



**Syllabus – Fall 2017**  
**AH 2001 – Medical Terminology**

Excluding textbooks, the information on this syllabus is subject to change. For the most up-to-date syllabus, check this site on the first day of classes.

**Program Information**

This is a one-credit undergraduate level course and is a graduation requirement for the following majors in the Department of Allied Health Sciences: Allied Health (all concentration areas), Diagnostic Genetic Sciences and Medical Laboratory Sciences.

This course was developed by Rosanne Lipcius.

**Course Information**

**Course Title – Medical Terminology (AH 2001)**

**Credits - 1**

**Prerequisites - None**

**Instructor: Rosanne Lipcius**

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**Course Description**

Introduction and mastery of medical terminology through presentation of word roots, prefixes and suffixes.

This Medical Terminology course provides an introduction to and mastery of medical terminology through presentation of word roots, prefixes and suffixes. It provides meanings for these medical terms in the context of the structure and function of the human body.

## Course Objectives

Upon successful completion of the course, students will be able to:

1. demonstrate the word analysis skills needed to define unfamiliar medical terms when they are encountered by breaking down terms into their combining forms, prefixes and suffixes
2. explain the meanings of medical terms in the context of the structure and function of the human body in health and disease
3. name the organs of the various body systems and describe their locations and functions
4. identify clinical procedures, laboratory tests, and abbreviations related to each body system or medical specialty
5. describe disease processes, symptoms, diagnoses, and treatments that affect the various body systems
6. develop the specialized medical vocabulary needed in a clinical setting

## Course Requirements and Grading

### Summary of Course Grading

Course Components	Points	Percentage
Practice quizzes (13 @ 5 points each)	65	14.4
Graded Quizzes (12 @ 25 points each; two lowest grades dropped)	250	55.6
Midterm Exam	50	11.1
Final Exam	85	18.9
Total	450	100

### Practice Quizzes

**You are required** to take a “practice” quiz for each module of work and are awarded points for completion. These practice quizzes consist of multiple-choice and matching questions. Taking a practice quiz allows you the opportunity to measure your understanding while still processing the content. You will have **two** attempts at each practice quiz, allowing you to correct misinterpretations of the materials. The practice quiz will also better prepare you for taking the “graded” quizzes and exams. Your last practice quiz submittal will be recorded. Please refer to your course syllabus, *Course Requirements and Grading* section, for the points associated with the practice quizzes and your course *Calendar* for due dates.

## Graded Quizzes

There will be weekly graded quizzes covering the previous week's assignments. Each quiz will consist of twenty five questions, in the following formats:

- multiple choice
- matching

The graded quiz questions will be selected randomly, so no student will have the same quiz. Be certain you are prepared to take the quiz before accessing it, since the duration of the quiz is limited within HuskyCT and you are only allowed to access and take each quiz once. The window of availability and deadline for completing each quiz is listed in the HuskyCT *Calendar* and *Assessments* tools.

**Students must take each quiz when scheduled.** Make up quizzes will **only** be given for unusual documented circumstances (medical or family emergencies). **NOTE: The two lowest quiz grades will be dropped.**

### **Absences due to religious holiday observance or participation in an extra-curricular activity:**

Students anticipating such a conflict must inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and must take the initiative to work out with the instructor a schedule for making up missed work.

## Midterm Exam

The Midterm Exam covers weeks 1 through 6. The midterm exam will be administered on-line, in the same format as the quizzes (i.e. multiple choice or matching) and will consist of 50 questions.

The window of availability and deadline for completing the Midterm Exam is listed in the HuskyCT *Calendar* and *Assessments* tools.

## Final Exam

The Final Exam covers weeks 7 through 13. Exam format will consist of 85 multiple-choice or matching questions.

The window of availability and deadline for completing the Final Exam is listed in the HuskyCT *Calendar* and *Assessments* tools.

## Make Up Exams

**Students must take each exam when scheduled.** Make up exams will **only** be given for unusual documented circumstances (medical or family emergencies). Make-up of the final exam must be pre-approved by the Dean of Students Office. (<http://dos.uconn.edu/>). They can assist with rescheduling the exam.

Please note that vacations, previously purchased tickets or reservations, graduations, social events, misreading the Final Exam Schedule and over-sleeping are **NOT** viable excuses for missing a final exam. If students think their situation warrants permission to reschedule, they should contact the Dean of Students office (<http://dos.uconn.edu/>).

### Final Course Grade

The final course grading scale is as follows:

Total Points	Grade	Letter Grade	GPA
417-450	92.5-100	A	4.0
403-416	89.5-92.4	A-	3.7
390-402	86.5-89.4	B+	3.3
372-389	82.5-86.4	B	3.0
358-371	79.5-82.4	B-	2.7
345-357	76.5-79.4	C+	2.3
327-344	72.5-76.4	C	2.0
313-326	69.5-72.4	C-	1.7
300-312	66.5-69.4	D+	1.3
282-299	62.5-66.4	D	1.0
268-281	59.5-62.4	D-	0.7
< 267	<59.5	F	0.0

You are responsible for acting in accordance with the Student Code, available at <http://community.uconn.edu/the-student-code-preamble/>

### Academic Misconduct

Academic misconduct in any form is in violation of the University of Connecticut *Student Conduct Code* and will not be tolerated. This includes, but is not limited to: copying or sharing answers on quizzes, tests or assignments, plagiarism or having someone else do your academic work. Depending on the act, a student could receive an F on the test/assignment, F in the course, or could be suspended or expelled.

## Course Policies

### Course Communication and Etiquette

At all times, course communication with fellow students and the instructor are to be professional and courteous. If you are new to online learning, you may want to look at this guide titled, [The Core Rules of Netiquette](#).

### Course Due Dates

The *Calendar* tool in HuskyCT lists the course's important due dates and details the course schedule. All course deadlines are based on Eastern Time; if you are in a different time zone, adjust your submittal times accordingly.

### Instructor Availability

I will check into the course frequently, once a day at the beginning of the course and on average once every three days after that. If I expect to be away due to illness, travel or family obligations, I will make every attempt to notify you in advance. If you need to discuss an issue with me individually, please email me directly at [Rosanne.lipcius@uconn.edu](mailto:Rosanne.lipcius@uconn.edu).

If you have a question about the course that is not private and you feel others in the class may benefit from, please use the *Discussions* tool in HuskyCT. There is a Discussions area called "General Discussion" and within that area there is a discussion topic called "Questions for Instructor". This is where you should post course-related questions.

To ensure you do not miss any important instructor notifications during the course, please also check the *Announcement* tool in HuskyCT regularly.

### Feedback and Grades

I will make every effort to provide feedback and grades in a timely manner. To keep track of your performance in the course, use the *MyGrades* tool in HuskyCT. In addition, the *Assessments* tool has its own grading feedback mechanism.

### Students with Disabilities

Students needing special accommodations should work with the University's Center for Students with Disabilities at <http://csd.uconn.edu>. You may also call the Center at (860) 486-2020. If your request for accommodation is approved, an accommodation letter will be provided. Please present your official letter to the instructor as soon as possible so special arrangements, as appropriate, can be made. (Note: Student requests for accommodation must be filed each semester.)

The University of Connecticut's online course management system, HuskyCT, is a product of Blackboard, Inc. "Blackboard measures and evaluates accessibility levels using two sets of standards; Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C)." (Retrieved December 1, 2008 from <http://www.blackboard.com/company/accessibility.aspx>)

## Course Materials

### **Required Textbook:**

Chabner, D.E. (2017). *Medical Terminology Online for the Language of Medicine* (11<sup>th</sup> ed.) St. Louis, MO: Saunders. ISBN: 9780323370813.

The textbook may be purchased **new** locally or **new** through an online bookstore. It is suggested that you purchase a new textbook since the text is in a workbook format. Exercises used in a used textbook may have already been completed and may not give you all of the advantages of a new text.

A companion website is accessible only with an access code. This code is provided in a new textbook and may only be used once. It cannot be shared between students. The companion website offers supplemental materials that may be of benefit for successful completion of the course. However, **accessibility to the companion website is not required**; therefore, purchasing a used textbook (11<sup>th</sup> ed.) is perfectly acceptable.

There is also an **electronic version** of the textbook (ISBN: 9780323370875) for those who prefer.

## Software Requirements

Your Internet browser and browser settings need to be HuskyCT compatible. It is suggested that you use **Firefox** as your Internet browser.

## Course Outline

Week 1: Basic Words and Word Structure

Week 2: Suffixes and Prefixes

Week 3: Digestive System

Week 4: Urinary System

Week 5: Female and Male Reproductive Systems  
Week 6: Nervous System  
Week 7: Cardiovascular System  
Week 8: Respiratory System  
Week 9: Blood and Lymphatic Systems  
Week 10: Musculoskeletal System  
Week 11: Skin and Sense Organs  
Week 12: Endocrine System  
Week 13: Cancer Medicine, Radiology and Pharmacology

### **Evaluation of the Course**

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the Office of Institutional Research.

Updated: 7/13/2017