

# HLCS 461 Medical Terminology

Autumn Quarter 2014

## GENERAL INFORMATION

COURSE CREDIT: 2 quarter units

WEBCAM: You will need to have access to a webcam to make the required audio recording at the end of the quarter.

TEXTBOOK: *Medical Terminology Specialties*, Masters & Gyls, 2003  
ISBN: 0-8036-09078

Medical dictionary (recommended): *Taber's Cyclopedic Medical Dictionary* or other dictionary preferred by the student

INSTRUCTOR: Marilyn Davidian, Ph.D., RHIA E-mail: [mdavidian@llu.edu](mailto:mdavidian@llu.edu)

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COURSE DESCRIPTION: Language of medicine, including word construction, word analysis, definitions, and the use of terms related to medical science. Course organized by body systems.

GENERAL OBJECTIVES: Upon completion of this course, the student will have the knowledge to:

1. Apply techniques of medical word building using basic word elements.
2. Categorize major suffixes, prefixes, and roots in groups according to body system.
3. Use combining forms and correct spelling in medical terms.
4. Pronounce medical terms correctly.
5. Interpret the meanings of common medical abbreviations.
6. Translate medical information recorded in a patient health record.

COURSE STRUCTURE: Regular homework assignments, weekly quizzes, a midterm examination, and a final examination will be given. Students will be required to give a three-minute oral presentation on a chosen healthcare topic.

ATTENDANCE REQUIREMENTS: Regular online attendance is required.

COURSE SCHEDULE: Refer to the course schedule for the assignments and due dates. All assignments are expected by the date and time (usually 11:59 pm) specified. *A point deduction of ten percent (10%) per day will be taken on all assignments submitted late.*

METHOD OF EVALUATION: Quizzes and examinations will evaluate the continued learning of the student. **Letter grades will be calculated using the following scale:**

A	=	94-100%
A-	=	92-93%
B+	=	90-91%
B	=	84-89%
B-	=	82-83%
C+	=	80-81%
C	=	75-79%
D	=	68-74%
F	=	any grade below 68%

**A grade of C (75% for this course) is the minimum level of achievement for this course.** If a grade below C is received, the student is placed on academic probation and must repeat the course. Grades of C- (C minus) are not accepted as passing grades in the School of Allied Professions.

**Final grades are based on the following weighted formula:**

Oral Reading Exercise	10%
Quizzes	30%
Midterm	30%
Final Exam	30%

TUTORIALS: Please discuss any learning difficulties promptly with the instructor so that learning can be as effective as possible. The instructor is available to assist you on a group of individual basis. Please don't hesitate to ask for clarification or a review session whenever this would be helpful.

#### ONLINE ACCESS TO COURSE MATERIALS

All course materials, including the syllabus, schedule, and any other items provided by the instructor are found in the LLU academic management system "Canvas". To log in to *Canvas*, do the following:

1. Go the LLU homepage ([www.llu.edu](http://www.llu.edu)) and click on *Canvas* in the upper right corner.
2. Log in with your user name (first part of your LLU email address) and password (LLU student ID # unless you've changed your password in the LLU system)
3. Your courses will be listed; select HLCS 241 for this course. Course materials will be posted. I am not able to change the buttons so look for uploaded files under "files". Look for the course syllabus and schedule there.
4. The "syllabus" button is designed to show a table of your schedule.

ACADEMIC INTEGRITY: Acts of dishonesty including cheating, theft, plagiarism, giving/obtaining information concerning examinations, assessments, and assignments, or knowingly giving false information is unacceptable. All assignments must represent the original

work of each student. Use of others' work (i.e., former students, non-enrolled students, paper mills, or published on the Internet, or other "borrowed" materials) is considered plagiarism. Unless the instructor specifically authorizes collaborative Canvas assignments, working as a collective will be considered cheating. Plagiarism, including cheating on the examination, may result in a failing grade for the course or other outcomes, since this behavior represents failure to meet the academic standards of the University.

Instructors and students are charged with the responsibility of reporting such instances to the department chair. The department chair has a responsibility to investigate any reported actions. Substantiated violations may be brought before the SAHP Dean for disciplinary action. Such action may include, but is not limited to, academic probation or dismissal from the program.

#### ACCOMMODATION FOR DISABILITY

It is the policy of Loma Linda University to fully comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are an individual with a disability and need reasonable accommodation to fully participate in this class, please obtain the Student Information and Requested Accommodation forms from the Office of the Dean.