BIOLOGY 33 – Medical Terminology

“An ETUDES-NG Online Course”

Spring 2008  Section 3395  Units 3.00  http://www.lamission.edu/online
Instructor:  Wakana Saeki, M.D.  Location:  Internet + 2 on-campus exams (TBA)
Office Hrs:  Online Chat every Saturday from 8:30-9:00 am  Telephone: 818-364-7744
Voicemail: 818-364-7600 x4230  Email:  saekiw@lamission.edu  Assistant:  Pong Nimnual
Last day to drop without a "W" - 03/03/08  Last day to drop with a "W" - 05/05/08  Prerequisite: None
Login to your Online Class: Etudes NG - how to login & where to login  Look at the tutorials for your class.

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 on paper and given on campus.

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

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

REQUIRED TEXT
- Click HERE for more information on the textbook.
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:

- Mosby’s Medical Dictionary, Mosby.
- Taber’s Encyclopedic Medical Dictionary, 18th Edition. F.A. Davis
- Stedman’s Pocket Medical Dictionary. Williams and Wilkins
- The Bantam Medical Dictionary. Bantam Books

GENERAL

All registered students must email the instructor at saekiw@lamission.edu on or before the first day of class which is Feb. 4th. The email should contain your name, Student Identification Number, email address and your telephone number. In addition, your email should include a confirmation that you have read and agreed to the terms and specifics of this syllabus.

If you are new to taking classes online, I suggest that you first read the Student User Guide in the Modules link before you begin. It explains how to use this Etudes-NG online platform. 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 your responsibility to officially withdraw from the class if you decide to do so. Should you decide to drop the course during the semester, you must do so through the Admissions and Records Office.

Please notify me immediately if you are having problems accessing course materials over the Internet or via email, depending on the course delivery method. These problems include, but are not limited to, accessing the course (inactive or wrong URL), inactive or incorrect password, returned email messages, etc. Also, do not put off contacting me if you are having problems understanding the material. Do not just quit logging on. If you stop logging in for any length of time, you may be dropped from the course.

LECTURE NOTES

There are two different ways that you can access the same lecture notes. One is under the Modules link and the other is under the Resources link. In Modules, you will find text style lecture note of each Unit plus pronunciation link of medical terms by Webster so that you can practice your pronunciation. In Resources, you will find the same lecture notes in Microsoft Word, PowerPoint, and Adobe PDF file. Also, an mp3 audio recording of your instructor 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

Weekly assignments from your textbook will be posted in the Assignments link starting on the first day of each Module. They are due one week after they are posted. For example, if an assignment was posted on Monday 02/04/08 then it is due the following Monday 02/11/08. Even though they will not be graded, completing these assignments will help you understand the subject and study for the online quizzes and the on-campus exams. After completing the assignments, you can check your answers at the end of your textbook.

Also, weekly discussion assignments will be posted in the Discussion and Private Messages under Class Discussions link throughout the semester. You are required to post a response to each of the instructor's discussion topic and you may also reply to a fellow student's discussion on the same topic. These are also due one week after they are posted.

"Students will be dropped for non-attendance if no posting is made to the Discussion forum within the first two weeks of the semester."

QUIZ

Quizzes will be available for you to take online in the Test Center link on a weekly basis starting on the 2nd week of class. Each quiz will cover the reading material assigned the week before. For example, if you were assigned to read Unit 1 on Monday 02/04/08 then the quiz for Unit 1 will be open for 48 hours starting on Monday 02/11/08. Once you begin the 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. Quiz make-ups are not allowed for any reason but you are able to drop the two lowest scores.

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 closed book and will be given on campus.

MIDTERM & FINAL EXAM

There will be one Midterm and one Final exam which you will be given 3 hours to complete. You will need to take these exams on campus and 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. Make-ups for missed Midterm or Final exams will not be allowed unless arrangements are made due to emergency or medical reasons. This means the student must contact the instructor and make an arrangement prior to the exam date. 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. 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.
"You must bring 2 scantrons and present a picture ID to your instructor on the day of the exam."

EVALUATION

1. Assignments
   Not graded but most useful in preparing for quizzes and exams

2. Discussions
   10 pts each, total will account for 10% of your final grade

3. Quizzes (two lowest dropped)
   50 pts each, total will account for 40% of your final grade

4. Midterm exam (on-campus)
   200 pts, will account for 25% of your final grade

5. Final exam (on-campus)
   200 pts, will account for 25% of your final grade

SCALE

A (90-100%)  B (80-89%)  C (70-79%)  D (60-69%)  F (59% or below)

ASSIGNMENT SCHEDULE

Week 1
2/04/08
Modules: Student User Guide
   Section A - How to Work the Program
   Unit 1 - The Word-Building System
   Assignments: Complete Unit 1 Review Activities & Computer Tutorial in textbook
   due 2/11/08 Class Discussions #1 - "Introduction"

Week 2
2/11/08
Module: Unit 2: Surgical Suffixes, Dermatology, Hematology & Diagnostic Imaging
   Assignments: Complete Unit 2 Review Activities & Computer Tutorial in textbook
   due 2/19/08 Class Discussions #2 - "Prerequisite"

Week 3
2/19/08
Module: Unit 3 - Oncology and the Central Nervous System
   Assignments: Complete Unit 3 Review Activities & Computer Tutorial in textbook
   due 2/25/08 Class Discussions #3 - "Online Medical Terminology"

Week 4
2/25/08
Module: Unit 4 - Orthopedics, Osteopathy, and Body Regions
   Assignments: Complete Unit 4 Review Activities & Computer Tutorial in textbook
   due 3/03/08 Class Discussions #4 - "Immunization Pros & Cons"

PRESIDENTS DAY HOLIDAY (COLLEGE CLOSED)    FEBRUARY 15-18, 2008
Week 5

Last day to drop without a "W"

3/03/08

Unit 4 Quiz  (available online for 48 hours)
Module:  Unit 5 - Pathology, Otorhinolaryngology, and Prefixes dys, brady, tachy, poly…
Assignments:  Complete Unit 5 Review Activities & Computer Tutorial in textbook
due 3/10/08  Class Discussions #5 - "Aspirin a day"

Week 6

Unit 5 Quiz  (available online for 48 hours)

3/10/08
Module:  Unit 6 - Urology and Gynecology & Unit 7 - Gastroenterology
Assignments:  Complete Unit 6 & 7 Review Activities & Computer Tutorial in textbook
due 3/17/08  Class Discussions #6 - "Newspaper article"

Week 7

Unit 6 & 7 Quizzes  (available online for 48 hours)

3/17/08
Module:  Unit 8 - Neurology, Psychology, Anesthesiology, and Vascular
Assignment:  Study for Midterm Exam (Unit 1-7)
due 4/01/08  Class Discussions #7 - "Confusing terms"

Week 8

SPRING BREAK (college closed)  MARCH 24-30, 2008

3/24/08  Enjoy !
But don't forget to
Review & Study for the cumulative Midterm Exam
To be given on-campus next Saturday, April 5th

CESAR CHAVEZ HOLIDAY (college closed)  MARCH 31, 2008

Week 9

MIDTERM EXAM  (Unit 1 – 7)  Bring 2 Scantrons and a photo ID!

4/01/08
*Saturday - April 5, 2008 from 9:00 am-12:00 pm*
*On-campus, Instructional Bldg. Rm-2016*
Assignments:  Complete Unit 8 Review Activities & Computer Tutorial in textbook
due 4/07/08  Class Discussions #8 - "A Procedure"

Week 10

Unit 8 Quiz  (available online for 48 hours)

4/07/08
Module:  Unit 9 - Anatomic Terms
Assignments:  Complete Unit 9 Review Activities & Computer Tutorial in textbook
due 4/14/08  Class Discussions #9 - "Dr. Visit experience"
**Week 11**  
4/14/08  
**Module:** Unit 10 - Surgery, Diabetes, Immunology, Lesions & Prefixes of Numbers  
**Assignments:** Complete Unit 10 Review Activities & Computer Tutorial in textbook  
*due 4/21/08*  
Class Discussions #10 - "Pick a body part"

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**Week 12**  
4/21/08  
**Module:** Unit 11 - Descriptive Prefixes, Asepsis, and Pharmacology  
**Assignments:** Complete Unit 11 Review Activities & Computer Tutorial in textbook  
*due 4/28/08*  
Class Discussions #11 - "Pick a specialist"

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**Week 13**  
4/28/08  
**Module:** Unit 12 & Unit 13  
**Assignments:** Complete Unit 12 & 13 Review Activities & Computer Tutorial in textbook  
*due 5/05/08*  
Class Discussions #12 - "Pick a disease"

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**Week 14**  
5/05/08  
**Last day to drop with a "W"**  
**Module:** Unit 14 - Word Parts for Night, Sleep, Split, Skeletal System, and Orthopedics  
**Assignments:** Complete Unit 14 Review Activities & Computer Tutorial in textbook  
*due 5/12/08*  
Class Discussions #13 - "Pick a medicine"

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**Week 15**  
5/12/08  
**Module:** Unit 15 - Ophthalmology, Endocrinology, and Medical Specialties  
**Assignments:** Complete Unit 15 Review Activities & Computer Tutorial in textbook  
*due 5/19/08*  
Class Discussions #14 - "Suggestions"

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**Week 16**  
5/19/08  
**Module:** Review for Final Exam  
**Assignment:** Study for next week’s cumulative Final Exam  
To be given on-campus next Saturday, **May 31st**  
*due 5/27/08*  
Class Discussions #15 - "Anonymous survey"

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**MEMORIAL DAY HOLIDAY (COLLEGE CLOSED) MAY 26, 2008**
Week 17  FINAL EXAM  (Unit 1-15)  Bring 2 Scantrons and a photo ID!
5/27/08  *Saturday - May 31, 2008 from 9:00 am-12:00 pm*
*On-campus, Instructional Bldg. Rm-2016*

WORDS OF ADVICE
Do not fall behind in this class! 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. Do not procrastinate and you will do well.

PROBLEM and/or QUESTION?
If you have a question, post your question in the Discussion and Private Messages area. It's possible that other students are having the same question. Keep in mind that the question posted here will become public. I will be available to answer your questions online via this forum. Please do not post questions in the Assignment area since I will not be answering questions from there. However, if you have a problem that concerns only you, use the Private Messages link and address the message to me directly.
You may also contact my assistant, Pong Nimnual at 818-364-7744 or come by to see him in person at the Instructional Bldg. Rm-2017 on campus. In addition, I will be holding an online office hour once a week on Saturday from 8:30-9:00 am in the Chat Room starting on 02/09/08.

GOOD LUCK!