

**SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES**  
**Accelerated Sciences Division**

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**COURSE INFORMATION**

**Course Number (Prefix Code):** BIO203

**Course Name:** Applied Medical Terminology

**Course Description:**

This course provides students with an understanding of the unique language needed to communicate effectively as a healthcare professional. The basic structure of medical terms and the rules for word building and word deconstruction will be discussed in the context of how the body works in health and disease.

**Course Delivery Model(s):** Online

**Time Requirement:**

Lecture Hours per term:	45
Total Hours per term:	45
Course Duration (weeks):	5
Credits:	1

**Credit Hour Verification:**

This list represents the average amount of time a student is expected to spend to successfully complete this course.

	<b>Activity Type</b>	<b>Online Hrs/wk</b>
<b>Course Time</b>	Lecture	0 hours
	Discussion forums	1 hour
	Quizzes (outside of class)	1 hours
<b>Preparation and Study</b>	Study (assessment prep)	4 hours
	Reading	2 hours
	Writing assignments	2 hours
<b>Other</b>	Exams (outside of class)	1 hour
<b>Total</b>	Total per week	11 hours
	Total per course	55 hours

**Prerequisites:** BIO 116 and BIO 116L or equivalent

**Co-requisites:** None

**This course may be taken again for credit the following number of times (repeatable):** 5

**LEARNING OUTCOMES, OBJECTIVES, & ALIGNMENT****Student/Course Learning Outcomes**

In successfully completing this course, students will be able to:

<b>SLO/CLO</b>
1. Describe the origin of medical language.
2. Use basic prefixes, suffixes, and combining forms to build medical terms.
3. Identify common medical terminology related to the structure and function of the human body in health and disease.
4. Correctly spell and pronounce medical terms.
5. Identify common symptomatic, diagnostic, operative and therapeutic terms associated with various body systems.

## **TEXTBOOKS & MATERIALS**

**Required Textbook(s):** Medical Terminology: Learning Through Practice by Paula Bostwick, 2019.

**Required Materials:** Working computer with a strong internet connection, camera, and a microphone. Scientific calculator.

### **Scientific Calculator\*\***

*\*\* Graphics or text-memory calculators are not allowed for use during quizzes or exams. If a student brings one, they will have to take the quiz without a calculator! Students are encouraged to obtain a scientific calculator with exponents and logarithms immediately, rather than the day before a quiz or an exam. It is important to be comfortable with the calculator being used, rather than to be struggling to locate the keys for certain mathematical operations. For example, a TI-30X IIS is acceptable.*

**Provided Materials:** The following materials will be provided:

*Homework and quizzes platform (McGraw-Hill). Pronunciation videos are added to every unit on Canvas.*

## **Technology Requirements**

**External resources:** McGraw-Hill

**Learning Management System:** Canvas. If a student is unfamiliar with the Canvas learning management system, please visit the manuals and learning guides available in the Canvas Student Guide. It is important that students are comfortable and competent in using this system, as all course material and communication will be done via Canvas.

Navigating Canvas – the Canvas site has a large set of [Canvas tutorials and videos for students](#).

**Browser and Computer Requirements for Canvas:** This course requires that students have access to Google Chrome or Microsoft Edge.

**Examination System:** is Proctorio. We will be using the Proctorio Online Exam Proctoring Service in this course. Proctorio is a software extension in Chrome that uses your computer's screen, web cam, and microphone to create a remote proctored environment, and enables you to take exams via Canvas in the location of your choice. You must have a strong and stable internet connection for Proctorio to work well. During the exam, you, your computer, and the environment you are taking the exam in may all be recorded.

In addition to the instructor(s) and Teaching Assistants(s) of this course, Proctorio and SCU Proctorio administrators are the only ones who will have access to the recordings. The Chrome browser extension must be installed before students can take any exam, and it can be removed once an exam is complete.

There will be a practice exam to become familiar with using Proctorio, and surface any issues you may encounter with Proctorio.

**Suggestions for completing online coursework:** Save work often; this includes backing it up on multiple devices or cloud applications. When submitting final papers on the Canvas learning management system (LMS), ensure that all files have been uploaded properly. Also make sure to keep a hard copy of all papers/projects in case of an unforeseen technological failure or outage.

## **EVALUATION OF STUDENT LEARNING**

### **Grading scale:**

Letter grade

A = 90% - 100%

B = 80% - 89.99%

C = 70% - 79.99%

D = 60% - 69.99%

F = 0.0% - 59.99%

### **Assessments:**

<b>Assessment Name</b>	<b>#</b>	<b>Percentage</b>	<b>SLO Linkage</b>
Reading Assignment	17	25	1,2,3,4,5
Case Study	2	10	1,2,3,4,5
Participation	5	25	1,2,3,4,5
Exams	2	40	1,2,3,4,5
Total		100	

**Course Topics:**

Module	Topic	Assessment Activity	SLO Linkage
1	Learning Terminology, Word Roots, and Combining Forms prefixes Suffixes The Human Body, An Orientation	Reading Assignments Participation	1,2,3,4,5
2	Integumentary System The Musculoskeletal system The Nervous System The Sensory System	Reading Assignments Participation	1,2,3,4,5
3	The Endocrine System Blood The Cardiovascular System	Reading Assignments Participation	1,2,3,4,5
4	The Respiratory System The Lymphatic System and Body Defense The Digestive System and Body Metabolism	Reading Assignments Participation	1,2,3,4,5
5	The Urinary System The Male Reproductive System The Female Reproductive System	Reading Assignments Participation	1,2,3,4,5

**UNIVERSITY POLICIES**

All university policies apply to this course and all others. For full policy information please consult the SCU Catalog. Additionally, program policies apply to students in each program as described in the Catalog and in SCU Health Handbook for clinical courses.

**Drop Date:** It is a student's responsibility to understand when to consider unenrolling from a course. Refer to the [SCU Academic Calendar](#) for dates and deadlines for registration. Also refer to SCU Academic Policies for [information about the drop period](#).

**Incomplete Policy:** Under emergency/special circumstances, students may petition for an incomplete grade. See the [SCU Catalog for Policies about Incomplete Grades](#)

**Academic Integrity:** Students at this university are expected to maintain the highest degrees of professionalism, a commitment to active learning, and display integrity both in and out of the classroom. See the SCU [SCU Academic Integrity Code](#).

**Accessibility Services and Accommodations:** The Office of Student Services provides support to students with disabilities requiring accommodation in concert with the lead faculty for this course. All students are encouraged to request accommodation as far in advance of when the accommodation will be required to allow the

University to process the request and provide approved accommodation. To begin the process please request a consultation with the designated Accessibility Services Officer as soon as possible. Once the Office of Student Services approves the request, the letter of accommodation will be provided to the student and lead faculty member via email. The student should be certain to follow-up with the lead faculty member to plan for the specific accommodation needs for the course. Program requirements cannot be modified to accommodate a disability. Please see the catalog for details regarding [Accessibility Services and Accommodations](#).

[A complete list of University Services](#) is available through MySCU, including:

- Tech Support information
- Veterans Support Services
- Resources for Title IX support through the Campus Safety tab
- Student Advocacy and Accountability resources

[Learning Resource Center](#): Students can use the library's resources which provide students with an excellent collection of books, journals, electronic databases, and websites as well as consult with the librarian to help with the course.

**Online Etiquette:** In general, behavior in an online classroom should emulate the professional behavior expected in an on-ground classroom with a few additional requirements:

- Avoid using text slang and abbreviations such as "u" (instead of "you"), "TLDR" (Too Long, Didn't Read) or "TBH" (To Be Honest) - not everyone knows what they are. Do not use ALL CAPS for entire sentences or posts - this is seen as yelling at someone.
- Any form of personal attack or inappropriate response with other students or faculty is unacceptable. We will remove any discussion posts showing this and warn the author.
- If a student disagrees with someone's comments, they should do so respectfully and collegially and provide legitimate examples to support their side.
- Before pressing the submit button review comments, making sure nothing is coming across as defensive, too "know-it-all" or critical, or academically inappropriate. It is easy for someone to misinterpret the meaning when they cannot see facial expressions or hear the tone of voice.
- Avoid short, generic replies such as "I agree!", "I like it!" or "Funny!" – explain why, add another point in support of the idea, or raise a question to continue constructive dialogue.

**Attendance:** [SCU policy](#) defines attendance for all courses and specifies online courses as active, weekly participation in the course as described in the syllabus. Examples of activities could include, but are not limited to:

- Participating in weekly online chats or discussions
- Submitting or completing assignments
- Commenting on other student contributions
- Actively logged on and participating in class at least three times per week

See the Academic Policies page in the [SCU Catalog](#) for more details on Attendance Policy

## Accelerated Sciences Course Recommendations

- Read before and after each class. Skim the chapter before it is covered in lecture to become comfortable with some of the terms associated with each topic. Review each chapter after it is covered in class to enhance understanding of the material.
- Do not wait until the night before homework is due to start the assignment. Understanding of concepts will be enhanced if the time is taken to learn them beforehand and later review the material without being rushed.
- Stay focused by finding an environment to study with few distractions.
- Participate during class by taking notes and looking over them afterwards.
- Any topics covered in the course could be presented in subsequent examinations, so it is critical to prepare and learn all presented material.
- Remember that procrastination in an accelerated course can quickly prove disastrous! Failure to learn foundational principles can make all future material seem nearly incomprehensible, so make sure to budget time wisely over the next five weeks.

### **Specifically for synchronous courses:**

- Ask questions for clarification when not understanding the material being covered.
- *Do not skip class, arrive late, or leave early.* Given the accelerated nature of our courses, every minute of class missed can have a real impact on student success in a course.
- Work on assigned problems as close to the time as when the topic is covered in class to increase understanding of specific concepts.
- Find a group of students to study with. This makes studying more fun and helps learning of the material by teaching to and learning from peers. Explaining these concepts to other students aids in mastery of what is covered.

## Teaching Methods & Instruction

- **Instructional Videos:** Pre-recorded lecture videos will provide instruction on the pronunciation of the terminology covered in each module.
- **Reading Assignments:** These sections are created on “Connect” through SmartBook. They improve reading productivity and provide students with better knowledge retention. SmartBook is an eBook that applies the adaptive technology of LearnSmart to ensure a focus on content the student hasn’t learned while also promoting long-term retention of learned material.
- **Participation:** Students earn points by completing learning activities. Attendance is not the same thing as participation. Students are expected to be involved and engaged in all classroom activities (which may include activities graded on quality of participation).
- **Case Studies:** These assignments will allow students to apply the terminology learned in real life clinical scenarios.
- **Exams:** There are two exams in each class, a mid-term, and a final exam. There will be questions that are similar to all quizzes, homework, questions at the end of each chapter, and any other activity given. The exams are all on Canvas. Please pay attention to the due dates. They are final and will not be extended. Proctoring is required by the instructor for all exams.
  - **Note:** Completing assignments open book (book, instructor office hours, tutor, Google, etc.) is different than testing in an exam environment. It is acceptable and encouraged to use all available resources to learn how to complete an assignment; however, the long-term goal should be to pass the exams without any outside aid.