

# **BIOLOGY 33 - MEDICAL TERMINOLOGY**

**LOS ANGELES MISSION COLLEGE – LIFE SCIENCES DEPARTMENT**

*Spring 2014 - Section #0144 - Units 3.00 - Prerequisite: None*

Instructor: **WAKANA SAEKI, MD**

><http://www.lamission.edu/~saekiw>

Office Hrs: ETUDES Chat Room every Tuesday from 8:30-9:05 pm >Telephone: 818-364-7744

Voicemail: 818-364-7600 x4230 >Email: [saekiw@lamission.edu](mailto:saekiw@lamission.edu) >Teaching Assistant: **VORAPONG NIMNUAL**

From **02/10/14 to 06/09/14** >Last day to drop *without* a "W" – **02/23/14** >To drop *with* a "W" – **05/11/14**

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For instructions on how and where to login, go to: <http://etudes.org/student-help.htm>

For information about an online course and how to get started, go to: <http://lamission.edu/online/>

For tutorials on how to use ETUDES, go to: <http://missiononline.pbworks.com/w/page/61823645/etudes-help>

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## **COURSE DESCRIPTION**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides students the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. The course is being offered online this semester. Assignments, discussions, and quizzes will be administered online while the Midterm and Final exams will be in person and given on campus.

## **STUDENT LEARNING OUTCOMES**

1. Biology 33 students will develop a vocabulary of appropriate terminology to effectively communicate information related to medicine.
2. Biology 33 students will interpret and translate the meaning of biomedical terms within the context of a professional publication.

## **LEARNING OBJECTIVES**

Upon completion of this course, the successful student should be able to:

3. Identify basic components of medical terms, including roots, prefixes, and suffixes.
4. Determine the meaning of a medical term by examining its various components.
5. Build a medical term and be able to employ it in the appropriate context.
6. Correctly pronounce, spell, and use medical terms.
7. Use dictionaries, reference books, and source books to increase vocabulary.
8. Locate, read, and summarize information on current medical topics in newspapers, magazines, and primary medical literature sources.
9. Communicate with medical professionals both orally and in writing.

## REQUIRED TEXT

- Medical Terminology - A Programmed Systems Approach, 10th Edition by Dennerll & Davis - Copyright 2010 (ISBN 10: 1-4354-3889-2, ISBN 13: 978-1-4354-3889-7). Click [HERE](#) for more information. It includes an interactive activity CD-ROM that contains a variety of exercises and pronunciations to build knowledge and reinforce learning.
- You can purchase the textbook from LA Mission College bookstore or you can order it online to be picked up from the bookstore, by going to: <http://eagleslanding.lamission.edu/>

## REFERENCES

Medical dictionaries are available for purchase at the student bookstore or for use in the Learning Resource Center (LRC) reference section. Use one of the following or any other professional medical dictionary:

- Dorland's Medical Dictionary, 28<sup>th</sup> Edition. Saunders.
- Miller/Keane: Encyclopedia Dictionary of Medicine, Nursing and Allied Health, 6<sup>th</sup> Edition. Saunders.
- Mosby's Medical Dictionary, Mosby.
- Taber's Encyclopedic Medical Dictionary, 18<sup>th</sup> Edition. F.A. Davis
- Stedman's Pocket Medical Dictionary. Williams and Wilkins
- The Bantam Medical Dictionary. Bantam Books

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## GENERAL

This course is being taught online using ETUDES as the Course Management System (CMS). All of the lecture notes and assessments, except for the 2 mandatory on-campus exams, are accessible via the internet. Therefore, you will need the following additional materials beside the textbook:

- Access to a computer with a reliable, preferably high-speed, internet connection.
- An email account. If you don't have one then try either [www.hotmail.com](http://www.hotmail.com) or [www.yahoo.com](http://www.yahoo.com) but make sure that it is the same email you use for your student's record with the Admissions Office.
- One of these programs to view my lecture notes: Microsoft Word, PowerPoint, or [Acrobat PDF Reader](#).

Even though this is an online course, you are responsible to login weekly in order to complete the online assignments, discussions, and quizzes. Students assume responsibility for completing the course. It is also your responsibility to officially withdraw from the class in a timely manner if you decide to do so. Should you decide to drop the course during the semester, you must do so in person at the Admissions and Records Office or online via the internet

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### Important:

- Please notify me immediately if you are having problems accessing the course materials.
- If you experienced any problem with your computer and/or your internet connection while completing/submitting an assignment or taking an online quiz then **it is your responsibility** to

find another more reliable computer either at the public library, our college library, or at a friend's house to work on. In other word, you will need a backup plan if your computer crashes.

- **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course. Disabled Students Program & Services Office strives to accommodate any special need requirements. If you have any special needs or disabilities, please contact our Disabled Students Programs & Services(DSPS) at: <http://www.lamission.edu/dsps/>

**DO NOT** just quit logging on. If you failed to log on for a while, you may be dropped from the class.

**DO NOT** put off contacting me or my assistant if you are experiencing any kind of problem at all!

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### LECTURE NOTES

I have prepared a lecture note as a summary for each unit in the textbook. Each lecture note comes in 3 different file formats: Microsoft Word, PowerPoint, and Acrobat PDF. Depending on the type of computer and program that you're using, one format may be better than the other. Also, an mp3 audio recording of my lecture will accompany each lecture note. This will allow you to listen to the lecture note from your desktop computer at home or take it with you to listen anytime using an mp3 player such as iPod.

### ASSIGNMENTS *(maximum 200 pts)*

- Review Activities at the end of each Unit in the textbook, submit in ETUDES *(15 x 5 pts = 75 pts)*.
- Weekly online discussion assignment of various topics, submit in ETUDES *(15 x 5 pts = 75 pts)*.
- One written assignment, choose either #1 OR #2, submit in ETUDES or via email *(50 pts)*.

Completing these assignments will help you to understand the subject, to study for the online quizzes & the on-campus exams, and eventually to do well in the class. Late assignment WILL NOT be accepted for whatever reason.

**Pay close attention** to all of the assigned deadlines.

**Plagiarism will not be tolerated!** Go [HERE](#) for the definition of plagiarism.

**DO NOT** underestimate the points value from these assignments. It can matter between an A or a B.

***" Student may be dropped from class if no assignment was submitted by the end of 2<sup>nd</sup> week. "***

### QUIZ *(15 quizzes minus 2 lowest scores = maximum 650 pts)*

Online quiz will be available for you to take on a weekly basis starting on the 1<sup>st</sup> week of class. Each quiz will cover the reading material and lecture note assigned during that week. For example, if you were assigned to read Unit 1 on Mon. 02/10/14 then the quiz for Unit 1 will be open for 1 week starting on the same day until next Mon. 02/17/14. Once you begin each quiz, you will have 30 minutes to finish. After the due date, the quiz will be removed so if you did not take it, you would receive a zero for that quiz.

**Pay close attention** to the assigned deadline for each quiz. There are total of 15 quizzes. Quiz make-ups are not allowed for any reason but you are able to drop the 2 lowest scores. You are allowed to take each quiz only once and each one has a possible maximum value of 50 points.

All of the quizzes and exams are closed book. If you try to use the textbook, dictionary, lecture note, or any other resources during these assessments, you may not be able to finish within the given time. In addition, if you do not take the online quizzes as closed book, you will not be well prepared for the Midterm and Final exams which are also closed book and will be given on campus.

### **MIDTERM & FINAL EXAM** (2 exams = maximum 400 pts)

There will be one 2-hrs Midterm and one 2-hrs Final exam which are **mandatory** and will be given on campus. They will be closed book meaning that you will not be allowed to use textbook, dictionary, lecture notes or any other resources during these exams. Both the Midterm and Final exams will be comprehensive covering materials up to the day of the exam and both will be given on computer. Make-ups for missed Midterm exam will not be allowed unless arrangements are made due to emergency and/or medical reasons. This means the student must contact the instructor and make an arrangement prior to the exam date if possible. It is the responsibility of the student to notify the instructor and present her with required documents. The approval to make-up the exam is at instructor's discretion. However, as stated in the College Catalog: "*No student will be excused from the Final Examination.*" Therefore, you will receive a zero for missed/unexcused exams and you will not be allowed to make up the exam if you're late to the exam.

**Any form of cheating during the exam will not be tolerated.**

***"You must bring a photo ID to the exam & don't forget your login username/password."***

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### **EVALUATION**

Your grades will be posted on the ETUDES class web site and only you can view them.

**It is your responsibility** to ensure that you have received the correct grades for all of the assignments, quizzes and exams that you have completed. Please bring any discrepancies to my attention ASAP. Do not wait until the end of the course.

#### **Points Breakdown**

1. Review Activities	5 pts each x 15 activities	= 75 pts
2. Discussion Assignments	5 pts each x 15 discussions	= 75 pts
3. Written Assignment	Choose <b>only</b> #1 OR #2	= 50 pts
4. Online Quizzes, <b>2 lowest scores dropped</b>	50 pts each x 13 quizzes	= 650 pts
5. <b>Mandatory</b> Midterm Exam, on-campus	<i>Covering Unit 1 – 7</i>	= 200 pts
6. <b>Mandatory</b> Final Exam, on-campus	<i>Covering Unit 1 – 15</i>	= 200 pts

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**TOTAL POINTS = 1,250 pts**

## Grade Scale

A (90-100%)	B (80-89%)	C (70-79%)	D (60-69%)	F (59% or below)
(1,125-1,250 pts)	(1,000-1,124 pts)	(875-999 pts)	(750-874 pts)	(749 pts or below)

## ASSIGNMENT SCHEDULE

<a href="#">Week 1</a> 02/10/14	<p><b>Read/Learn/Do:</b> Section A &amp; Unit 1 then complete Review Activities &amp; submit online</p> <p>Discussion Assignment #1 &amp; Unit 1 Quiz</p> <p>(all <b>due 02/17/14</b>)</p>
<b>02/14/14</b> <b>To</b> <b>02/17/14</b>	<b>President's Day Holiday</b>
<a href="#">Week 2</a> 02/17/14	<p><b>Read/Learn/Do:</b> Unit 2 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #2 &amp; Unit 2 Quiz</p> <p>(all <b>due 02/24/14</b>)</p>
<b>02/23/14</b>	<i>Last day to drop classes without receiving a "W", without incurring fees or with a refund.</i>
<a href="#">Week 3</a> 02/24/14	<p><b>Read/Learn/Do:</b> Unit 3 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #3 &amp; Unit 3 Quiz</p> <p>(all <b>due 03/03/14</b>)</p>
<a href="#">Week 4</a> 03/03/14	<p><b>Read/Learn/Do:</b> Unit 4 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #4 &amp; Unit 4 Quiz</p> <p>(all <b>due 03/10/14</b>)</p>
<a href="#">Week 5</a> 03/10/14	<p><b>Read/Learn/Do:</b> Unit 5 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #5 &amp; Unit 5 Quiz</p> <p>(all <b>due 03/17/14</b>)</p>
<a href="#">Week 6</a> 03/17/14	<p><b>Read/Learn/Do:</b> Unit 6 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #6 &amp; Unit 6 Quiz</p> <p>(all <b>due 03/24/14</b>)</p>
<a href="#">Week 7</a> 03/24/14	<p><b>Read/Learn/Do:</b> Unit 7 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #7 &amp; Unit 7 Quiz</p> <p>(all <b>due 03/31/14</b>)</p>
<b>03/31/14</b>	<b>Cesar Chaez Holiday</b>
<a href="#">Week 8</a> 03/31/14	<p><b>Read/Learn/Do:</b> Unit 8 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #8 &amp; Unit 8 Quiz</p> <p>(all <b>due 04/07/14</b>)</p>

<b>04/05/14</b>	<p><b>MIDTERM EXAM</b> (<i>accumulative Unit 1 – 7</i>) &amp; will be on a computer.</p> <ul style="list-style-type: none"> <li>You must bring a photo ID and don't forget your login username/password.</li> <li><b><u>Saturday, April 5th from 11:00 am-1:00 pm</u></b></li> <li>In-person &amp; on-campus at the <b>CMS-122</b></li> </ul>
<b>04/07/14</b> <b>To</b> <b>04/13/14</b>	<b>SPRING BREAK</b>
<a href="#">Week 9</a> 04/14/14	<p>Read/Learn/Do: Unit 9 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #9 &amp; Unit 9 Quiz (all <b>due 04/21/14</b>)</p>
<a href="#">Week 10</a> 04/21/14	<p>Read/Learn/Do: Unit 10 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #10 &amp; Unit 10 Quiz (all <b>due 04/28/14</b>)</p>
<a href="#">Week 11</a> 04/28/14	<p>Read/Learn/Do: Unit 11 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #11 &amp; Unit 11 Quiz (all <b>due 05/05/14</b>)</p>
<b>05/04/14</b>	<i>Written Assignment #1 OR #2 due. Late assignment WILL NOT be accepted.</i>
<a href="#">Week 12</a> 05/05/14	<p>Read/Learn/Do: Unit 12 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #12 &amp; Unit 12 Quiz (all <b>due 05/12/14</b>)</p>
<b>05/11/14</b>	<i>Last day to drop classes, with a "W"</i>
<a href="#">Week 13</a> 05/12/14	<p>Read/Learn/Do: Unit 13 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #13 &amp; Unit 13 Quiz (all <b>due 05/19/14</b>)</p>
<a href="#">Week 14</a> 05/19/14	<p>Read/Learn/Do: Unit 14 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment #14 &amp; Unit 14 Quiz (all <b>due 05/26/14</b>)</p>
<b>05/26/14</b>	<b>Memorial Day Holiday</b>
<a href="#">Week 15</a> 05/26/14	<p>Read/Learn/Do: Unit 15 - complete Review Activities &amp; submit online</p> <p>Discussion Assignment # 15 &amp; Unit 15 Quiz (all <b>due 06/02/14</b>)</p>
<b>06/07/14</b>	<p><b>FINAL EXAM</b> (<i>accumulative Unit 1-15</i>) &amp; will be on a computer.</p> <ul style="list-style-type: none"> <li>You must bring a photo ID and don't forget your login username/password.</li> <li><b><u>Saturday, June 7th from 11:00 am-1:00 pm</u></b></li> <li>In-person &amp; on-campus at the <b>CMS-122</b></li> </ul>

## WORDS OF ADVICE

If you think that my online class will be easier than the traditional class I used to teach, you're mistaken. It may be more convenient and flexible but the amount of time you have to invest in this class is about the same. A general rule of thumb for college classes is that you should expect to study about 2 to 3 hours per week outside class for each unit of credit. Since this is a 3 unit course, you should expect to spend between 6 to 9 hours per week studying for this class.

What is the best way to study for medical terminology? I think that one of the best ways to study medical terminology (or any other terminology) is to use the Index Card Method. This is a great technique that does not cost much, can be used at any time and any place, and really helps you to learn those terms!

Here's what to do:

- Write each term on one side of an index card and write the definition on the back of the card.
- Keep the cards with you all the time, and read through them every time you have a few free minutes (while waiting in line, riding the bus, or before you go to sleep)
- If you know the definition of a term, turn that card over and place it at the back of the stack of cards.
- If you do not know the definition of a term, look at the correct definition and take a few moments to think about it, and then place that card somewhere in the middle of the stack so that it will come up again before you are finished.
- When all the cards are turned over then you have learned all the terms!

**DO NOT fall behind in this class! DO NOT procrastinate and you will do well!**

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## PROBLEM and/or QUESTION?

If you have a general question, first try posting your question in the [Forum](#) area. It's possible that other students are having the same question. Keep in mind that the question posted there will become public. I will also be available to answer your questions online via this forum. However, if you have a specific problem that concerns only you then please email me directly and I will try my best to get back to you as soon as possible. In addition, I will be holding a [Virtual Office Hour](#) once a week on Tuesday night from 8:30-9:05 pm in the [Chat Room](#) starting on 02/11/14. You may ask me anything during this time and you will get an instant response directly from me. However, please do not post any question in the [Chat Room](#) when I am not there.

You may also contact my teaching assistant, **VoraPong Nimnual** by telephone at 818-364-7744, by email [nimnuap@lamission.edu](mailto:nimnuap@lamission.edu), or in person at the Center for Math & Sciences (CMS-003) from Monday-Friday between 9:30 am-5:30 pm. He is best at answering technical questions.

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**HAVE A WONDERFUL SEMESTER & GOOD LUCK EVERYONE!**

*p.s. Please scroll down to read the last page of this syllabus. It contains the Code of Honor and Integrity of the Physical & Life Sciences Dept at the Los Angeles Mission College that you must abide to.*

## Code of Honor and Integrity

Los Angeles Mission College - Departments of Physical and Life Sciences

Students at Los Angeles Mission College, because they are members of an academic community dedicated to the achievement of excellence and the pursuit of honor, are expected to meet high standards of personal, ethical, and moral conduct. These standards require personal integrity and a commitment to honesty without compromise. Without the ability to trust in these principles, an academic community and a civil society cannot exist. Los Angeles Mission College students and faculty are as committed to the development of students with honesty and integrity as they are to the academic and professional success of its students.

The **Code of Honor and Integrity** is an undertaking of the students, first and foremost, both individually and collectively, that they will:

1. not give or receive dishonorable aid during exams, quizzes or assignments
2. not give or receive unpermitted aid in assignments, reports or any other course work that is to be used by the instructor as a basis for grading.
3. do their share and take an active part in seeing to it that fellow students, as well as themselves, uphold the spirit and letter of the Code of Honor and Integrity.

Some examples of conduct that are regarded as being in violation of the Honor Code include:

- Copying from another's examination or quiz, or allowing another to copy from one's own papers
- Using any unpermitted source of information, human or other, during an exam, quiz or assignment that influences the grade; this includes the use of technological devices
- Any student-to-student collaboration that is unpermitted
- [Plagiarism](#) (plagiarism is defined as the use, without giving reasonable and appropriate credit to, or acknowledging the author or source, of another person's original work)
- Representing as one's own work as the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid is not permitted

As a part of the effort to promote and instill an environment of honesty and integrity during quizzes and examinations, the following guidelines will apply for any courses in the Departments of Physical & Life Sciences:

1. Students will leave all books and all other non-essential items (e.g. paper, electronic devices) on the floor so that they are not useable nor block the sight line between professor and student. No electronic devices will be in reach.
2. Students will not communicate in any way that will dishonorably assist themselves or another student.
3. Students will leave the room during an exam only if permitted by the professor's policy. If permitted, only one student may leave the room at any time and be gone for only the average length of time needed for the stated purpose. Students will leave all purses, bags, books, phones, jackets, etc., in the classroom during the absence.
4. Students will promote the spirit and letter of the **Code of Honesty and Integrity** by dissuading fellow students from dishonest activity and, when such casual persuasion does not work, informing the professor of the possible dishonest activity, either anonymously, or otherwise.
5. Students will make every effort to avoid even the appearance of dishonesty or lack of integrity

Violation of this policy will not be tolerated and violators will be subject to severe penalties. The success of the **Code of Honor and Integrity** is based upon the collective desire of students, faculty and the community to live in an environment that embraces respect for that which is right – both in the college and in society as a whole.

I have read and understand the Code of Honor and Integrity and will abide by both its intent and its spirit:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_