

## **Syllabus-Medical Terminology**

**Course number:** Bio 271

**Course title:** Medical Terminology

**Number of credits:** 3 credit hours

**Course instructor:** Michelle Johnson; email: [michelle.johnson246@doane.edu](mailto:michelle.johnson246@doane.edu)

**Course description:** An introduction to understanding medical terminology and its usage in medical documentation, reporting of patients' health status and evaluation of patients' medical procedures. Students will learn the correct pronunciation, spelling and usage of medical terminology within the field of medicine. Upon completion of this course students will have a solid foundation for understanding medical terminology and the ability to appropriately apply this knowledge to the practice of medicine.

This is a new class required for nursing students. It is a vital component to understanding anatomy, physiology, and the disease process. It will require student preparation through reading the assigned textbook pages and completing the application worksheets provided at the end of each chapter. An interactive CD accompanies the textbook and provides opportunity for students to practice the content on multiple levels; in addition, a quick reference sheet is included for further review. It is highly recommended that students utilize the CD and quick reference sheet to enhance their knowledge. Students should bring all three resources to each lecture.

### **Required textbook:**

Willis, M.C. (2006). Medical Terminology: The Language of Health Care (2<sup>nd</sup> ed.) Philadelphia, PA: Lippincott, Williams, & Wilkins

### **Course objectives:**

- Correctly pronounce and spell the various medical terms associated with the body systems.

- Comprehend the usage of medical terminology as documented in medical records.
- Demonstrate correct usage of medical terminology related to patients' health status and associated medical procedures in written form.
- Verbalize an understanding of medical terminology usage throughout the various body systems.
- Demonstrate appropriate application of medical terminology within the practice of medicine.

### **Course layout:**

Two comprehensive exams will be given during the eight-week session. In addition, weekly assignments will be distributed at the end of each lecture and due for credit at the beginning of the next lecture. The following topics will be discussed.

### **Lecture 1**

#### **1. Getting started- Read chapters 1, 2, 3 & 4**

- Terminology
- Word components
- The medical disciplines
- The medical record
- Exercise: medical record analysis/CD

### **Lecture 2**

#### **2. The integumentary and musculoskeletal systems- Read chapters 5 & 6; weekly assignment due**

- Basic functions of the both systems
- Anatomical, symptomatic, and diagnostic terms
- Common abbreviations used in documentation
- Common diagnostic tests and procedures
- Therapeutic terms

- Musculoskeletal: planes of the body and movement terms
- Exercise: medical record analysis/CD

### **Lecture 3**

#### **3. The cardiovascular and the blood and lymph systems- Read chapters 7 & 8; weekly assignment due**

- Anatomical terms of the heart and blood vessels
- Blood flow through the heart, blood pressure, and electrical conduction of the heart
- Symptomatic and diagnostic terms
- Common diagnostic tests, procedures, and operative terms
- Common abbreviations used in documentation
- Therapeutic terms
- Exercise: medical record analysis/CD

### **Lecture 4**

#### **4. Comprehensive Exam I**

#### **5. The nervous system- Read chapter 10; weekly assignment due**

- Basic functions of the nervous system
- Anatomical terms of the nervous system
- Symptomatic and diagnostic terms related to the nervous system and psychiatry
- Common diagnostic tests, procedures, and operative terms of the nervous system
- Therapeutic terms of the nervous system including psychiatry
- Common abbreviations used in documentation
- Exercise: medical record analysis/CD

### **Lecture 5**

#### **6. The respiratory and endocrine systems – Read chapters 9 & 11; weekly assignment due**

- Basic functions of both systems
- Anatomical, symptomatic, and diagnostic terms
- Common diagnostic tests, procedures, and operative terms
- Common abbreviations used in documentation
- Therapeutic terms
- Exercise: medical record analysis/CD

## **Lecture 6**

### **7. The eye, the ear, and the gastrointestinal systems- Read chapters 12, 13 & 14; weekly assignment due**

- Basic structures of the eye and ear and related functions
- Common symptomatic and diagnostic terms of the eye and ear
- Common diagnostic tests, procedures, and operative terms
- Therapeutic terms
- Common abbreviations used in documentation
- Basic function of the GI system
- Anatomical terms of the abdomen and accessory organs
- symptomatic, and diagnostic terms
- common diagnostic tests, procedures, and operative terms
- common abbreviations used in documentation
- therapeutic terms
- Exercise: medical record analysis/CD

## **Lecture 7**

### **8. The urinary system and the female and male reproductive systems- Read chapters 15, 16 & 17; weekly assignment due**

- Basic function of the urinary system
- Basic functions of the female and male reproductive systems
- Anatomical, symptomatic, and diagnostic terms of the urinary and male reproductive systems

- Common gynecological and obstetrical anatomical, symptomatic, and diagnostic terms of the female reproductive system
- Common diagnostic tests, procedures, and operative terms of the urinary and male reproductive systems
- Common gynecological and obstetrical diagnostic tests, procedures, and operative terms of the female reproductive systems
- Therapeutic terms
- Abbreviations used in documentation
- Exercise: medical record analysis/CD

## Lecture 8

### 9. Mandatory review session : terminology, medical records analyses, and interactive CD exercises

### 10. Comprehensive Exam II

#### Course policies:

- **Attendance:** Student attendance and participation are expected at each lecture throughout the eight week session. In case of an emergency or illness contact either myself or an appropriate Doane college official.
- **Preparation:** It is expected that the student will come to class prepared; that is, having read and studied the assigned textbook pages and completed the required homework.
- **Grading:** The student's grade will consist of two comprehensive exams and weekly homework assignments due at the beginning of each lecture.
- **Grading scale:** 100-96% = A+  
95-93% = A  
92-90% = A-

89-86% = B+

85-83% = B

82-80% = B-

79-76% = C+

75-70% = C

69-60% = D

< 59% = F

- **Academic integrity:** I adhere strictly to the Doane College Academic Integrity Policy that states the student must represent his/her own work on all tests, quizzes, and projects. Failure to cite sources of others' ideas and words is considered plagiarism and will result in a penalty to be determined by the dean of undergraduate studies and the instructor.

The human body is amazing! I look forward to furthering your understanding and application of medical terminology related to the human body systems and the practice of medicine.