

Wayland Baptist University  
School of Mathematics & Sciences  
Course Syllabus; Spring 2017

**IMPORTANT NOTE:** This course does not meet the General Education requirements for Science. This course is typically undertaken by Pre-Health/Science majors.

**Instructor:** Randy W. Craig, DVM.  
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**Course:** Biology 3310 – Medical Terminology (VC)  
School Of Math and Science  
Dean: Scott Franklin, PhD  
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**Course Description:** Development of a specialized vocabulary for healthcare professionals by using a systematic approach to word building. Key terms pertaining to anatomy, clinical concepts, diseases, diagnosis, treatment, surgery, drugs and medical records are emphasized through word analysis and clinical cases. Word elements, recognitions and comparisons are presented in combination of PowerPoint©, audio-assisted PowerPoint©, and visual exercise formats.

**Prerequisite:** School Approval

**Resources:** (Library & Textbook): Medical Terminology; A Living Language, by Bonnie Fremgen and Suzanne Freucht, 5<sup>th</sup> Edition (or newer). Pearson-Prentice Hall Publishers, New Jersey.

**Course Outline:**

- I. Word Building Rules
  - Word Parts & Combining Forms
  - Word Structure
- II. Prefixes & Suffixes
  - Measurement
  - Position & Direction
  - Noun & Adjective prefixes
  - Plural Words
  - Specialties & Specialists
- III. Whole Body Terminology
  - Structural Organization
  - Body Regions, quadrants and cavities
  - Direction
- IV. Body Systems

- Integument
- Skeletal
- Muscles & Joints
- Nervous & Special Senses
- Blood and Lymphatic
- Cardiovascular
- Respiratory
- Digestive
- Endocrine
- V.    Reproduction: Male & Female
  - Anatomy & Physiology
  - Pathological Conditions
  - Sexually Transmitted Diseases
- VI.   Family Health
  - Obstetrics
  - Child Growth & Development
  - Mental Health
- VII.  Cancer Medicine
  - Cancer Terminology
  - Benign & Malignant
  - Neoplasia Classification
- VIII. Pharmacology
  - Drug laws & Standards
  - Drug Sources
  - Drug Names

**Outcome Competencies:**

1.     The student will develop a professional vocabulary useful to communicating medical concepts.
2.     The student will learn anatomical and clinical terms pertaining to body systems, diseases, diagnosis and treatment, and surgery.
3.     The student will be able to recognize the categories of drugs, their actions, and methods of administration.
4.     The student will be able to pronounce medical terms phonetically and to establish their basic meanings through an analysis of their fundamental parts.

**Course evaluation:** University Grading System:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	69-69
F	=	Below 60
I	=	Incomplete*
W	=	Withdrawal

\* A grade of incomplete is changed if the deficiency is made up by midterm of the next regular semester, otherwise, it becomes an "F". The grade(I) is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and participation requirements have been met.

**Finals Grade Appeals:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Examinations/Quizzes:**

The study of Medical Terminology allows the student to develop the skills to build thousands of vocabulary words. There will be two(2) unit exams given during the course. These two(2) unit exams will constitute thirty percent(30%) of the course grade and DO NOT require a proctor. These two(2) exams are time restricted. There will be short quizzes throughout the course, one(1), for each chapter, , which will constitute twenty percent (10%) of the course grade. The final comprehensive exam(**proctored**) will constitute fifty percent (50%) of the course grade. The remaining 10% of the course grade will be based upon practice exercises from each chapter. **The Student is responsible for contacting and setting up the Proctor procedure through Wayland Baptist University-Virtual Campus.**

**Course Communications:**

The official means of student communication for the course is via assigned student Wayland Baptist University E-mail addresses. Emails from personal email accounts, other than those assigned by Wayland Baptist University, will NOT be acknowledged.

**Note:**

In compliance with the Americans with Disabilities Act of 1990(ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning initial enrollment, scheduling and requests for accommodations. It is the student's responsibility to initiate contact with the coordinator of counseling services and it is to the student's advantage to do so as soon as possible before registration to ensure that any accommodations requested are delivered in a timely manner.

Revised 2/12/2017