

MLS 2100 Medical Terminology – online course

Course Instructions: See Moodle for ALL course instructions

Instructor: Laura L Ochs M.Ed., RT(T)

Office: This if a fully online course.

Phone: (248) 909-9116 Urgent only. Allow 24 hours for callback

e-mail: ochs@oakland.edu (retrieved/answered 7pm-9pm M-Th)
and possibly various times throughout weekend

Office Hours: By appointment only. I'm not on campus

Course Description: MLS 210 is designed as an independent study course for individualized development and refinement of a medical vocabulary. Students will follow a programmed text to learn the meaning of Greek and Latin word parts, the rules for combining them to form medical terms, and to learn the reverse process of defining medical terms through literal translation of word parts.

Instant Software Access code: Required

Evolve: <https://evolve.elsevier.com/>
Medical Terminology: A Short Course (eCommerce Version),
7th Edition
Author: David-Ellen Chabner
ISBN: 9781455772667

Evolve Course ID: 153686_lochs3_XXXX (see top of Moodle page for Evolve Course ID)

Textbook: **Not required.** Required software access code provides access to online Modules. These Modules are the same as textbook Chapters. Online Modules are the 'e-Book'.

Course Syllabus: See Moodle Weekly Topics for detailed and up-to-date syllabus

Syllabus Changes: Posted on Moodle Weekly Topics and sent via Oakland University email to students primary listed account

Assignment Due Dates: Posted in Moodle Weekly Topics
Moodle calendar
Evolve calendar

Quizzes and Exams: Located on the Elsevier web site,
<http://evolve.elsevier.com/student>,
 Always available to submit early, but not after due date/time.

Quizzes: 1 attempt
 Approximately 20-25 minutes
 Approximate 35 questions per quiz

Exams: 1 attempt
 Approximately 20-25 minutes
 Approximate 43 questions per quiz

Final Exam (online): 1 attempt
 See link in software for time

The final exam may be taken at any time during the semester after completion of the course material. It is located in the online Evolve course software.

Final Exam (paper/pencil): All students have the option to take a paper/pencil final exam on campus **after** the close date of the online final exam. Email instructor during semester to make these arrangements.
This option is only available if you have not attempted the online final exam.

Grading Scale:

Percent	Grade point
97-100	4.0
96	3.9
95	3.8
94	3.7
93	3.6
90-92	3.5
88-89	3.4
86-87	3.3

Percent	Grade point
85	3.2
84	3.1
80-83	3.0
79	2.9
78	2.8
77	2.7
76	2.6
75	2.5
Below 75% is failing No credit	

Percent	Grade point
74	2.4
73	2.3
72	2.2
71	2.1
70	2.0
69	1.9
68	1.8
67	1.7

Percent	Grade point
66	1.6
65	1.5
64	1.4
63	1.3
62	1.2
61	1.1
60	1.0

Grading Criteria: All grading information is posted in Moodle.

There are three sections to the course grade. Must earn 75% or higher overall score in each section to pass this course

1. **Course Grade is based on: 25% Quizzes, 25% Exams, 50% final exam**
2. **Weekly online Module quizzes (25%) and exams (25%).**
 - **Time:** See each Evolve Module Quiz and Exam link
 - **Number of attempts:** 1
 - You should strive to achieve a score of at least **75%** on each of the quizzes and exams. 0% credit is given for scores below 75%.
 - Module quizzes/exams close at due date and time.
 - Incomplete work will receive 0%.
3. **Final Exam (50%):**
 - **Time:** See Evolve Final Exam link
 - **Number of attempts:** 1
 - 106 questions
 - Exam = 106 points
 - Question format: multiple choice, true/false, matching style
4. **Minimum grades to pass this course:**
 - Quizzes:** 75% or higher overall category total
 - Exams:** 75% or higher overall category total
 - Final Exam:** 75% or higher
 - Overall course grade:** 75% or higher. Each category must be 75% or higher to pass this course

This is a self-guided course with weekly deadlines.

Assignment due dates are posted in your Moodle calendar, Moodle page and Evolve software calendar.

Time Deadlines: If an assessment states it closes at 11:59pm this is 11:59:00pm

Student login reports in Evolve will be the final determinant for a time/date stamp.

Cheating: please be aware all access to course material, including exams, is time/date stamped. Access to course materials during quizzes, exams and final exam is visible to the instructor.

Email communication is through OU's official email.