3  
Review Flashcards Ch. 4  
(Optional Assignments)  
**Exam 3** |
| 4       | Chapter 5: Cardiovascular & Lymphatic Systems | Gylys and Masters, Ch 5  Assigned videos | Reply to Forum 2 (written) Quiz 4  
Review Flashcards Ch. 5 (Optional) Practice Activities  
**Exam 4** |
| 5       | Chapter 6: Digestive System  
Chapter 7: Urinary System | Gylys and Masters, Ch 6 & 7  Assigned videos | Quiz 5 Review Flashcards Ch. 6  
Review Flashcards Ch. 7 (Optional) Practice Activities  
**Exam 5** |
| 6       | Chapter 8: Reproductive System | Gylys and Masters, Ch 8  
PowerPoint: Ch 8 – Reproductive System | Forum 3 (written) Quiz 6 Review Flashcards Ch. 8 (Optional) Practice Activities  
**Exam 6** |
| 7       | Chapter 9: Endocrine & Nervous System | Gylys and Masters, Ch 9  Assigned videos | Reply to Forum 3 (written) Forum 4 (video) Quiz 7 Review Flashcards Ch. 9 (Optional) Practice Activities  
**Exam 7** |
| 8       | Chapter 10: Musculoskeletal System  
Chapter 11: Special Senses – The Eyes and Ears | Gylys and Masters, Ch 10 & 11  Assigned videos | Complete Forum 4 Quiz 8 Review Flashcards Ch. 10 Review Flashcards Ch. 11 (Optional) Practice Activities  
**Exam 8** |

## Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed within **180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.
Part 4: Grading Policy

Graded Course Activities

<table>
<thead>
<tr>
<th>Percent %</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 %</td>
<td>Examinations (8 x 50 points each)</td>
</tr>
<tr>
<td>10 %</td>
<td>Quizzes (11x10 points each)</td>
</tr>
<tr>
<td>10 %</td>
<td>Discussion Forums (4 forums) 30 points each</td>
</tr>
<tr>
<td>1% (Extra Credit)</td>
<td>Chapter Flashcards (Bonus)</td>
</tr>
<tr>
<td>1% (Extra Credit)</td>
<td>Practice Activities (Bonus)</td>
</tr>
<tr>
<td>100</td>
<td>Total Percent Possible</td>
</tr>
</tbody>
</table>

Viewing Grades in Learning Hub

- Click into the course.
- Click on the Grades link in the Settings Box to the left of the main course page.

Letter Grade Assignment

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

Part 5: Course Policies

Withdrawal and Incomplete Policies
The current withdrawal policy can be found online at https://www.andrews.edu/distance/students/gradplus/withdrawal.html. The incomplete policy is found online at http://www.andrews.edu/weblmsc/moodle/public/incompletes.html.

Maintain Professional Conduct Both in the Classroom and Online
The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.
Academic Accommodations
Students who require accommodations may request an academic adjustment as follows:
1. Read the Andrews University Disability Accommodation information at https://www.andrews.edu/services/sscenter/disability/
2. Download and fill in the disability form at http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity
As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Commit to Excellence
You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty
Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.