



BSC 256.01W Medical Terminology
COURSE SYLLABUS: Spring 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Kaitlin Allen-Tapondjou
Office Location: Zoom
Office Hours: By Appointment
Office Phone: None
Office Fax: None
University Email Address: kaitlin.tapondjou@etamu.edu
Preferred Form of Communication: email
Communication Response Time: Within 24 hours excluding weekends and holidays

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: Bostwick, P. M. *Medical Terminology: Learning through Practice*. 2nd ed., McGraw Hill LLC.

Software Required: McGraw Hill Connect®

ISBN: Looseleaf textbook with Connect Access: 9781265083045

-or-

ISBN: eBook with Connect Access: 9781266853524

Please Note: Students may choose either the looseleaf with Connect® Access Card or eBook with Connect® Access card depending on their preference. The textbook or eBook with Connect® access card are required when the semester commences. If funding is a temporary issue preventing acquiring the required course materials, students can register for a “free” two-week courtesy access which begins with the first day of the semester. Extensions on graded course assignments will not be granted due to delay(s) in obtaining the required textbook and access code for this course.

In addition to the required textbook with Connect® access code, students enrolled in this course must have access to a compatible and dependable computer/device and Internet service provider for participation and completion of the coursework. A reliable computer/device and access to link with the Internet course is essential for participation in this online course. Students who do not have access to a compatible and reliable computer/device and/or Internet provider may utilize the resources provided by Texas A&M University - Commerce in Velma K. Waters Library or the various computer labs located on the Texas A&M University - Commerce campus.

The syllabus/schedule are subject to change.

Course Description

The study of medical terminology introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted.

Student Learning Outcomes (Should be measurable; observable; use action verbs)

1. Identify the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and plurals.
2. Identify medical terminology as it relates to the anatomy and physiology of the human body.
3. Identify the rules of building medical terms and a connection between the term and its relationship to anatomy and physiology.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must be able to use and navigate MyLeo Online course and McGraw-Hill's Connect® containing the coursework components.

Instructional Methods

BSC 256.01W is delivered 100% online through MyLeo Online, thus students will need an accessible, dependable, and compatible computer/device and Internet connection. The coursework provides specific activities to assist students in achieving the outcomes/objectives identified for the course.

Student Responsibilities or Tips for Success in the Course

1. Students should adhere to the weekly course readings, studying for the course assignments/exams, and completing course assignments/exams.
2. Students should meet the due date and time for the graded course assignments/exams and should not wait until the last minute to complete graded assignments/exams for the course. **The course scheduling allows ample time for all students to meet the due date and time regardless of academic, personal, work, unforeseen life circumstances, device, and/or Internet problems. Late work will not be accepted.**
3. Students should check their MyLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework required.
4. Students needing clarification should utilize resources of the instructor and/or the tutors at the Academic Success Center.

GRADING

There is a total of 1800 possible points that may be earned on the assignments/exams for BSC 256.01W. The assignments/exams for BSC 256.01W constitute 100% of the total course grade. Grades are available to the student in the grade book of the BSC 256.01W MyLeo Online course. Students can track their progress in the course in "real time" as the points/percentages for each exam is reflected in the criterion of the BSC 256.01W MyLeo Online grade book.

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Final grades in this course will be based on the following scale:

A = 89.5% - 100%
B = 79.5% - 89.4%
C = 69.5% - 79.4%
D = 59.5% - 69.4%
F = 59.4% or Below

The graded course components for BSC 256.01W include:

1. **Seventeen chapter assignments/exams** - The chapter assignments/exams will only be accessible during the dates and timeframes noted on the course syllabus. Each chapter assignment/exam can be accessed twice with the higher of the two attempts counting towards the course grade. Students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Each of the seventeen chapter assignments/exams is composed of 50 fill-in-the-blanks, labeling, matching, multiple-choice, and/or true/false questions allowing 60 minutes to complete. The questions for each chapter assignment derive from a question pool, thus each student's assignment will be distinctive.
2. **A Comprehensive Final Exam covering all seventeen chapters** containing 100 multiple choice questions allowing 120 minutes to complete. The Comprehensive Final Exam can be accessed twice with the higher attempt score counting towards the course grade. Students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. The questions for the Comprehensive Final Exam derive from a question pool, thus each student's exam will be distinctive.

Students should refer to the BSC 256.01W course syllabus for details regarding each of the graded components and course policies. There are specific availability and due dates for each of the graded components for the coursework. Students are expected to utilize either the course syllabus or other elected means to ensure due dates and timeframes for assignments/exams are met.

Weights of the assessments in the calculation of the final letter grade:

Course Component	Possible Points	% of Course Grade
Seventeen Chapter Assignments/Exams - 100 Points Each	1700	70%
Comprehensive Final Exam - 100 Points	100	30%
Total Possible Points for BSC 256.01W	1800	100%

Assessments

There are weekly assigned chapter readings for the first fourteen weeks of the semester for BSC 256.01W. For each of the weekly reading assignments, there is a corresponding chapter assignment/exam. Students will register and access all course assignments/exams for BSC 256.01W within the module titled **Connect** under **Content** of the BSC 256.01W MyLeo Online course. All chapter assignments are available when the semester begins; however, each of the seventeen chapter assignments has a specific due date and time. The course assignments/exams will **only** be accessible during the dates and timeframes noted on the course syllabus. There will be seventeen chapter assignments/exams and a Comprehensive Final Exam.

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The following are the criteria associated with the Connect® assignments/exams:

1. Criteria for each of the seventeen Connect® chapter assignment/exam:
 - a. **Two** attempts each with a time limit of **60 minutes**, thus students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.
 - b. Detailed feedback is available after each attempt/submission. **Please Note:** I am including a YouTube® link that shows “how” students can review submitted assignments. <https://www.youtube.com/watch?v=yA4oap2nnvM>
 - c. The question pool for each of the chapter assignments/exams will consist of **50** fill-in-the-blank, labeling, matching, true/false, sequencing and/or multiple choices.
 - d. As each of the chapter assignments/exams derive from a question pool, each student’s pool of questions for the assignment/exam will be distinctive.
 - e. Grades for the assignments will update to the BSC 256.01W MyLeo Online grade book from Connect® upon completion and submission.
2. The Comprehensive Final Exam allows **two attempts** with **120 minutes** to complete. The Comprehensive Final Exam is **100 multiple choice questions** derived from the seventeen chapters of study. Students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.

Please Note: Students should read the question, follow the instructions, and **apply correct spelling and/or punctuation**. Should a student find an error in the “grading key” which has **not** been noted, they should send the chapter, question, and page number from their textbook where it identifies their answer(s) correct **within one week** of the due date and time for review and if appropriate grade adjustment. For an answer to be counted correct, students **must** ensure the following when applicable:

IMPORTANT READ: Regarding Publisher Key on Grading

1. For questions such as: “Write the correct spelling of the term(s) for each **abbreviation** (questions about **abbreviations** do not **always** have the first letter capitalized): For example: LUQ. Students would **not** capitalize the first letter as “left” is not a proper word.
Correct - left upper quadrant
Incorrect - Left upper quadrant
NOTE: Students should follow upper and lower case as would if writing the term considering whether a proper name or not a proper name
2. For questions such as the following: **SPELL** - Write the correct modern term for the historical term given: nervus (not proper)
Correct - nerves
Incorrect - Nerves
NOTE: Students should follow upper and lower case as would if writing the term considering whether a proper name or not a proper name
3. For questions such as the following: **SPELL** - Write the correct spelling of **the** term for each definition provided: Thickening of the skin
Correct - scleroderma
Incorrect - Scleroderma
NOTE: Students should follow upper and lower case as would if writing the term considering whether a proper name or not a proper name.
4. For questions such as the following (do **not include the hyphen** as ask for the correct spelling of the word): **SPELL** - Write the correct spelling of the term for each of the definitions provided: Separation of blood into parts.

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Correct - plasmapheresis

Incorrect- plasma-pheresis

5. Accented characters are required **except** if the question specifically states **not** to include such as the following example or in the case previously noted for spelling.
6. While a term would be capitalized **IF** the first word of a sentence, this does not apply to these types of questions. Capitalization within the “List of Terms” would clearly indicate a possible answer. Upper and lower case usage within the question should be the same (upper or lower case) in the “List of Terms”.
7. Correct letter case is **required except** as noted in the previous examples.
 1. Example of a fill-in-the-blank question: The plural of breath is _____. The correct answer is **breaths**. The incorrect answer is **Breaths**.
8. Correct spacing, spelling, and punctuation are **required except** if question specifically states **not** to include (such as a question specifies **not** to input hyphen and/or in the spelling of a word definition).
9. **Questions on Pronunciation:** Some chapter questions provide a word and then two choices for correct pronunciation (play button beside each choice and audio spoken). Although the textbook “spells out” pronunciation, this may be great for visual learners. However for students who are better “audio-learners”, there are numerous websites available on the Internet to visit. Students can search the Internet if an audio would be more beneficial (e.g. input in the search how to pronounce (term of interest)).

Course Outline/Calendar

the instructor reserves the right to change the schedule if a circumstance(s) necessitate. The instructor will send communication of any change(s) through the BSC 256.01W **Course Announcements** and/or to the student’s University email. Please note this course outline/calendar runs on a Sunday - Saturday weekly schedule with the exception of Week 1 beginning **Monday, January 12** and ending **Saturday, January 17** and **Week 16** beginning **Sunday, May 3** and ending **Friday, May 8**.

BSC 256.01 Textbook Readings and Course Assignments/Exam Schedule

Week Assigned	Connect® Chapter Assignment/Exam	Available	Due 11:59 p.m.
1	Chapter 1—Learning Terminology, Word Roots, and Combining Forms	January 12	January 24
2	Chapter 2—Prefixes	January 12	January 31
2	Chapter 3—Suffixes	January 12	January 31
3	Chapter 4—The Human Body: An Orientation	January 12	February 7
4	Chapter 5—The Integumentary System	January 12	February 14
5	Chapter 6—The Musculoskeletal System	January 12	February 21
6	Chapter 7—The Nervous System	January 12	February 28
7	Chapter 8—The Sensory System	January 12	March 7
8	Chapter 9—The Endocrine System	January 12	March 21

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9	Chapter 10—The Blood System	January 12	March 28
10	Chapter 11—The Cardiovascular System	January 12	April 4
11	Chapter 12—The Respiratory System	January 12	April 11
12	Chapter 13—The Lymphatic System and Body Defense	January 12	April 18
13	Chapter 14—The Digestive System and Body Metabolism	January 12	April 25
13	Chapter 15—The Urinary System	January 12	April 25
14	Chapter 16—The Male Reproductive System	January 12	May 2
14	Chapter 17—The Female Reproductive System	January 12	May 2
15	Comprehensive Final Exam (All Chapters)	May 3	May 8
16	Comprehensive Final Exam (All Chapters)	May 3	May 8

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

McGraw-Hill Connect® 24/7 Technical Support

If students should have issues while registering or using Connect®, they may contact McGraw-Hill's CARE through <http://www.mhhe.com/support> or at **800-331-5094**. To avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments/exam. The technical support team at Connect® can take care of problems students might incur. **Please Note:** MyLeo Online (D2L Support) **will not** be able to assist with the publisher's website or likewise the McGraw-Hill Connect® team will not be able to assist with the MyLeo Online (D2L) platform.

BSC 256.01W Course Student Support

If students have any questions or are having difficulties with the course material or policies, please contact your instructor at kaitlin.tapondjou@etamu.edu

STUDENT RESPONSIBILITIES FOR COURSE

CWID and Password

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Technology-Related Issues

Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Minimal Technical Skills Needed

The syllabus/schedule are subject to change.

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and McGraw-Hill's Connect® containing the coursework components.

Learning Management System (LMS) – D2L

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The instructor's primary form of communication with students will be through the **Course Announcements** and/or the University email system. Any changes to the syllabus or other course information will be disseminated to students in these manners via the BSC 256.01W MyLeo Online course and/or the student's official University email address available to the instructor through the BSC 256.01W MyLeo Online course. It is the student's responsibility to check the **Course Announcements** and their University email regularly for pertinent information relating to the course assignments/exams and/or due dates/time. If a student emails the instructor during a typical class week, they can expect a reply within 24 hours.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no "text" emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

The syllabus/schedule are subject to change.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The [Code of Student Conduct](#) is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#).

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

Use of Artificial Intelligence

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

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In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Services](#)

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

The syllabus/schedule are subject to change.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: [Musician Health and Safety - East Texas A&M University](#)

Department and Accrediting Agency Statement:

School of Music Mission Statement:

The School of Music at East Texas A&M University promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

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