**BIO 348 MEDICAL TERMINOLOGY: SPRING 2017**

 **I. CATALOG DESCRIPTION**

An introduction to the study of medical language related to the human body.

 A course in anatomy and physiology, BIO 221/222, is strongly recommended.

 **II. TEXTBOOKS/REFERENCES**

 **A. Textbook**

*Medical Terminology Simplified: A Programmed Learning Approach by*

 *Body Systems*, Barbara Gylys and Regina Masters, F.A. Davis,5th

 Edition, 2014

 **B. Reference Book**

 Steadman’s Medical Dictionary, 5th Ed., Lippincott Williams and Wilkins,

 2005

**III. PURPOSE**

Medical Terminology is a course for students interested in pursuing careers in the health professions or advanced studies in related disciplines such as anatomy and physiology.

**IV. OUTLINE**

 A. Chapter 1: Intro. to programmed learning and medical work building

 B. Chapter 2: Body structure

 C. Chapter 3: Integumentary system

 D. Chapter 4: Respiratory system

 E. Chapter 5: Cardiovascular system

 F. Chapter 6: Digestive system

 G. Chapter 7: Urinary system

 H. Chapter 8: Reproductive system

 I. Chapter 9: Endocrine and nervous systems

 J. Chapter 10: Musculoskeletal systems

 K. Chapter 11: Special senses: The eyes and ears

**V. OBJECTIVES**

 The students will be introduced to:

 A. the main suffixes and prefixes in medical terminology.

 B. the use of compound medical words.

 C. terminology relative to the human body.

 D. terminology associated with the diagnosis and treatment of human disease.

**VI. EVALUATION**

 A. There will be eleven unit exams with a total of 385 questions. All exams

 will have 35 multiple choice questions.

 B. Auto-tutorial exercises will be completed on each section covered.

 C. Chapters 2 – 11 will include a Pronunciation Exercise. You will be asked

 to confirm that you practiced pronouncing the words.

 D. Chapters 3 - 11 will include a crossword puzzle, a coloring activity, and a

 clinical connection activity.

**VII. REQUIREMENTS**

 A. Students are responsible for all material covered in class, all assigned

 material and all handouts, even when absent. It is the student’s

 responsibility to make up all missed work; there are no “excused”

 absences. Recording devices are not permitted in class. Electronic devices

 such as cell phones are to be turned off and kept out of sight.

 B. To receive a grade in the course, the student must complete the course

 of study including all tests, auto-tutorial exercises and ancillary

 exercises.

 Chapters 1 – 11: 385 questions @ 2 pts each ----------------- 770

 Crossword Puzzles, Chapters 3 - 11, 3 @ 10 pts each -------- 30

 Coloring Activities, 2 at random @ 10 pts each --------------- 20

 Clinical Connections, Chapters 3 - 11, 2@10 points --------- 20

 Pronunciation Exercises, Chapters 2 – 11 @ 1 point each -- 10

 Total points --------------------------------------------------------- 850

 C. We will meet two days a week. One day is essentially a study-hall, and

 the exam will be administered on the second day. All associated

 assignments such as crossword puzzles, coloring activities and clinical

 connection exercises will also be due at the time of the exam. Remember,

 there are no assignments for chapters 1 and 2, except for a pronunciation

 exercise for Chapter 2. Chapters 3 through 11 will have the three

 additional items to complete. Students must take tests as scheduled.

 D. The grading scale is a 10 point scale.

 90% = A; 80% = B; 70% = C; 60% = D; 50% = F

**VIII. Disability Statement**

Campbellsville University is committed to reasonable accommodations for

 students who have documented learning and physical disabilities as well as

 medical and emotional conditions. If you have a documented disability or

 condition of this nature, you may be eligible for disability services.

 Documentation must be from a licensed professional and current in terms of

 assessment. Please contact the coordination of Disability Services at

 270-789-5192 to inquire about their services.

IX. Attendance Policy

 Punctual attendance at each class meeting is expected. **The University**

 **Undergraduate Attendance Policy will be followed in this course.**

**X. Missed Tests**

If a scheduled test is missed, it must be completed in a timely manner. Without

 extenuating circumstances, failure to comply with this policy will result in a

 zero on that particular test. Because of the large number of tests, it is important that

 the class stay synchronized.

**XI. Emergency Numbers – Campus Security**

 **270-403-3611 (Cell)**

 **270-789-5555**

**XII. Sexual Harassment Statement**

 Campbellsville University and its faculty are committed to assuring a safe and

 productive educational environment for all students. In order to meet this

 commitment and to comply with Title IX of the Education Amendments of 1972

 and guidance from the Office for Civil Rights, the University requires all

 responsible employees, which includes faculty members, to report incidents of

 sexual misconduct shared by students to the University’s Title IX Coordinator.

 Title IX Coordinator: Terry VanMeter, 1 University Drive, UPO Box 944

 Administration Building 8A, Phone: 270-789-5016

 Email-twvanmeter@campbellsville.edu

 Information regarding the reporting of sexual violence and the resources that are

 available to victims is set forth at:www.campbellsville.edu/titleIX