

Republic of Yemen

Ministry of Higher Education & Scientific Research

Emirates International University



Faculty of Medicine and Health Sciences

Department of Laboratory Medicine

Bachelor of Laboratory Medicine

Course Specification of

English Medical Terminology

Course No. ()



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Review committee:

Head of the Department

Quality Assurance head

Dean of Faculty



I. Course Identification and General Information:

1	Course Title:	English Medical Terminology			
2	Course Code & Number:	---			
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		2	2	--	--
4	Study Level/ Semester at which this Course is offered:	1st Level / 2 nd Semester			
5	Pre –Requisite (if any):	English- II			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	Bachelor of Laboratory Medicine			
8	Language of Teaching the Course:	English			
9	Study System:	Semester -based System			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	Faculty of Medicine and Health Sciences			
12	Prepared by:	Dr. Mohamed Al-Mahfedi			

II. Course Description:

Medical terminology is intended to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, suffixes and combining forms related to the body systems and their anatomy, physiology, and pathology, diagnosis and treatment. The focus is on preparing the student to effectively analyze, define, pronounce, and comprehend the medical language.

III. Course Intended Learning Outcomes (CILOs) : (maximum 8) Upon successful completion of the course, students will be able to:		Referenced PILOs Learning out of program	
A. Knowledge and Understanding:		I, A or E	
a1	Define the basic structure of medical words, including prefixes, suffixes, roots, and combining forms.		A1 Demonstrate an understanding of fundamental knowledge of Biomedical sciences (Biology, Chemistry, Biophysics, Anatomy, Histology, Physiology, Human Genetics and Molecular biology)
a2	Identify the rules of pronouncing, spelling, pluralizing and building medical terms.		A2 Demonstrate understanding of the principles and procedures of Biochemical, Hematological, Immunological, Microbiological and Parasitological Sciences as well as Blood Banking in laboratory investigation.
B. Intellectual Skills:			
b1	Analyze medical term into its defining parts and meanings relevant to body systems and studies.		B4 Analyze and evaluate evidence-based information needed in Laboratory Medicine practice.
b2	Construct medical terms correctly using the appropriate, suffixes, prefixes, and word roots.		
C. Professional and Practical Skills:			
c1	Properly spell, define, and pronounce medical terms associated with each of the major body systems.		C4 Employ different methods in the diagnosis of various Biochemical, Hematological, Immunological, Microbiological, Parasitological and pathological diseases
c2	Interpret common abbreviations used in medical terminology and avoid errors when using them.		C7 Prepare, process, interpret and present data using appropriate qualitative and quantitative techniques, statistical programs, and spreadsheets for presenting data.

D. Transferable Skills:			
d1	Participate analytical skills related to defining and building medical vocabulary and abbreviations associated with body systems.		D4 Engage in continuous education and long life learning.
d2	Demonstrate effective communicative and evaluative skills about disease concepts and medical procedures in various healthcare situations.		D2 Communicate effectively using appropriate scientific language orally and in writing.

(A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods:		
Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
a1 Define the basic structure of medical words, including prefixes, suffixes, roots, and combining forms.	<ul style="list-style-type: none"> ▪ Interactive lectures ▪ Audio Visual Materials 	<ul style="list-style-type: none"> ▪ Assignments ▪ Quizzes ▪ Mid-term Exam ▪ Final exam ▪ Classroom discussions
a2 Identify the rules of pronouncing, spelling, pluralizing and building medical terms.	<ul style="list-style-type: none"> ▪ Audio Visual Materials ▪ Interactive lectures 	<ul style="list-style-type: none"> ▪ Assignments ▪ Quizzes ▪ Mid-term Exam ▪ Final exam ▪ Classroom discussions
a3	▪	▪

(B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods:		
Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
b1 Analyze medical term into its defining parts and meanings relevant to body systems and studies.	<ul style="list-style-type: none"> ▪ Problems solving ▪ Small group discussions ▪ Lectures 	<ul style="list-style-type: none"> ▪ Quizzes ▪ Mid-term Exam ▪ Final exam ▪ Case Studies ▪ Classroom questions, and documents

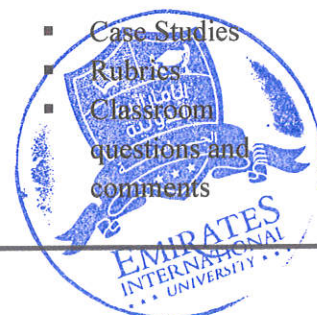
b2	Construct medical terms correctly using the appropriate, suffixes, prefixes, and word roots.	<ul style="list-style-type: none"> Problems solving Small group discussions Lectures 	<ul style="list-style-type: none"> Quizzes Mid-term Exam Final exam Presentations Case Studies Classroom questions, and comments
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(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:

Course Intended Learning Outcomes		Teaching Strategies	Assessment Strategies
c1	Properly spell, define, and pronounce medical terms associated with each of the major body systems.	<ul style="list-style-type: none"> Active learning, Small group learning. 	<ul style="list-style-type: none"> Assignments Quizzes Mid-term Exam Final exam Classroom discussions and questions
c2	Interpret common abbreviations used in medical terminology and avoid errors when using them.	<ul style="list-style-type: none"> Active learning, Small group learning. 	<ul style="list-style-type: none"> Assignments Quizzes Mid-term Exam Final exam Classroom discussions and questions

(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to Teaching Strategies and Assessment Methods:

Course Intended Learning Outcomes		Teaching Strategies	Assessment Strategies
d1	Develop analytical skills related to defining and building medical vocabulary and abbreviations associated with body systems and studies.	<ul style="list-style-type: none"> Classroom discussions, Problems solving Case study analysis 	<ul style="list-style-type: none"> Case Studies Classroom questions and comments
d2	Demonstrate effective communicative and evaluative skills about disease concepts and medical procedures in various medical and healthcare situations.	<ul style="list-style-type: none"> Classroom discussions, Problems solving Case study analysis 	<ul style="list-style-type: none"> Case Studies Rubrics Classroom questions and comments



IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	Introduction	<ul style="list-style-type: none"> - What is medical terminology? - Features of a medical term - Parts of a medical term - Formation of a medical term - Pronunciation and pluralizing rules - Defining a medical term 	2	4	a1, a2, b2, c1,
2	Suffixes	<ul style="list-style-type: none"> - Rules for linking suffixes - Types of suffixes <ul style="list-style-type: none"> - Surgical - Diagnostic - Pathological - Grammatical - Learning activities 	2	4	a1, a2, b2, c1, d1
3	Prefixes	<ul style="list-style-type: none"> - Rules for linking prefixes - Features of prefixes - Types of prefixes <ul style="list-style-type: none"> - Prefixes of position - Prefixes of number - Prefixes of measurement - Prefixes of direction - Prefixes of color - Prefixes of time - Prefixes of size and comparison - Prefixes of negation - Other common prefixes - Learning activities 	2	4	a1, a2, b2, c1, d1
4	Mid-Term Theoretical Exam	Mid-Term Theoretical written Exam	1	2	a1, a2, b1, b2, c1, c2,
5	Body Structure	<ul style="list-style-type: none"> - Levels of Organization and related terms - Anatomical Position - Planes of the Body - Body Cavities - Abdominopelvic Divisions - Quadrants - Regions 	2		a2, b1, c2, d2



No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		<ul style="list-style-type: none"> - Directional Terms - Pathology Diagnostic, Symptomatic, and Related Terms, - Diagnostic and Therapeutic Procedures - Abbreviations - Learning Activities - Medical Record Activities 			
6	Digestive System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2	a2, b1, b2, c1, c2, d1, d2
7	Musculoskeletal System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2	a2, b1, b2, c1, c2, d1, d2
8	Cardiovascular System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2	a2, b1, b2, c1, c2, d1, d2
9	Nervous System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2	a2, b1, b2, c1, c2, d1, d2
10	Integumentary and Reproductive Systems	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2	a2, b1, b2, c1, c2, d1, d2
11	Respiratory and Urinary Systems	<ul style="list-style-type: none"> - Anatomy and Physiology Key Terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2	a2, b1, b2, c1, c2, d1, d2

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
12	Final Theoretical Exam	Final Theoretical Exam Written	1	2	a1, a2, b1, b2, c1, c2
Number of Weeks /and Units Per Semester			16	32	

B. Case Studies and Practical Aspect:				
No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
1	None			
2				
3	-			
4	-			
5	-			
6	-			
7	-			
8	-			
9				
10	-			
11	-			
12	-			
Number of Weeks /and Units Per Semester				

C. Tutorial Aspect: (ان وجدت)



No.	Tutorial	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	None			
2				
3				
4				
5				
6				
7				
8				
9				
10				
Number of Weeks /and Units Per Semester				

V. Teaching Strategies of the Course:

- Audio Visual Materials
- Interactive lectures
- Problems solving
- Small group discussions
- Active learning
- Small group learning
- Classroom discussions
- Case study analysis

VI. Assessment Methods of the Course:

- Case Studies
- Learning activities
- Rubrics
- Classroom discussions and questions
- Assignments
- Quizzes
- Mid-term Exam
- Final exam



VII. Assignments:

No.	Assignments	Week Due	Mark	Aligned CILOs (symbols)
1	Assignment 1: Students are asked to finish "Identify and Define" work sheet handed to them. The work sheet is designed to check students' mastery of constructing and analyzing medical terms.	W5	5	a1, a2, b2, c1, d1
2	Assignment 2: Read the case study reports and complete the charts given below. This is intended to check students comprehending faculties to communicate about a given health problem and procedures.	W11	5	a1, b1, c2, d2
Total			10	

VIII. Schedule of Assessment Tasks for Students During the Semester:

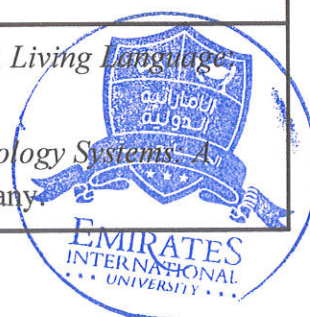
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments	W5,11	10	10%	a1, a2, b1, b2, c1, c2, d1, d2
2	Quizzes 1 & 2	W3, 9	10	10%	a1, a2, b1, b2, c1, d1
3	Mid-Term Theoretical Exam	W7	20	20%	a1, a2, b1, b2, c1, c2, d1, d2
4	Final Theoretical Exam	W16	60	60%	a1, a2, b1, b2, c1, c2,
Total			100	100%	

IX. Learning Resources:

- *Written in the following order:* Author, Year of publication, Title, Edition, Place of publication, Publisher.

1- Required Textbook(s) (maximum two):

- 1- Fremgen, Bonnie F. and Frucht, Suzanne S, *Medical Terminology: A Living Language*, 78th edition, New York, Pearson.
- 2- Gyls, Barbara A. and Wedding, Mary Ellen. 2014, *Medical Terminology Systems: A Body Systems Approach*, 7th edition, Philadelphia, F. A. Davis Company.



2- Essential References:
<p>1- C. Leonard, Peggy, 2014. <i>Quick & Easy Medical Terminology</i>, 7th edition, Elsevier.</p> <p>2- Chabner, Davi-Ellen, 1991, <i>Medical Terminology: A Short Course</i>, 6th edition, Missouri, Saunders Elsevier Inc.</p>
3- Electronic Materials and Web Sites etc.:
<p>Websites:</p> <ul style="list-style-type: none"> - An Online Medical Dictionary <ul style="list-style-type: none"> 1. http://www.openmd.com 2. http://www.medicinenet.com - http://www.medic8.com/MedicalDictionary.htm. - Web site providing information on health care issues, medical treatments, medications, etc. 3. http://www.medbroadcast.com - An interactive human anatomy site <ul style="list-style-type: none"> 4. www.innerbody.com.

X. Course Policies: (Based on the Uniform Students' By law (2007))	
1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.



7

Other policies:

The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.



Faculty of Medicine and Health Sciences

Department of Laboratory Medicine

Program of Bachelor in Laboratory Medicine

Course Plan (Syllabus) of English Medical Terminology

Course No. ()

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member:	Dr. Mohamed Al-Mahfedi	Office Hours					
Location & Telephone No.:	Sana'a 774272487	Monday					
E-mail:	Mahfadi76@yahoo.com	SAT	SUN	MON	TUE	WED	THU



II. Course Identification and General Information:

1	Course Title:	English Medical Terminology			
2	Course Code & Number:	---			
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		2	2	--	--
4	Study Level/ Semester at which this Course is offered:	1st Level / 2nd Semester			
5	Pre –Requisite (if any):	English- II			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	Bachelor of Laboratory Medicine			
8	Language of Teaching the Course:	English			
9	Study System:	Semester -based System			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	Faculty of Medicine and Health Sciences			
12	Prepared by:	Dr. Mohamed Al-Mahfedi			

III. Course Description:

Medical *terminology* is intended to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, suffixes and combining forms related to the body systems and their anatomy, physiology, and pathology, diagnosis and treatment. The focus is on preparing the student to effectively analyze, define, pronounce, and comprehend the medical language.

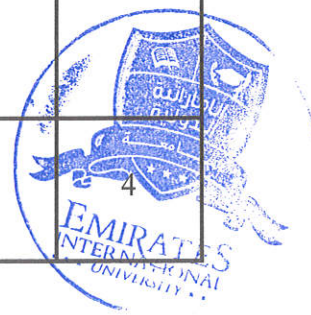
IV. Course Intended Learning Outcomes (CILOs) :

Upon successful completion of the Course, student will be able to:	
	A. Knowledge and Understanding:
a1	Define the basic structure of medical words, including prefixes, suffixes, roots, and combining forms.
a2	Identify the rules of pronouncing, spelling, pluralizing and building medical terms.
	B. Intellectual Skills:
b1	Analyze medical term into its defining parts and meanings relevant to body systems and studies.
b2	Construct medical terms correctly using the appropriate, suffixes, prefixes, and word roots.
	C. Professional and Practical Skills:
c1	Properly spell, define, and pronounce medical terms associated with each of the major body systems.
c2	Interpret common abbreviations used in medical terminology and avoid errors when using them.
	D. Transferable Skills:
d1	Participate analytical skills related to defining and building medical vocabulary and abbreviations associated with body systems.
d2	Demonstrate effective communicative and evaluative skills about disease concepts and medical procedures in various healthcare situations.

V. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1	Introduction	<ul style="list-style-type: none"> - What is medical terminology? - Features of a medical term - Parts of a medical term - Formation of a medical term - Pronunciation and pluralizing rules - Defining a medical term 	2	4
2	Suffixes	<ul style="list-style-type: none"> - Rules for linking suffixes - Types of suffixes <ul style="list-style-type: none"> - Surgical 	2	4

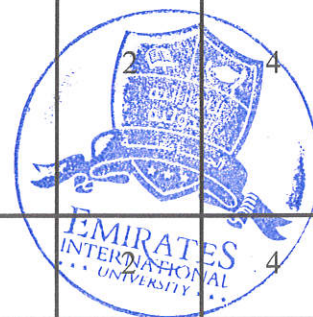


No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		<ul style="list-style-type: none"> - Diagnostic - Pathological - Grammatical - Learning activities 		
3	Prefixes	<ul style="list-style-type: none"> - Rules for linking prefixes - Features of prefixes - Types of prefixes <ul style="list-style-type: none"> - Prefixes of position - Prefixes of number - Prefixes of measurement - Prefixes of direction - Prefixes of color - Prefixes of time - Prefixes of size and comparison - Prefixes of negation - Other common prefixes - Learning activities 	2	4
4	Mid-Term Theoretical Exam	<ul style="list-style-type: none"> - Mid-Term Theoretical written Exam 	1	2
5	Body Structure	<ul style="list-style-type: none"> - Levels of Organization and related terms - Anatomical Position - Planes of the Body - Body Cavities - Abdominopelvic Divisions - Quadrants - Regions - Directional Terms - Pathology Diagnostic, Symptomatic, and Related Terms, - Diagnostic and Therapeutic Procedures - Abbreviations - Learning Activities - Medical Record Activities 	2	4
6	Digestive System	<p>Anatomy and Physiology Key terms</p> <ul style="list-style-type: none"> - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
7	Musculoskeletal System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms 	1	2



No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		<ul style="list-style-type: none"> - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 		
8	Cardiovascular System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
9	Nervous System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
10	Integumentary and Reproductive Systems	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
11	Respiratory and Urinary Systems	<ul style="list-style-type: none"> - Anatomy and Physiology Key Terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
12	Final Theoretical Exam	Final Theoretical Exam Written	1	2
Number of Weeks /and Units Per Semester			16	32

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1	Introduction	<ul style="list-style-type: none"> - What is medical terminology? - Features of a medical term - Parts of a medical term - Formation of a medical term - Pronunciation and pluralizing rules - Defining a medical term 	2	4
2	Suffixes	<ul style="list-style-type: none"> - Rules for linking suffixes - Types of suffixes 	2	4



No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		<ul style="list-style-type: none"> - Surgical - Diagnostic - Pathological - Grammatical - Learning activities 		
3	Prefixes	<ul style="list-style-type: none"> - Rules for linking prefixes - Features of prefixes - Types of prefixes <ul style="list-style-type: none"> - Prefixes of position - Prefixes of number - Prefixes of measurement - Prefixes of direction - Prefixes of color - Prefixes of time - Prefixes of size and comparison - Prefixes of negation - Other common prefixes - Learning activities 	2	4
4	Mid-Term Theoretical Exam	<ul style="list-style-type: none"> - Mid-Term Theoretical written Exam 	1	2
5	Body Structure	<ul style="list-style-type: none"> - Levels of Organization and related terms - Anatomical Position - Planes of the Body - Body Cavities - Abdominopelvic Divisions - Quadrants - Regions - Directional Terms - Pathology Diagnostic, Symptomatic, and Related Terms, - Diagnostic and Therapeutic Procedures - Abbreviations - Learning Activities - Medical Record Activities 	2	4
6	Digestive System	<p>Anatomy and Physiology Key terms</p> <ul style="list-style-type: none"> - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	



No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
7	Musculoskeletal System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
8	Cardiovascular System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
9	Nervous System	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
10	Integumentary and Reproductive Systems	<ul style="list-style-type: none"> - Anatomy and Physiology Key terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
11	Respiratory and Urinary Systems	<ul style="list-style-type: none"> - Anatomy and Physiology Key Terms - Pathological and Diagnostic Terms - Surgical and Therapeutic Terms - Learning Activities - Case study Reports 	1	2
12	Final Theoretical Exam	Final Theoretical Exam Written	1	2
Number of Weeks /and Units Per Semester			16	32

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours
1	None		



No.	Tasks/ Experiments	Week Due	Contact Hours
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Number of Weeks /and Units Per Semester			

No.	Tasks/ Experiments	Week Due	Contact Hours
1	None		
2			
3	-		
4	-		
5	-		
6	-		
7	-		



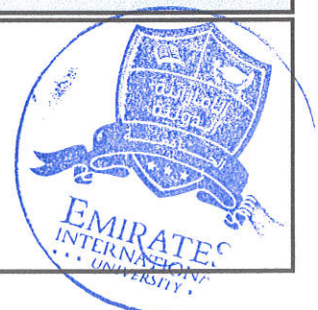
No.	Tasks/ Experiments	Week Due	Contact Hours
8	-		
9			
10	-		
11	-		
12	-		
Number of Weeks /and Units Per Semester			

C. Tutorial Aspect:

No.	Tutorial	Number of Weeks	Contact Hours
1	None		
2			
3			
4			
5			
6			
7			
8			
9			
10			
Number of Weeks /and Units Per Semester			

VI. Teaching Strategies of the Course:

- Audio Visual Materials
- Interactive lectures
- Problems solving
- Small group discussions
- Active learning



- Small group learning
- Classroom discussions
- Case study analysis

VII. Assessment Methods of the Course:

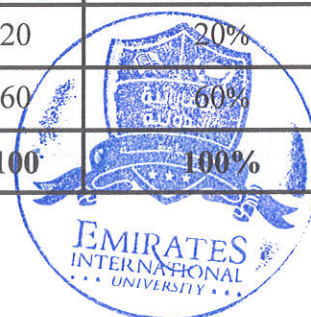
- Case Studies
Learning activities
Rubrics
- Classroom discussions and questions
 - Assignments
 - Quizzes
 - Mid-term Exam
 - Final exam

VIII. Assignments:

No.	Assignments	Week Due	Mark
1	Assignment 1: Students are asked to finish "Identify and Define" work sheet handed to them. The work sheet is designed to check students' mastery of constructing and analyzing medical terms.	W5	5
2	Assignment 2: Read the case study reports and complete the charts given below. This is intended to check students comprehending faculties to communicate about a given health problem and procedures.	W11	5
Total			10

IX. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments	W5,11	10	10%
2	Quizzes 1 & 2	W3, 9	10	10%
3	Mid-Term Theoretical Exam	W7	20	20%
4	Final Theoretical Exam	W16	60	60%
Total			100	100%



No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments	W5,11	10	10%
2	Quizzes 1 & 2	W3, 9	10	10%
3	Mid-Term Theoretical Exam	W7	20	20%
4	Final Theoretical Exam	W16	60	60%
Total			100	100%

X. Learning Resources:

- Written in the following order: Author, Year of publication, Title, Edition, Place of publication, Publisher.

1- Required Textbook(s) (maximum two):

- 1- Fremgen, **Bonnie** F. and Frucht, Suzanne S, *Medical Terminology: A Living Language*: 78th edition, New York, Pearson.
- 2- Gyllys, Barbara A. and Wedding, Mary Ellen. 2014, *Medical Terminology Systems: A Body Systems Approach*, 7th edition, Philadelphia, F. A. Davis Company.

2- Essential References:

- 4- C. **Leonard**, Peggy, 2014. *Quick & Easy Medical Terminology*, 7th edition, Elsevier.
- 5- Chabner, Davi-Allen, 1991, *Medical Terminology: A Short Course*, 6th edition, Missouri, Saunders Elsevier Inc.

3- Electronic Materials and Web Sites etc.:

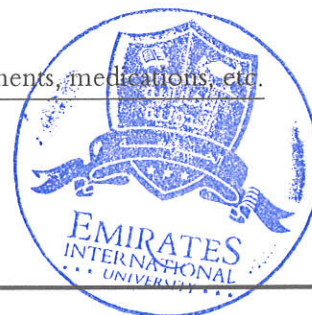
Websites:

- 6- An Online Medical Dictionary
<http://www.openmd.com>
<http://www.medicinenet.com>
<http://www.medic8.com/MedicalDictionary.htm>

Web site providing information on health care issues, medical treatments, medications, etc.

- <http://www.medbroadcast.com>
An interactive human anatomy site

- www.innerbody.com.



XI. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

