

BIOLOGY 33 – Medical Terminology

“An ETUDES-NG Online Course”

Summer 2009 - Section 0112 - Units 3.00 - Internet + 2 on-campus exams (TBA) - Prerequisite: None

Instructor: **WAKANA SAEKI, MD** <http://www.lamission.edu/lifesciences/saeki/>

Office Hrs: Online Chat every Thursday from 7:30-8:00 pm Telephone: 818-364-7744

Voicemail: 818-364-7600 x4230 Email: saekiw@lamission.edu Assistant: **PONG NIMNUAL**

8-Week Class 06/22/09-08/16/09 Last day to drop without a "W" – **07/01/09** drop with a "W" – **07/16/09**

For information on where/how to login to your Online Class, go to <http://missiononline.pbworks.com/read-this>

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 OUTCOME

Students will read a passage from an article or abstract from an original medical science journal and explain the meaning of biomedical terms within the context of the article. It should include translating 8 specific medical terms in the article into their simple meanings based on interpretation of roots, prefixes and suffixes.

LEARNING OBJECTIVES

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

- Medical Terminology - A Programmed Systems Approach, Revised 9th Edition by Dennerll & Davis - Copyright 2005 (ISBN 10: 1418020214, ISBN 13: 9781418020217). Click [HERE](#) for more information.
- 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: www.lamissionbookstore.com

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, 28th Edition. Saunders.
- Miller/Keane: Encyclopedia Dictionary of Medicine, Nursing and Allied Health, 6th Edition. Saunders.
- 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 June 22nd. 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. Then go to <https://etudes-ng.fhda.edu/portal> to login.

Once you've successfully logged in, 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 also 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 in person at the Admissions and Records Office, online via the internet, or by phone using the Student Telephone Enrollment Program.

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.

DO NOT just quit logging on. If you failed to log on for any length of time, 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.

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

Review activities at the end of each chapter in the textbook are your weekly assignments. Even though they do not need to be turned in and they are not 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.

Weekly discussion assignments will be posted in the **Discussion & 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 due one week after they are posted. For example, if a discussion assignment was posted on Monday 06/22/09 then it is due on the following Monday 06/29/09 by midnight.

"Students may be dropped for non-attendance if no posting is made in the Discussion within the 2nd week."

QUIZ

Quizzes will be available for you to take online in the **Tasks, Tests and Surveys** link on a weekly basis starting on the 1st week of class. Each quiz will cover the reading material assigned during that week. For example, if you were assigned to read Unit 1 & 2 on Monday 06/22/09 then the quizzes for Unit 1& 2 will be open for 1 week starting on the same day Monday 06/22/09 until next Monday 06/29/09 by midnight. 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. Quiz make-ups are not allowed for any reason but you are able to drop the two lowest scores. You are allowed to take each quiz only once.

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.

If you experienced any problem with your computer and/or your internet connection while taking the 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.

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 a photo ID to show your instructor on the day of the exam."

EVALUATION

1. Review Activities (Textbook) Not graded but most useful in preparing for quizzes and exams
2. Discussions 10 pts each x 15 discussions = 150 pts
3. Quizzes (two lowest dropped) 50 pts each x 13 = 650 pts
4. Midterm Exam (on-campus) 200 pts
5. Final Exam (on-campus) 200 pts

TOTAL POINTS = 1,200 pts

SCALE	A (90-100%)	B (80-89%)	C (70-79%)	D (60-69%)	F (59% or below)
	<i>(1,080-1,200 pts)</i>	<i>(960-1,079 pts)</i>	<i>(840-959 pts)</i>	<i>(720-839 pts)</i>	<i>(719 pts or below)</i>

ASSIGNMENT SCHEDULE

Week 1 06/22/09	Module: Student User Guide, Section A, Unit 1 & 2 Unit 1 & 2 Quizzes (available online until Mon. 06/29/09) Assignment: Class Discussions #1 & #2 (due 06/29/09)
06/25/09	Last day to drop class for a Refund
Week 2 06/29/09	Module: Unit 3 & 4 Unit 3 & 4 Quizzes (available online until Mon. 07/06/09) Assignment: Class Discussions #3 & #4 (due 07/06/09)
07/01/09	Last day to drop class without a "W"
Week 3 07/06/09	Module: Unit 5 & 6 Unit 5 & 6 Quizzes (available online until Mon. 07/13/09) Assignment: Class Discussions #5 #6 (due 07/13/09)

<p>Week 4 07/13/09</p>	<p>Module: Unit 7 & 8 Unit 7 & 8 Quizzes (available online until Mon. 07/20/09) Assignment: Class Discussions #7 & #8 (<i>due 07/20/09</i>)</p>
<p>07/16/09</p>	<p>Last day to drop class with a “W”</p>
<p>07/18/09</p>	<p>MIDTERM EXAM (accumulative Unit 1 - 8)</p> <ul style="list-style-type: none"> • You must bring a photo ID and don't forget your login username/password. • <u>Saturday – July 18, 2009 from 9:00 am-12:00 pm</u> • In-person & on-campus, using computers in Learning Resource Center (LRC) 233
<p>Week 5 07/20/09</p>	<p>Module: Unit 9 & 10 Unit 9 & 10 Quizzes (available online until Mon. 07/27/09) Assignment: Class Discussions #9 & #10 (<i>due 07/27/09</i>)</p>
<p>Week 6 07/27/09</p>	<p>Module: Unit 11, 12, & 13 Unit 11, 12, & 13 Quizzes (available online until Mon. 08/03/09) Assignment: Class Discussions #11, #12, & #13 (<i>due 08/03/09</i>)</p>
<p>Week 7 08/03/09</p>	<p>Module: Unit 14 & 15 Unit 14 & 15 Quizzes (available online until Mon. 08/10/09) Assignment: Class Discussions #14 & #15 (<i>due 08/10/09</i>)</p>
<p>Week 8 08/10/09</p>	<p>Study for your accumulative Final Exam!</p>
<p>08/15/09</p>	<p>FINAL EXAM (accumulative Unit 1 - 15)</p> <ul style="list-style-type: none"> • You must bring a photo ID and don't forget your login username/password. • <u>Saturday – August 15, 2009 from 9:00 am-12:00 pm</u> • In-person & on-campus, using computers in Learning Resource Center (LRC) 234

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 & 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 Nimmual** 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 Thursday night from 7:30-8:00 pm in the **Chat Room** starting on 06/25/09.

GOOD LUCK EVERYONE!

LOS ANGELES MISSION COLLEGE

WAKANA SAEKI, MD

Adjunct Instructor, Life Sciences Dept.

13356 Eldridge Avenue

Sylmar, CA 91342

Telephone: 818-364-7744

Voicemail: 818-364-7600 x4230

e-mail: saekiw@lamission.edu

www.lamission.edu/lifesciences/saeki

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