

LINCOLN UNIVERSITY
SPRING 2012 COURSE SYLLABUS

COURSE NUMBER: DI 20

COURSE TITLE: Medical Terminology

COURSE CREDIT: 3 units = 45 lecture hours

BASIC INFORMATION:

Professor's name: Dr. Khatia Mania

Office Hours: Mon-Fri, 9:00 AM - 5:00 PM

Contact Telephone: (510) 628-8032

E-mail: mania@lincolnuca.edu

Meeting times: Monday 12:30 - 3:15 PM

Room number: TBA

TEXTBOOKS:

Medical Terminology: A Short Course

by [Davi-Ellen Chabner](#)
5th edition

Medical Terminology: A Programmed Learning Approach to the
Language of Health Care

by [Marjorie Canfield Willis](#)

Supplemental textbooks:

1.MEDICAL TERMINOLOGY

by [Bonnie F. Fremgen](#), [Suzanne S. Frucht](#)

2.MEDICAL TERMINOLOGY SYSTEMS:

BODY SYSTEMS APPROACH

by [Barbara A. Gyls](#)

3.Medical Dictionary (any author, any edition)

COURSE 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. Student should be able:

- *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

INSTRUCTIONAL METHODS:

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

EVALUATION:

1. Homework and Quizzes- Written homework assignments will be given periodically: additionally, unannounced quizzes will be given during class time.
2. Final examination.

Grading Scale:

95-100	A	Class attendance	10%
90-94	A-	Class activity	10%
87-89	B+	Quizzes	20%
84-86	B	Midterm	20%
81-83	B-	Homework	10%
78-80	C+	Final exam	30%
76-77	C		100%
74-75	C-		
72-73	D+		
70-71	D		
69≤	F		

To successfully complete this course, the student 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/or sum of quizzes, and final examination. Individual projects will be assigned at the beginning of the semester. Homework and project are due by the last meeting before the final examination. No project will be accepted after the due date.

If student missed the class without valid reason no make-up for quizzes and presentations will be allowed. Student can retake only one unsatisfactory quiz. Students may use dictionaries during the class time and exam. 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.

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

Lecture is not substitute for textbook. Students should read textbooks and use other sources to be prepared for the tests. Lecture is to guide the student for preparation to subject.

SCHEDULE OF TOPICS:

- 01/23/12 – Introduction to medical terminology
- 01/30/12 – Combining forms. Singular & Plural forms
- 02/06/12 – Roots. Pronunciation of medical terms
- 02/13/12 – Suffixes
- 02/27/11 – Prefixes
- 03/05/12 – Medical Terminology of Musculoskeletal System
- 03/12/12 – Medical Terminology of Female and Male Reproductive System
- 03/19/12 – Medical Terminology of Digestive and Integumentary System
- 03/26/12 – Medical Terminology of Circulatory and Lymphatic System
- 04/02/12 – Medical Terminology of Respiratory System and Endocrine System
- 04/09/12 – Medical Terminology of Nervous System
- 04/16/12 – Sense Organs
- 04/23/12 – Medical Terminology of Urinary System
- 04/30/12 – Presentations and Homework
- 05/07/12 – Review and Final

DUE DATES:

Due date for the homework is 04/30/12

Revised 12/6/2011