

ACU Department of Kinesiology & Nutrition  
Course Syllabus  
KINE 302.01 - Medical Terminology  
Spring 2016

**ACU Mission:** To educate students for Christian service and leadership throughout the world.

**CEHS Mission:** To equip students for global ministry through exemplary practice and service in education and human services.

**Department of Kinesiology and Nutrition Mission:** To train students to live healthful and physically active lives

**Instructor:** Joe D. Bell, Ph.D.

**Office:** Gibson 134

**Office Hours:** TBA

**Time:** M – 6:00 p.m.; First Class Meeting Only; other meetings individually as needed.

**Room:** SRWC 260a

**Phone:** 325-674-2332

**E-mail:** [bellj@acu.edu](mailto:bellj@acu.edu)

**Prerequisites:** None

**Credit Hours:** 2

**Catalog Description:** This course is designed to acquaint the student with the language of the medical field, including word roots, prefixes and suffixes. The terminology will be specific to each system of the body. The course is presented in an electronic format using on-line technology.

**Purpose of the Course:** This course is specifically designed to:

- Improve your vocabulary skills.
- Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
- Provide you with multiple (**3000**) color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course.
- Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.
- Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “**Language of Medicine**”.
- Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at a convenient time and place.

**Purchasing Your On-Line Textbook at: E-Textbook Website**

**Address: [www.acumedterm.com](http://www.acumedterm.com) with online final examination **\$129.95** . All**

**Purchasing Instructions Available When Creating Account on your School Website!**  
**Student Computer Technical Help (ANYTIME)**

E-mail: Go to the E-Textbook Website and click "CONTACT US"

**University Copy & More**

E-mail: [service@university-copy.com](mailto:service@university-copy.com)

(352)372-7436 or Fax (352)373-7505

Optional Textbook \$29.95

Students who want to save time and ink in printing their own copies can purchase the online Optional **361** Page Textbook/Workbook at: [www.acumedterm.com](http://www.acumedterm.com).

*Note: The Optional Textbook/Workbook contains the following:*

- Section 1: Lectures - Table of Contents.
- Section 2: Key 200 pages of the 800 page Online E-Textbook.
- Section 3: 1000 Flashcards - with word part, abbreviation, & compound term meanings.
- Section 4: 800 Multiple Choice Questions and Answers.
- Section 5: Flashcards - 1000 Fill-in-the-Blank Word Part & Abbreviation.
- Section 6: Multiple Choice Questions - 800 Fill-in-the-Blank Chapter Questions .

**Course Outcomes:**

| Competency                                                                                                                                            | Measurement Instrument   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Spell and Define medical prefixes, suffixes and stem words, including those for medical equipment, treatments, disease, and diagnostic compound terms | Flashcard Quizzes, Exams |
| Identify and Explain the function of specific word parts                                                                                              | Mid-term and Final Exams |
| Describe how medical compound terms (words) are constructed and build compound terms using multiple word parts                                        | Question Banks           |
| Fracture and analyze key compound medical terms                                                                                                       | Flashcard Quizzes, Exams |

**Course Goal:** to provide students with the necessary knowledge of medical and scientific terminology to allow them to qualify for graduate programs in allied health.

**Course Flow Plan**

- View and listen to the Audio-Visual Lectures in **Chapters 1 through 4.**
- Complete the Multiple Choice Question Bank (10 Item Quizzes) in **Chapter 4.**
- Memorize and complete the self-testing for the **1000** Flashcards in **Chapter 5.**
- Complete **Mid-Term Exam** over **Chapters 1-9.**

- View and listen to the Audio-Visual Lectures for the Body Systems in **Chapters 6-14.**
- Complete the **800** Diseases and Disorders Multiple Choice Question Banks (10 Questions/Self-Test) in the last file of Chapters 6-14.
- Complete all of the assigned computer activities before the **on-line Final Exam.**

### Grading

The Completed Summary Sheet - Online Computer Self-Testing Questions:

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| 1000 Flashcards and 800 Multiple Choice Questions:    | 50% of Final Grade |
| Mid-Term Examination 150 Questions Timed Online Exam: | 20% of Final Grade |
| Final Examination 300 Question Timed Online Exam      | 30% of Final Grade |

Late assignments will receive a penalty of 5% per day, unless there is a university-approved excuse or other extenuating circumstances occur.

### Grading Scale

|          |     |
|----------|-----|
| 90 – 100 | = A |
| 80 – 89  | = B |
| 70 – 79  | = C |
| 60 – 69  | = D |
| Below 60 | = F |

### Weekly schedule and due dates

|                        |                   |                                                                                                                           |
|------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------|
| January 13 (SRWC 260a) | Class Orientation | The Basics of Medical Terminology.<br>The Chapter 4 Test Bank contains a file of 114 Multiple Choice Self Test Questions. |
| January 13 - 18        | Finish 1 - 4      | The Basics of Medical Terminology & Self Testing                                                                          |
| January 19 - 25        | Chapter 5         | Complete 100 Flashcards Per Day for 10 Days = <b>1000 Flashcards.</b>                                                     |
| January 26 – Feb 1     | Chapter 6 & 7     | Musculoskeletal & Integumentary system                                                                                    |
| February 3 - 8         | Chapters 8 & 9    | Digestive & Respiratory Systems                                                                                           |
| February 10 - 15       | Chapters 1-9      | <b>MIDTERM REQUIREMENT</b><br>Chapters 1-9 must be completed by 11:59 pm on 2/15. Automatic deductions will incur         |
| February 15- 17        | Mid-Term Exam     | On-line Exam Mid-term exam must be completed by 11:59 p.m. on 2/17                                                        |
| February 17 - 22       | Chapter 10        | Cardiovascular System                                                                                                     |
| February 23 – March 1  | Chapter 11        | Urogenital System                                                                                                         |
| March 3 - 8            | Chapters 12&13    | Endocrine / Nervous system / the Senses                                                                                   |
| March 16 - 22          | Chapter 14        | Reproductive System / STIs                                                                                                |
| March 24 – April 4     | Review            | Review and complete all unfinished assignments                                                                            |
| April 5 - 19           |                   | You can take the final at any point after the                                                                             |

|                 |                                               |                                                                                                                                                                                                                                                                                                    |
|-----------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                                               | online lectures and self- testing work are completed. The summary sheet must show 100% of your online work completed to activate the final exam in Chapter 16.<br><i>The instructor does not need a copy of your summary sheet. That is electronically sent upon completion of the final exam.</i> |
| <b>April 19</b> | <b>FINAL EXAM<br/>COMPLETION<br/>DEADLINE</b> | <b>On-line <u>Final Exam</u> must be<br/>completed by 4/19 at 11:59 pm</b>                                                                                                                                                                                                                         |

The **Summary Sheet** verifies that you are prepared to take the final exam online in Chapter 16. The final exam is a 150 minute exam that gives you 300 questions related to the on-line activities.

### **Final Exam – on-line**

This final examination covers the **1000** Flashcard Word Part and Medical Abbreviation Meanings and the **800** Multiple Choice Questions. Be sure to review your on-line materials, printed copies, and / or the Textbook/Workbook before the exam. The final exam can be completed in Chapter 16 at any time after you complete all work in the online interactive audio-visual E-Textbook and you feel prepared for the 300-question examination. This exam is at your computer and your E-textbook is locked for security. For problems during testing, go to: [support@cipcourses.com](mailto:support@cipcourses.com)  
Phone: Toll Free 1-866-280-2900

### **Statement of Faith**

Many of the ancients in the field of science and medicine were faithful believers that God’s hand was involved in each of the phenomena that he or she observed, I believe that there really are no accidents or coincidences in nature. God designed us in amazing ways that, when one observes the functioning of the body, are truly miraculous. That modern medicine can now detect and view organs and physiological functions that were once left to the imagination of the ancients is fact and that God’s hand is in this creation is fact, as well. I am continually in awe of the God of creation and all science who creates immeasurable wonders in the world! Romans 8: 38-39

### **Academic Integrity**

Violations of academic integrity and other forms of cheating, as defined in ACU’s Academic Integrity Policy, involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying and represent actions contrary to the behavioral norms that flow from the nature of God. Violations will be addressed as described in the Policy. While the university enforces the Policy, the most powerful motive for integrity and truthfulness comes from one’s desire to imitate God’s nature in our lives. Every member of the faculty, staff and student body is responsible for protecting the integrity of learning, scholarship and research. The full Policy is available for review at

the Provost's office web site (<http://www.acu.edu/campusoffices/provost>) and the following offices: provost, college deans, Dean of campus life, director of student judicial affairs, director of residential life education and academic departments.

**ADA Link**

<http://www.acu.edu/academics/library/govdoc/ada.html>

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call our office directly at 325-674-2667.

**Sexual Harassment**

Harassment will not be tolerated at Abilene Christian University. As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore it is the purpose of this policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the ACU community, including trustees, faculty, staff, students, and volunteers at Abilene Christian University. For a more in-depth look at the university's anti-harassment policy, full definition of harassment, and procedure for reporting, visit: [www.acu.edu/campusoffices/studentlife/judicial/For Students/Harassment Policy](http://www.acu.edu/campusoffices/studentlife/judicial/For%20Students/Harassment%20Policy).