



# LINCOLN UNIVERSITY

## DI 20 – Medical Terminology

### Spring 2014 Course Syllabus

**COURSE NUMBER:** DI 20

**COURSE TITLE:** Medical Terminology

**COURSE CREDITS:** 3 units (45 lecture hours)

**BASIC INFORMATION:**

Class Meeting Hours: Monday 12:30- 3:15pm

Room number: TBA

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](mailto:mania@lincolnuca.edu)

**TEXTBOOKS:**

**Medical Terminology: A Short Course** by Davi-Ellen Chabner

6th edition (2011), **ISBN-10:** 1437734405; **ISBN-13:** 978-1437734409

5th edition (2008), **ISBN-10:** 1416055185; **ISBN-13:** 978-1416055181

**Medical Terminology: A Programmed Learning Approach to the Language of Health Care**  
by Marjorie Canfield Willis, **ISBN-10:** 0781792835; **ISBN-13:** 978-0781792837

Supplemental Textbooks:

1. **Medical Terminology** by Bonnie F. Fremgen, Suzanne S. Frucht  
5th edition (2012), **ISBN-10:** 0132843471; **ISBN-13:** 978-0132843478  
4th edition (2008), **ISBN-10:** 0131589989; **ISBN-13:** 978-0131589988
2. **Medical Terminology Systems: Body Systems Approach** by Barbara A. Gyls  
6th edition (2009), **ISBN-10:** 080362090X; **ISBN-13:** 978-0803620902
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 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.

### 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		
<b>69≤</b>	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 per semester. No retake for missed or failed midterm examination. Student can retake failed final examination **only** one time.

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.

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

Lecture is not a 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:**

01/27/14 – Introduction to medical terminology  
02/03/14 – Combining forms. Singular & Plural forms  
02/10/14 – Roots. Pronunciation of medical terms  
02/24/14 – Suffixes  
03/03/14 – Prefixes  
03/10/14 – Medical Terminology of Musculoskeletal System.  
Midterm examination.  
03/17/14 – Medical Terminology of Female and Male Reproductive System.  
03/24/14 – Medical Terminology of Digestive and Integumentary System  
03/31/14 – Medical Terminology of Circulatory and Lymphatic System  
04/07/14 – Medical Terminology of Respiratory System and Endocrine System  
04/14/14 – Medical Terminology of Nervous System.  
04/21/14 – Medical terminology of Sense Organs  
04/28/14 – Medical Terminology of Urinary System.  
05/05/14 – Presentations and Homework  
05/12/14 – Review and Final

### **DUE DATE:**

**Due date for the homework is 05/05/2014**

### **Syllabus was updated in December 2013**

**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.