

CONSORTIUM
of Adventist Colleges & Universities



SYLLABUS

AU MLSC 110 Medical Terminology
Summer 2018

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Consortium of Adventist Colleges and Universities

Self-Paced Courses

This is a Self-Paced Full Term course which follows the Andrews semester schedule. Self-Paced Full Term courses have four important dates: 1) a start date, 2) a midterm completion date, 3) a final completion date, and 4) a course completion date. Please note that all module prior to the midterm must be completed BEFORE the midterm and all modules between the midterm and final must be completed BEFORE the final.

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

Username and password assistance	helpdesk@andrews.edu	(269) 471-6016
Enrollment and withdrawal questions	sderegister@andrews.edu	(269) 471-6323
Technical assistance with online courses	dlit@andrews.edu	(269) 471-3960
Exam requests and online proctoring	sdeexams@andrews.edu	(269) 471-6566
Distance Student Services - any other questions	sdestudents@andrews.edu	(269) 471-6566

Part 1: Course Information

Course Description

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

Course 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

Required Text/Material

Gylys, B. A., & Masters, R. M. (2014). Medical Terminology Simplified (5th ed.). F. A. Davis Company, Philadelphia, PA.

ISBN-13: 978-0-8036-3971-3

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

About 1 hours/day not including Sabbath. This course is offered for 1 semester credit. In a face to face 15-week semester class, that typically requires 1 hour of classroom time per week, and 2 hours of homework per week for a total of about 45 hours. This class is delivered online in 16 weeks; so you should plan to spend about 1 hour/day on this class, including reading, accessing instructional materials, interacting with your instructor and classmates, and completing homework. If this is unacceptable for any reason, please reconsider your enrollment in this class.

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 eleven (11) chapter examinations based on the materials/chapters assigned. Regular participation in the course is essential to good performance.

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. (269) 471-6016 or email helpdesk@andrews.edu if you need assistance.

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 but with four specific dates: start date, midterm date, final date and completion date.

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. The exemption section below lists those pictures or items NOT covered in the exams. Otherwise you are responsible for all of the material in each chapter.
- Plan an hour or so each day during the week to study for this course. Do not leave studying for the day before the exam.
- Check the Exemption Section of this syllabus for the parts to be omitted in the chapter that you are studying.

- Make flash cards of each medical term, suffix, prefix, or definition presented in the chapter. For example, on Gylys and Masters (2014) page 29, the word element **chondr/o** is presented. Make one flash card having **chondr/o** on one side and the meaning **cartilage** on the other side. Make a second flashcard with the word analysis information; **chondr/oma** on one side and **tumor composed of cartilage** on the other side.
- Use section reviews to test your knowledge. For an example of a section review see Gylys and Masters (2014) page 22. Make a flashcard for any new word presented in the section reviews.
- See Gylys and Masters (2014) page 50 for an example of a table of abbreviations. If possible, use a different colored flashcard for abbreviations. Make a flash card with the abbreviation on one side and the meaning on the other side.
- Once you have completed the chapter, you can study your flash cards on subsequent study days. 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.

Exemption Section

The items listed under each chapter may be skipped. This list primarily contains drawings where labeling is involved, and readings with evaluations. The student is responsible for knowing the remaining information in each chapter.

Chapter	Pages	Figure/Section Excluded from Exam
Chapter 1	16	Section Review 1-1 Pronunciation Guidelines
Chapter 2	28 42 45	Figure 2-1 Figure 2-3 Figure 2-4
Chapter 3	64 69 75 88 94 98-99	Figure 3-1 Figure 3-2 Figure 3-3 Figure 3-11 Review of Figure 3-11 Reading and Evaluation
Chapter 4	108 113 119 125 126 127 130 136 137 138 139 140 143-144	Figure 4-1 Figure 4-2 Figure 4-3 Figure 4-4 Figure 4-5 Figure 4-6 Figure 4-7 Figure 4-8 Figure 4-9 Figures 4-10 and 4-11 Figure 4-12 Figures 4-13 and 4-14 Reading and Evaluation

<p>Chapter 5</p>	<p>156 161 163 171 172 175 178 179 181 185 191 195 198 199 200 201 205-207</p>	<p>Figure 5-1 Figure 5-2 Figure 5-3 Figure 5-4 Figure 5-5 Figure 5-6 Figure 5-7 Figure 5-8 Figure 5-9 Figure 5-10 Figure 5-11 Figure 5-13 Figure 5-16 Figure 5-17 Figure 5-18 Figure 5-19 Reading and Evaluation</p>
<p>Chapter 6</p>	<p>218 223 235 239 242 247 252 256 257 258 259 266, 268</p>	<p>Figure 6-1 Figure 6-2 Figure 6-3 Figure 6-4 Figure 6-5 Figure 6-6 Figure 6-7 Figure 6-8 and 6-9 Figure 6-10 Figure 6-11 Figure 6-12 Reading and Evaluation</p>
<p>Chapter 7</p>	<p>279 283 285 286 291 292 297 301 306 310 311 312 316, 318</p>	<p>Figure 7-1 Figure 7-2 Figure 7-3 Figure 7-4 Figure 7-5 Figure 7-6 Figure 7-7 Figure 7-8 Figure 7-9 Figure 7-10 Figure 7-11 and 7-12 Figure 7-13 Reading and Evaluation</p>
<p>Chapter 8</p>	<p>331 335 337 340 342 349 350 354 357 360 363 367 368 372 373 374 375 377 378 382, 384</p>	<p>Figure 8-1 Figure 8-2 and 8-3 Figure 8-4 Figure 8-5 Figure 8-6 Figure 8-7 Figure 8-8 Figure 8-9 Figure 8-10 Figure 8-11 and 8-12 Figure 8-13 Figure 8-14 Figure 8-15 Figure 8-16 Figure 8-17 and 8-18 Figure 8-19 Figure 8-20 Figure 8-21 Figure 8-22 and 8-23 Reading and Evaluation</p>

Chapter 9	395 399 401 406 412 418 421 423 433 435 436 437 442, 444	Figure 9-1 Figure 9-2 Figure 9-3 Figure 9-4 and 9-5 Figure 9-6 Figure 9-7 Figure 9-8 Figure 9-9 Figure 9-10 Figure 9-11 Figure 9-12 Figure 9-13 Reading and Evaluation
Chapter 10	454 460 462 467 472 474 475 477 481 483 487 488 489 490 491 496, 499	Figure 10-1 Figure 10-2 Figure 10-3 Figure 10-4 Figure 10-5 Figure 10-6 Figure 10-7 Figure 10-8 Figure 10-9 Figure 10-10 Figure 10-11 Figure 10-12 and 10-13 Figure 10-14 Figure 10-15 Figure 10-16 Reading and Evaluation
Chapter 11	511 516 517 521 523 524 528 531 532 533 534 535 538, 540	Figure 11-1 Figure 11-2 Figure 11-3 Figure 11-4 and 11-5 Figure 11-6 Figure 11-7 and 11-8 Figure 11-9 and 11-10 Figure 11-11 Figure 11-12 Figure 11-13 Figure 11-14 Figure 11-15 Reading and Evaluation

Exams

There will be eleven (11) chapter exams, which are not comprehensive. Each exam will be worth approximately 100 points.

Each chapter exam evaluates the student's knowledge of the various terms presented in the chapter/pages assigned. Exceptions (material not included in the exam) are listed in the Exemption Section of this syllabus.

All exams must be taken with a proctor in a setting with no course material in site including the textbook, notes, or electronic material relating to the course. For information and support about selecting a proctor and requesting exams please access: <https://www.andrews.edu/distance/students/exams.html>.

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. No photography, videography or recording is allowed. All study materials, including electronic devices should be carefully stowed away before taking the examination. Non-compliance will result in dismissal from class.

Schedule with start, midterm, final and completion dates in RED

Modules	Lessons	Readings	Assignments
Intro	Introduction & Orientation Introduce Yourself Student Orientation Plagiarism Lesson Submit Schedule	Orientation Plagiarism Lesson	Your Schedule
1 May 14- 20	Chapter 1: Introduction to Programmed Learning and Medical Word Building	<i>Gyls and Masters</i> , Ch 1 PowerPoint: Ch 1 – Word Elements	Practice Activities: Define Medical Words Define Pathological Suffixes Exam 1
2	Chapter 2: Body Structure	<i>Gyls and Masters</i> , Ch 2 PowerPoint: Ch 2 – Body Structures	Practice Activities: Defining Combining Forms Build Medical Words Exam 2
3	Chapter 3: Integumentary System	<i>Gyls and Masters</i> , Ch 3 PowerPoint: Ch 3 – Integumentary System	Practice Activities: Diagram with Drag and Drop answers Match the Combining Forms Build Medical Words Exam 3
4	Chapter 4: Respiratory System	<i>Gyls and Masters</i> , Ch 4 PowerPoint: Ch 4 – Respiratory System	Practice Activities: Diagram with Drag and Drop Answers Defining Combining Forms Build Medical Words Exam 4
5 June 17- 21	Chapter 5: Cardio vascular & Lymphatic Systems	<i>Gyls and Masters</i> , Ch 5 PowerPoint: Ch 5 - Cardiovascular System PowerPoint: Ch 5 - Lymphatic System	Practice Activities: Cardiovascular Diagram Drag & Drop Answers Defining Combining Forms (Cardio) Build Medical Words (Cardio) Lymphatic Diagram Drag & Drop Answers Define Combining Forms (Lymph) Build Medical Words (Lymph) Exam 5
6	Chapter 6: Digestive System	<i>Gyls and Masters</i> , Ch 6 PowerPoint: Ch 6 - Digestive System	Practice Activities: Digestive Systems Diagram Drag & Drop Defining Combining Forms Build Medical Words Exam 6
7	Chapter 7: Urinary System	<i>Gyls and Masters</i> , Ch 7 PowerPoint: Ch 7 – Urinary System	Practice Activities: Urinary Diagram Drag & Drop Answers Defining Combining Forms Build Medical Words Exam 7
8	Chapter 8: Reproductive System	<i>Gyls and Masters</i> , Ch 8 PowerPoint: Ch 8 – Reproductive System	Practice Activities: Reproductive Diagram Drag & Drop Answers Reproductive system (male) Defining Combining Forms Build Medical Words (male) Exam 8
9	Chapter 9: Endocrine & Nervous System	<i>Gyls and Masters</i> , Ch 9 PowerPoint: Ch 9 – Endocrine System PowerPoint: Ch 9 – Nervous System	Practice Activities: Endocrine & Nervous Diagram Drag & Drop Endocrine System – Defining Terms Endocrine System – Build Medical Words Nervous System – Defining Combining Forms Exam 9

Modules	Lessons	Readings	Assignments
10	Chapter 10: Musculoskeletal System	<i>Gyls and Masters</i> , Ch 10 PowerPoint: Ch 10 – Musculoskeletal System	Practice Activities: Musculoskeletal System Diagram Drag & Drop Answers Musculoskeletal System Defining Combining Forms Exam 10
11 July 29- Aug 2 (11:59 PM)	Chapter 11: Special Senses – The Eyes and Ears	<i>Gyls and Masters</i> , Ch 11 PowerPoint: Ch 11 – Special Senses: Eyes PowerPoint: Ch 11 – Special Senses: Ears	Practice Activities: Special Senses: Eyes – Diagram Drag & Drop Answers Special Senses: Eyes – Defining Combining Forms Special Senses: Eyes – Build Medical Words Special Senses: Ears – Defining Combining Forms Special Senses: Ears – Build Medical Words Exam 11

Completing Assignments

All assignments for this course will be submitted electronically through Learning Hub unless otherwise instructed.

Part 4: Grading Policy

Graded Course Activities

Percent %	Description
100	Examinations (11 x 8.33%)
100	Total Percent Possible

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

Letter Grade	Percentage
A	93- 100
A-	90-92
B+	87-89
B	83-86
B-	80- 82
C+	77-79
C	73-76
C-	70-72
D	60-69
F	≤ 59

Part 5: Course Policies

Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <http://www.andrews.edu/distance/students/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/web/llmsc/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 this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

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.

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