

Springfield College in Illinois
Fall 2007 Session E (Aug 20-Oct 14)

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I. Course Description

BIO-101 (3) Medical Terminology. A course designed to prepare the student to interpret terminology found in medical literature and patient records. Emphasis placed on pronunciation and definition of medical terms by the study of root words, suffixes and prefixes. Also included are dosages, measurements, common abbreviations, diagnostic tests, some basic anatomy, and selected specialty terms concerning pharmacology, radiology, nuclear medicine, and physical therapy. No prerequisites.

II. Textbook

Leonard PC: *Quick & Easy Medical Terminology* (2007) ed 5; Saunders

III. MISSION STATEMENT

The mission of Springfield College in Illinois is to provide students the best liberal arts education in the Ursuline tradition of a nurturing faith-based environment. We prepare students for a life of learning, leadership and service in a diverse world.

IV. Goals, Objectives, Outcomes

a. Goals: Upon completing the course, the student will:

1. Understand the word roots, prefixes and suffixes used in medical terminology.
2. Know the proper usage of common medical terms and the essential anatomy and physiology to understand their usage.
3. Be versed in the basics of terminology used in various specialty areas.
4. Have a basis in the nomenclature and composition of terms involving procedures in medicine.
5. Develop a working knowledge of diagnosis, therapeutics (surgical, chemotherapeutic), and treatment modalities in general.
6. Understand how to evaluate new words in medical fields when confronted with them, and be able to determine their meaning.

b. The following are Common Student Learning Objectives (CSLOs):

1. Content knowledge (lifelong learning) CK-1. Know and apply the central concepts of the subject matter.
2. Communication skills (lifelong learning and leadership) CS-2. Communicate effectively in oral and written form.

3. Problem solving skills (lifelong learning and leadership) PS-2. Seek information and develop an in-depth knowledge base, grounded in research.
4. Social responsibility (service and leadership) SR-3. Develop good citizenship.
5. Global perspectives (diversity) GP-1. Recognize the importance of diversity of opinion, abilities and cultures.

c. Course Based Student Learning Objectives.

Upon completion of this course, students will be able to demonstrate their mastery of the following learning objectives, addressing the following CLSOs (in parentheses):

CBSLO-1: To know and apply the basic terminology and concepts of medicine (CK-1).

CBSLO-2: To be able to use medical terminology appropriately, both in terms of pronunciation and in proper context (CS-2).

CBSLO-3: To apply word roots, prefixes and suffixes to problem-solving methods used throughout the course (PS-2).

CBSLO-4: To develop a basic understanding of disease processes, and how they affect different populations (SR-3, GP-1).

V. Methods

The online course is presented in a series of Power Point presentations, roughly corresponding to the book chapters. There are also self-assessment and practice quizzes for students to use, both in the book and on-line. Additional material and websites of interest are also noted for particular interest or problem areas. The instructor will be available by email regularly (or, use cell phone during waking hours), to answer questions that may arise. Any supplemental material that may be of benefit, or even just of interest, will be included.

VI. Course Requirements

Students are expected to learn by self-study (in regard to the online course), but help is available. There is no attempt to have you memorize any certain number of terms. Hopefully, this course will be of more practical use to you than that. It is intended to have you develop skills to approach new terms, as they are presented to you in the future, with an ability to determine their meaning.

It should be noted that students are expected to make weekly progress on the material. The course is scheduled over eight weeks, and only two tests are planned (see below). Mastering the material over 8 weeks is thus a small challenge. Mastering it the night before may be more of a challenge than you can handle. Thus, it is **very strongly** suggested you keep up with the designed pace of the course.

GRADING SCALE

90.1 – 100%	=	A
80.1 – 90%	=	B
70.1 – 80%	=	C
60.1-70%	=	D
Under 60.1%	=	Failure

VII. Course Grade

To simplify matters for you, there are two tests for the course. One is a Midterm Exam, the other is a **COMPREHENSIVE** (all-inclusive, over the whole shebang) Final Exam. Several

versions of the Midterm are available. The Midterm (***NOT*** the Final) may be repeated once (1-X) with a different version, if you desire. The higher of the two grades will then be your Midterm grade. Why? In case of a mis-communication, where students don't realize or understand what is expected of them. A single Midterm could be rather devastating, in that case. So, an opportunity to repeat it once is provided, if desired. The Midterm is, after all, the first test of the course.

Both the Midterm and Final can be taken at any time during the duration of the course, but both must be completed by course end. Both tests are given at the SCI Resource Center, during their normal hours. Students must provide a photo ID for identification, and be enrolled in the course, to take the tests. In extreme cases, if you live far away, call ASAP about making other arrangements for you, closer to home. In all cases, ID will be required, and no books or class notes can be used during the testing. Also, no discussion is allowed. There is **NO** time limit on either test. Should you have special needs, again call ASAP, as we have managed to accommodate everybody with such needs thus far, and intend to continue doing so.

It is recommended that you do self-assessment on a regular basis. That way, if questions or problems arise, they can be dealt with on a timely basis. With just a little motivation, it should be no problem to keep up and do well. There will be regular email contact throughout the course. As always, though, the online option of Medical Terminology is for those self-motivated enough to keep up the pace of the course on their own. There are no formal classes to guide you.

Midterm	=	40% of grade
Final	=	60% of grade

Deadlines posted will be absolutely final, except by the express permission of the instructor. If you miss a test because you have pneumonia, I should know that (a simple email message or call will work). If you miss a test because you didn't keep track of the deadline to take it, I will enjoy your company when the course is offered again!

Certain administrative duties require completion. These are not graded, obviously (like acknowledging you read the syllabus, instructor self-assessment). However, they are required as part of the course. Failure to complete these will result in an inability to receive a passing grade.

PLAGIARISM. Plagiarism is defined as follows: "The act of appropriating the literary composition of another, or parts or passages of his [or her] writing, or the ideas of language of the same and passing them off as the product of one's own mind. To be liable for plagiarism it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting a substantial portion thereof." *Black's Law Dictionary* 1035 (5th ed, 1979). The SCI Student Handbook lists plagiarism as a serious breach of conduct standards that will result in disciplinary action.

There are available formats for contacting other course students online (for help, or just to chat). This does not extend to having multiple people take tests together. Nor does it mean you can pay somebody elsewhere to take your tests. That is cheating. Any cheating will result in an automatic failing grade for the course, and referral to the Administration for further action. Why waste your time, money, and possibly your career? Of all your courses, this one should be practically useful, and not excessively difficult to pass.

VIII. COURSE CONTENT (See also schedule of classes)

A. Root words, prefixes & suffixes

How to put them together to make an infinite number of medical terms, and have them make some kind of sense.

B. Organization of the body

Cells, tissues, planes and basic concepts used throughout the course

C. Skeletal and muscular systems

Bones, muscles, joints, and related terms and procedures

D. Cardiovascular and lymphatic systems

The heart, blood vessels, and the immune system

Some specialized terminology regarding the cardiovascular system

E. Respiratory system

Upper and lower, and the lungs in particular

Includes some basic anatomy and physiology

F. Digestive system

Parts, functions, pathology and procedures

G. Urinary system

Structures, processes, urine, and procedures

Introduction to renal function

H. Reproductive system

Male and female

I. Integumentary system

Skin and all its problems

J. Nervous system, psychological disorders & endocrine system

A quick overview of these fields

Supplemental material will be included beyond the text

The exact order will vary according to your needs, but this is the recommended series of topics. Feel free to forge ahead on your own schedule. Please don't fall behind on the course schedule.

IX. AMERICANS WITH DISABILITIES ACT (ADA)

Springfield College in Illinois provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in college-sponsored programs, activities, and services or to meet course requirements should contact the Director of the Resource Center as early as possible.

It may seem that ADA doesn't apply, but we really have made every effort to assist those in special need circumstances. If you have a disabling factor, contact the instructor ASAP, as there may be ways to help you.

X. ASSESSMENT: Classroom Assessment Techniques: Instructor will use post-chapter quizzes, background knowledge probes, one-minute essays, and/or pre/post tests as well as other Classroom Assessment Techniques as deemed necessary in order to provide continuous improvement of instruction. Students are required to take part in all assessment measures. If you are asked to complete a form for this purpose, please do so in a timely manner.

XI. IAI STATEMENT

This course has not been approved by IAI for transfer, but is applicable for total credit hours.

TENTATIVE SCHEDULE
SESSION "E" – AUG 20, 2007-OCT 14, 2007

Aug 20-24: Introduction:

- Review the syllabus and electronically note same
- Begin presentations 1-3 (Chapters 1-3)
- Determine how to dissect medical terms into parts
- Develop an understanding for how those parts work
- Begin to accumulate some basic vocabulary

Aug 27-31: Chapters 4 & 5

- Diagnostic and therapeutic terms are introduced
- Body organization (planes and directions, XRay terms)

Sep 3-7: Chapter 6 is Musculoskeletal System

- Chapter 7 on Cardiovascular System
- Both chapters have significant anatomy, physiology, and diagnostics
- Therapeutic terms are included for both as well

Sep 10-14: Mid-term must be completed by Sep 10

- (Up to two tests, Chapters 1-7)
- Chapter 8 – Respiratory System including spirometry basics
- Chapters 9 Digestion
- Rather rich in anatomy and physiology, as well as diagnostic and therapeutic terms for both chapters

Sep 17-21: Chapters 10-11 Urology (Kidneys & renal system)

- Reproductive system (male & female)
- Both are rather specialized and involved

Sep 24-28: Chapter 12 on the Integumentary (skin) System

- Includes a large amount of diagnostic information
- Chapters 13, Nervous system (Neurology & Psychiatry/Psychology)
- Plus introduction to Endocrine System, common disorders & physiology

Oct 1-5: Chapter 14: Introduction to Endocrine System, common disorders & physiology

Oct 8-12: Final Exam by end of Session E

- Covers Chapters 1-14

Grades are officially due Oct 14 (? It's a Sunday), but try to complete the testing by October 12 if at all possible.

**** Please note that there are appendices in the back of the book to help you. This particular text looks deceptively small and easy, but it is really full of information from cover to cover. Please note that *the answers are available for most exercises in the book (check out p.402)*. Take advantage of the ability to self-test.