



# LINCOLN UNIVERSITY

## DI 20 – Medical Terminology

### Course Syllabus

Fall 2019

**Instructor:** Dr. Khatia Mania  
**Lecture Schedule:** Monday, 3:30 pm -6:15 pm  
**Credits:** 3 units (45 hours of lectures)  
**Pre-requisites:** None  
**Level:** Introductory (I)  
**Office Hours:** By appointment  
**E-mail:** [mania@lincolnuca.edu](mailto:mania@lincolnuca.edu)  
**Telephone:** (510) 238-9744

#### TEXTBOOKS:

1. **Medical Terminology: A Short Course** by Davi-Ellen Chabner  
7th edition (2014), ISBN-10: **1455758302**; ISBN-13: **978-1455758302**  
6th edition (2011), ISBN-10: **1437734405**; ISBN-13: **978-1437734409**
2. **Medical Terminology: A Programmed Learning Approach to the Language of Health Care** by Marjorie Canfield Willis (2007), ISBN-10: **0781792835**; ISBN-13: **978-0781792837**

#### Supplemental Textbooks:

1. **Medical Terminology** by Bonnie F. Fremgen, Suzanne S. Frucht  
6th edition (2015), ISBN-10: **0134070259**; ISBN-13: **978-0134070254**  
5th edition (2012), ISBN-10: **0132843471**; ISBN-13: **978-0132843478**
2. **Medical Terminology Systems: Body Systems Approach** by Barbara A. Gylys 7th edition (2012), ISBN-10: **0803635753**; ISBN-13: **978-0803635753**
3. Medical Dictionary (any author, any edition)

**Last Revision:** August, 2019

**NOTE:** Instructor may change this syllabus and course schedule at any time according to the judgment as to what is best for the class. Any changes will be declared ahead of time in class.

**CATALOG DESCRIPTION**

This course provides opportunity for students to develop knowledge, skills, process and understanding of medical terminology. (3 units)

**COURSE OBJECTIVES**

Upon completion of this course, students should complete homework projects and presentations. Students should be able to:

- Demonstrate basic understanding of combining forms, roots, suffixes and prefixes;
- Explain the basic rules of translating and making medical terms;
- Use knowledge of medical terms to work in medical field.

**COURSE LEARNING OUTCOMES<sup>1</sup>**

	<b>Course Learning Outcome</b>	<b>Program Learning Outcomes</b>	<b>Institutional Learning Outcomes</b>	<b>Assessment activities</b>
1	Describe and analyze the component parts of medical terms. Use basic prefixes, suffixes, and combining forms to build medical terms	PLO 1	ILO 1a, ILO 2a,	In-class activities, quizzes, midterm and final exams.
2	Explain the common rules for proper medical term formation, pronunciation, and spelling. Relate the terminology to the names, locations, and functions of the major organs of the body systems	PLO 1 PLO 4	ILO 1a, ILO 3a, ILO 4a	Quizzes, group discussions, homework.
3	Define suffixes related to diagnostic, symptomatic and surgical procedures to gain understanding of medical words. Describe the terms utilized for the major disease processes including symptoms and ultrasound diagnosis	PLO 4	ILO 5a	Quizzes, midterm and final exams, homework.
4	Use common terms and abbreviations in documenting medical records related to the major systems of the body. Employ medical terminology accurately when describing anatomical structure and function, pathologic conditions, laboratory tests and clinical procedures	PLO 1 PLO 4 PLO 6	ILO 1a, ILO 2a, ILO 3a, ILO 4a, ILO 7a	In-class activities, quizzes, midterm and final exams.
5	Identify medical terminology and health issues as they apply to culturally diverse populations	PLO 3 PLO 4	ILO 7a	In-class activities, quizzes, midterm and final exams.

<sup>1</sup> Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

## INSTRUCTIONAL METHODS

Instructional methods will include lectures, classroom activities presentations and video material.

Assignments and projects require students to actively use resources of the library. A detailed guide to business resources of the library as well as the description of Lincoln University approach to information literacy are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

## HOMEWORK

The goal of the homework is to help students achieve the course learning objectives. Homework consists of two parts.

First part is to read the textbooks and materials to review and analyze the lecture given during a previous class session. Students are expected to spend six hours for each class session outside of class in completing the reading assignments related to each lecture. These assignments are graded through short quizzes given at the beginning of the following class session.

Second part of the homework consists of a project presented at the end of the course. Each student will choose the topic for presentation or will be assigned one by the instructor. The presentation should be approximately 10 minutes long and with 5 minutes for a discussion. The presentation should include ultrasound images which may be received from the Director of Diagnostic Imaging Laboratory, related to the topic of presentation. The topic and format for the presentation will be discussed in class for more details. A final draft of the presentation must be submitted for review one week prior to the presentation.

### Evaluation Criteria for Project:

- Clinical statement: 2%
- Background information: 2%
- Slide content: 2%
- Slide design: 1%
- Resolution of the problem: 2%
- Oral presentation in class: 1%

Total: 10% of all the course grading elements

### Quizzes:

Students will take 10 quizzes; 10-15 questions each. These quizzes will address the detailed content and major concepts presented in the lectures, lecture outlines and text readings to evaluate students' work outside of the classroom. If a student takes more than ten quizzes, only the best ten quiz scores will be used in calculating the student's total points. Each quiz will be timed; 1 minute for every question to complete. No make-up quizzes for missed quizzes will be administered (students will receive no score for missed quizzes) unless student provides legal documents excusing from the class. The document should be presented and make up test done within a week after missed date.

## EVALUATION

1. Quizzes — Reading assignments will be given as described above. Quizzes will be given at the beginning of class sessions.
2. Project — Each student needs to present a completed project a week before the final examination.

3. Class attendance and class activity.
4. Midterm examination.
5. Final examination.

## GRADING

All activities will be graded according to the points as shown below.

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	94-100	90-93	87-89	84-86	81-83	78-80	76-77	74-75	72-73	70-71	0-69

The final grade for the course will be given as the total weighted score for all activities according to the percentage shown in the table below.

Activity	Percent
Class Attendance	10%
Class Activity	10%
Quizzes	20%
Midterm Exam	20%
Project	10%
Final Exam	30%
TOTAL	100%

## COURSE GUIDELINES

To successfully complete this course, the students must pass the quizzes, homework and final exam portions with a 70% or better. Students should attend all the class meetings. However, considering possible urgent situations, students may be absent from maximum four class meetings with prior notice to the instructor. Three late arrivals would affect the grade.

The term grade is based on attendance, class activity, project, midterm and sum of quizzes, and final examination. Individual projects will be assigned at the beginning of the semester. Project is due by the last meeting before the final examination. No project will be accepted after the due date.

If students have missed the class without a valid reason, no make-up for quizzes and presentations will be allowed. Students can retake only one unsatisfactory quiz. No retake for missed or failed midterm examination. **Final examination, if failed, can be retaken only once. If failed second time, the subject is considered failed.** Dictionaries are allowed during the class time. **No electronic devices during the test time.**

During the written exam, any student observed in a situation that could be considered suspicious (e.g., an open book within his/her field of vision, looking around or checking a cell phone or other wireless device, etc.) but no cheating is observed, will be warned. Once warned, any applicant found cheating on written exam will be failed for the exam and prohibited from retaking the written exam without permission from the dean.

Students cannot leave the room during the test/exam. As soon as student leaves, his/her exam is considered finished.

Lecture is not a substitute for textbooks. Students should read textbooks and use other sources to be prepared for the tests. Lecture is to guide the students to prepare for the course subjects.

## **SCHEDULE OF TOPICS**

08/19/2019 – Introduction to medical terminology

08/26/2019 – Combining forms. Singular & Plural forms. Roots. Pronunciation of medical terms  
Quiz # 1

09/02/2019 – **Labor Day – No Class**

09/09/2019 – Suffixes. Quiz #2

09/16/2019 – Prefixes. Quiz #3

09/23/2019 – Medical Terminology of Musculoskeletal System. Quiz # 4

09/30/2019 – **Midterm Examination**

10/07/2019 – Medical Terminology of Female and Male Reproductive System. Quiz # 5

10/14/2019 – Medical Terminology of Digestive and Integumentary System. Quiz #6

10/21/2019 – Medical Terminology of Circulatory and Lymphatic System. Quiz #7

10/28/2019 – Medical Terminology of Respiratory System and Endocrine System. Quiz #8

11/04/2019 – Medical Terminology of Nervous System. Medical Terminology of Sense Organs  
Quiz #9

11/11/2019 – **Veterans Day – No Class**

11/18/2019 – Medical Terminology of Urinary System. Quiz #11

11/25/2019 – **Presentations of Projects**

12/02/2019 – Review and **Final Examination**

## **DUE DATE**

**Due date for the project is 11/25/2019.**