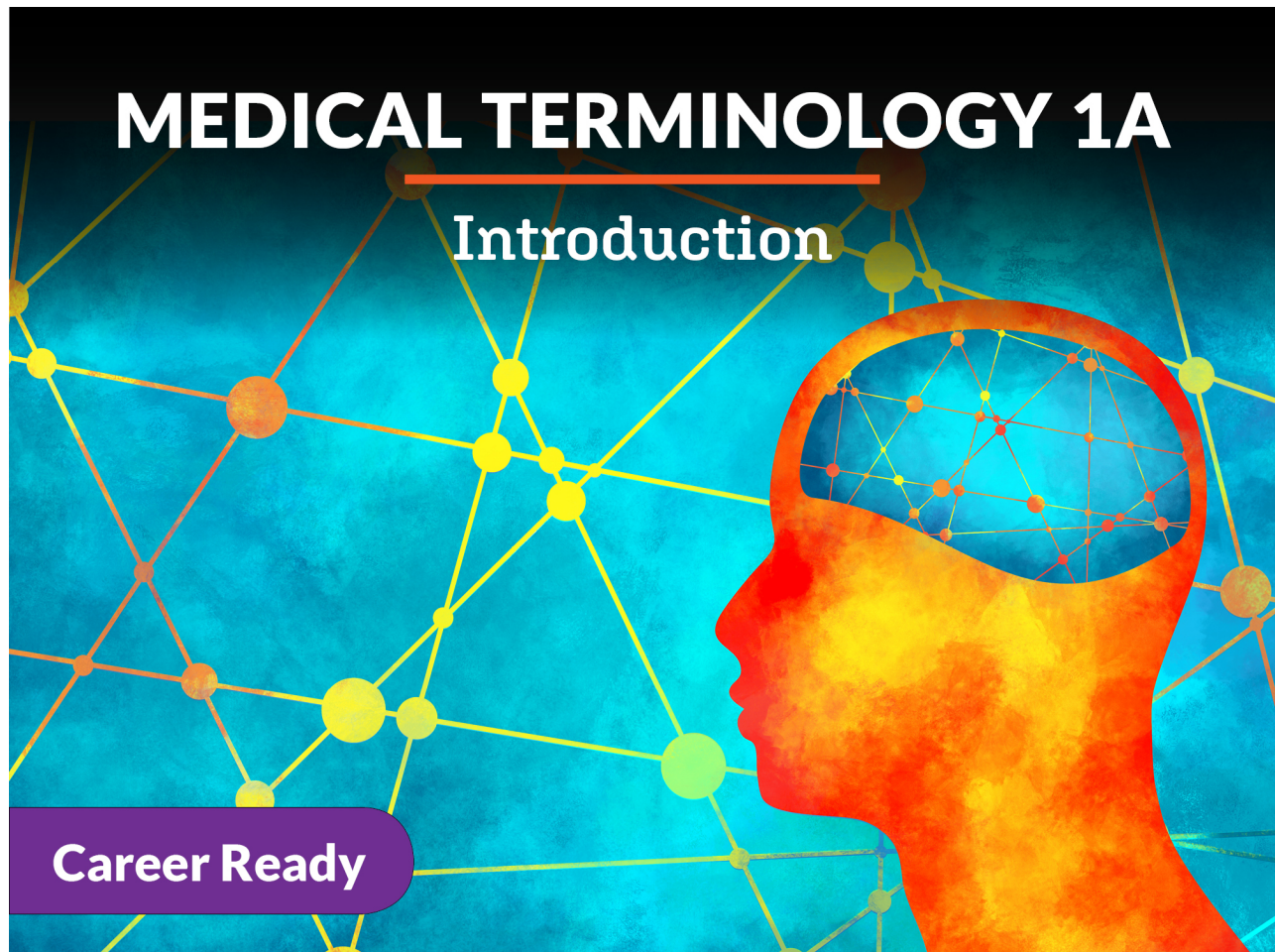


## Course **Syllabus**

What you will learn in this course

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### **Medical Terminology 1a: Introduction**

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Learning the language is essential for careers in health science. Join word parts to form medical terms, associations within body systems, and better communicate with colleagues and patients. Build your proficiency and confidence with this course and prepare yourself for a career in health sciences.

### **Unit 1: Word Elements: Where it all Begins**

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Medical terminology is a language unique to a specialized field. To better understand medical terms, you need to first get to know the origin of words, how to dissect them, and how to build them. Part of this dissection and building process involves learning word parts and how to put those pieces together. In this unit we will learn prefixes, suffixes, and combining forms. We will also learn about origins of words that cannot be broken down using traditional methods. Additionally, we'll explore how some of these terms are abbreviated and cases in which these

abbreviations are not acceptable practice. So let's start putting the pieces of the puzzle together and learn more about this special language!

## What will you learn in this unit?

- Describe the components that make up a medical term and the process for defining a word using those components
- Define and use common prefixes in medical terms
- Recognize commonly used roots or combining words in medical terms
- Discuss common suffixes and how they are used to form medical terms
- Identify common medical abbreviations as well as those on the Do Not Use List
- Explain the origin of an eponym and give examples of common eponyms

<b>UNIT 1 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 1 Critical Thinking Questions	Homework
Unit 1 Activity 1	Homework
Unit 1 Activity 2	Homework
Unit 1 Activity 3	Homework
Unit 1 Activity 4	Homework
Unit 1 Discussion 1	Discussion
Unit 1 Discussion 2	Discussion
Unit 1 Quiz	Quiz

## Unit 2: The Building Blocks of the Body

The body is an amazing structure made up of many cells, tissues, organs, and systems. We can break down the way the body is built from the tiniest structure up to entire body systems. Taken as a whole, we then learn about body movement and organization of body structures. By studying the cavities, regions, and quadrants of body organization, we can locate organs and other body structures, and by using this organizational system, healthcare providers are better able to pinpoint conditions and accurately communicate with patients. Ready to become an expert in navigating and identifying these structures? Let's get started!

## What will you learn in this unit?

- Describe the building blocks of the body and how they are organized, from cell to system
- Define anatomic position and terms related to a change in that position
- Explain terms related to body movement and direction
- Communicate body planes as related to anatomic position
- Discuss the division of the body into cavities
- Summarize the regions and quadrants of the abdomen and identify organs found in the different cavities, regions, and quadrants

<b>UNIT 2 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 2 Critical Thinking Questions	Homework
Unit 2 Activity 1	Homework
Unit 2 Activity 2	Homework
Unit 2 Discussion 1	Discussion
Unit 2 Discussion 2	Discussion
Unit 2 Quiz	Quiz

## Unit 3: Move It: Understanding Body Movement

With so many body parts, we need to be able to describe exactly how each part moves. Medical terms relating to movement allow us to do just that. By exploring the world of body movement, we find different types of movement and different types of joints that make this happen. As part of this world, we'll learn abbreviations used commonly in medical documentation relating to these body parts and their movements. In addition, we'll discover the many career possibilities related to the movement of body parts. Ready? Let's get moving!

## What will you learn in this unit?

- Define medical terms related to body movement
- Describe types of joints found in the body
- Identify commonly used abbreviations related to movement
- Discuss occupations related to body movements

<b>UNIT 3 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 3 Critical Thinking Questions	Homework
Unit 3 Activity 1	Homework
Unit 3 Activity 2	Homework
Unit 3 Discussion 1	Discussion
Unit 3 Discussion 2	Discussion
Unit 3 Quiz	Quiz

## **Unit 4: Breathing Easy: The Respiratory System**

Breathing is an essential part of health and body function. The organs of the respiratory system make up a complex tree-like structure that helps us breathe without even thinking about it. To be an effective healthcare provider, we must be familiar with the medical terminology that refers to the diseases, conditions, treatments, and tests of this system. We also need to be able to write and translate abbreviations and terms when documenting about this system. Let's take a deep breath and explore this airy world!

### **What will you learn in this unit?**

- Identify and describe the functions of the organs in the respiratory system
- Recognize prefixes, suffixes, and combining forms related to the respiratory system
- Describe diseases and conditions of the respiratory system
- Explain common treatments and tests used when evaluating conditions of the respiratory system
- Write and translate abbreviations used in medical documentation for respiratory conditions

<b>UNIT 4 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 4 Critical Thinking Questions	Homework

Unit 4 Activity 1	Homework
Unit 4 Activity 2	Homework
Unit 4 Activity 3	Homework
Unit 4 Discussion 1	Discussion
Unit 4 Discussion 2	Discussion
Unit 4 Quiz	Quiz

## Medical Terminology 1a Midterm Exam

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the first four units in this course (Note: You will be able to open this exam only one time.)

<b>MIDTERM Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Midterm Exam	Exam
Midterm Discussion	Discussion

## Unit 5: Going with the Flow: The Cardiovascular System

We feel our heart beat all the time, but what's the reason and what's it really doing? We'll now explore the cardiovascular system with its organs and find our answers. As we investigate the workings of this system, we'll learn the medical terms and word parts that describe different areas. As with any part of the body, things can go wrong. Our journey will take us through some of the conditions and diseases of this system, along with tools, tests, and treatments used in this world. Let's get our blood pumping!

### What will you learn in this unit?

- Describe the organs of the cardiovascular system and their functions
- Recognize and use the prefixes, suffixes, and combining forms related to the cardiovascular system
- Identify common diseases and conditions of the cardiovascular system

- Explain tools, procedures, and tests used in diagnosing and treating the cardiovascular system
- Use and decode abbreviations commonly used when referring to the cardiovascular system

<b>UNIT 5 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 5 Critical Thinking Questions	Homework
Unit 5 Activity 1	Homework
Unit 5 Activity 2	Homework
Unit 5 Discussion 1	Discussion
Unit 5 Discussion 2	Discussion
Unit 5 Quiz	Quiz

## **Unit 6: Keep Calm and Explore the Nervous System**

With so many organs, tissues, and cells in the body, something must be in control! That's where the nervous system comes into play. To be an effective healthcare team member, we need to learn the functions of the nervous system, the disorders associated with it, and ways to fix it. We also need to study the language, its word parts, and ways to abbreviate it. So, who's in control here? Let's find out on our journey through the nervous system!

### **What will you learn in this unit?**

- Identify the organs of the nervous system and describe their functions
- Recognize and use prefixes, suffixes, and combining forms related to the nervous system
- Describe conditions, disorders, and diseases of the nervous system
- Explain tests, procedures, and treatments used for nervous system conditions
- Translate and use abbreviations in medical documentation related to the nervous system

<b>UNIT 6 Assignments</b>	
<b>Assignment</b>	<b>Type</b>

Unit 6 Critical Thinking Questions	Homework
Unit 6 Activity 1	Homework
Unit 6 Activity 2	Homework
Unit 6 Discussion 1	Discussion
Unit 6 Discussion 2	Discussion
Unit 6 Quiz	Quiz

## Unit 7: Skin, It's Got You Covered!

When you look at someone, what is the main thing you see? Skin is probably not your first answer, but if you really think about it, that's probably the best answer. That's because skin is the body's largest organ. There's more to this world than meets the eye though. Let's explore this complex world of tiny accessory organs and see just how much work this underrated system actually does.

### What will you learn in this unit?

- Identify organs in the integumentary system and their functions
- Translate medical terms associated with the integumentary system using prefixes, suffixes, and combining forms
- Describe common diseases and conditions associated with the integumentary system
- Explain tests, procedures, and treatments used for conditions of the integumentary system
- Use abbreviations associated with the integumentary system

<b>UNIT 7 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 7 Critical Thinking Questions	Homework
Unit 7 Activity 1	Homework
Unit 7 Activity 2	Homework
Unit 7 Discussion 1	Discussion
Unit 7 Discussion 2	Discussion

Unit 7 Quiz	Quiz
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## Unit 8: Hold Me Up: Musculoskeletal System

What allows us to stand? What protects our vital organs? How do we move? As we journey through the musculoskeletal system, we'll find the answers to these questions and so much more. Our exploration will help us identify terms, conditions, tests, and treatments for this system. We'll also work on our skills at decoding abbreviations for this system. Get ready to play detective and find out what's really holding us up!

### What will you learn in this unit?

- Describe the organs of the musculoskeletal system and explain their functions
- Recognize prefixes, suffixes, and combining forms used in relation to the musculoskeletal system
- Explain common conditions and diseases of the musculoskeletal system
- Identify common tests and treatments for conditions and diseases involving the musculoskeletal system
- Translate abbreviations and other medical documentation using terms related to the musculoskeletal system

<b>UNIT 8 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 8 Critical Thinking Questions	Homework
Unit 8 Activity 1	Homework
Unit 8 Activity 2	Homework
Unit 8 Activity 3	Homework
Unit 8 Discussion 1	Discussion
Unit 8 Discussion 2	Discussion
Unit 8 Quiz	Quiz



# Medical Terminology 1a Final Exam

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- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from units five to eight in this course – the last four units. (Note: You will be able to open this exam only one time.)

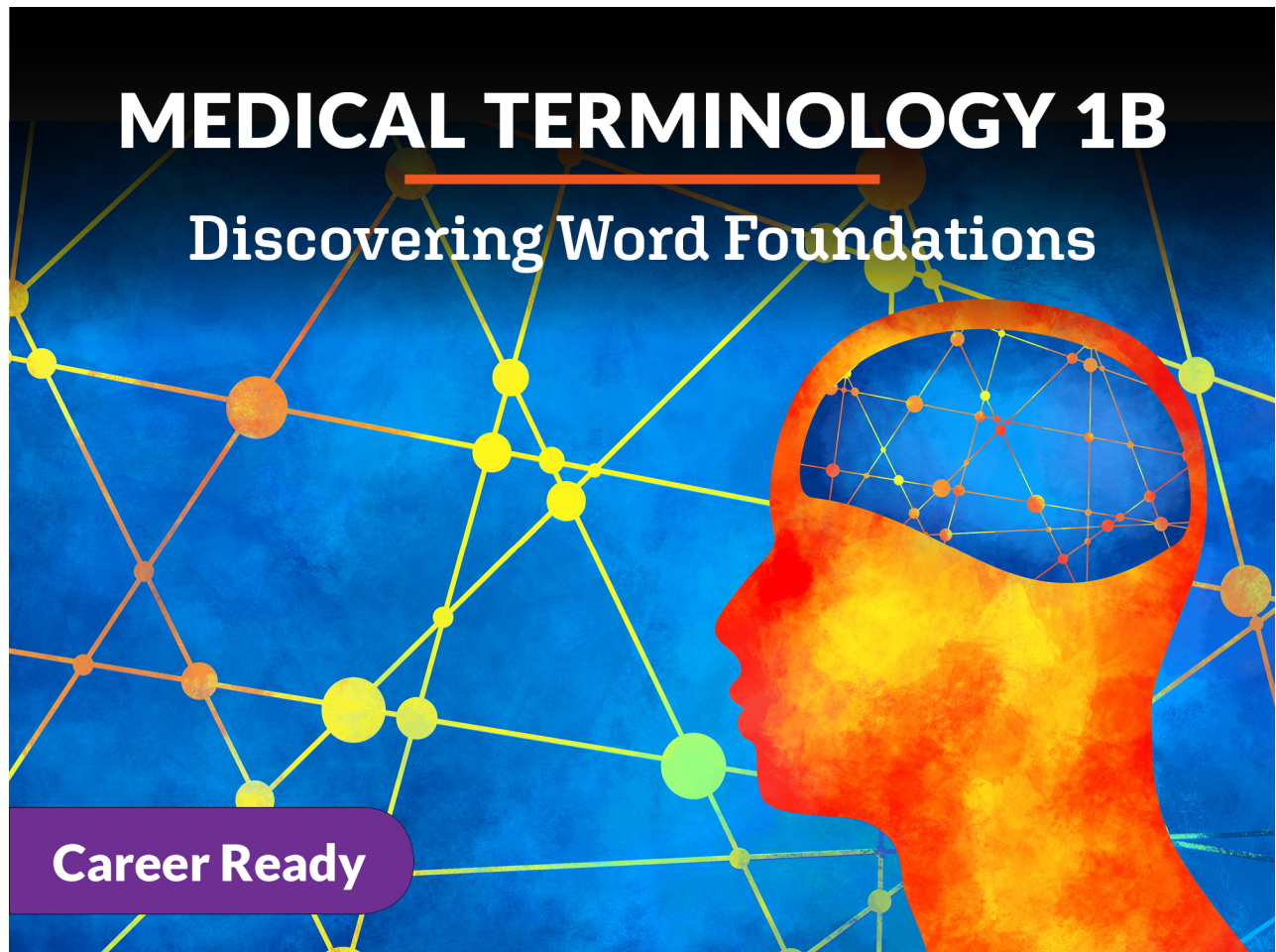
<b>FINAL Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Final Exam	Exam
Final Exam Discussion	Discussion

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## Course **Syllabus**

What you will learn in this course

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### **Medical Terminology 1b: Discovering Word Foundations**

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Discover the medical terminology associated with even more body systems to increase your ability to master prefixes, suffixes, and roots. Connect this language to real-world patients and clinical settings through practical applications and specific scenarios. Launch your health knowledge with detailed medical terms.

#### **Unit 1: Waste Away! The Urinary System**

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As the body takes in the materials that it needs, there has to be a way to get rid of the materials it doesn't need. When we explore the urinary system, we'll find out how this happens. We'll also look at the word parts, terms, and abbreviations that are commonly used to relay information about this system. As with any complicated system, things can go wrong, so we'll discuss diseases that affect the urinary system and ways to treat them. Come along as we keep what's good and waste the rest!

## What will you learn in this unit?

- Describe the organs of the urinary system and how each functions
- Identify commonly used prefixes, suffixes, and word parts of the urinary system
- Define common conditions and diseases that affect the urinary system
- Explain tests and procedures used in treating urinary system conditions
- Translate medical documentation using abbreviations and medical terminology of the urinary system

<b>UNIT 1 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 1 Critical Thinking Questions	Homework
Unit 1 Activity 1	Homework
Unit 1 Activity 2	Homework
Unit 1 Activity 3	Homework
Unit 1 Discussion 1	Discussion
Unit 1 Discussion 2	Discussion
Unit 1 Quiz	Quiz

## Unit 2: Creating the Future: The Reproductive System

What makes a male different from a female? As we explore the reproductive system, we'll learn about the many organs that make these two very different! We'll improve our translation skills as we look at word parts and abbreviations related to this system. We will also explore the diseases and conditions related to this system and the many ways to treat them. The world of medical terminology is a big one, so let's put together another piece of the puzzle!

## What will you learn in this unit?

- Describe organs of the male reproductive system and their functions
- Discuss organs of the female reproductive system and their functions
- Identify prefixes, suffixes, and combining forms related to the reproductive system
- Define common diseases and conditions that affect the reproductive system

- Explain tests, treatments, and procedures used to treat conditions affecting the reproductive system
- Translate medical terms and abbreviations related to the reproductive system

<b>UNIT 2 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 2 Critical Thinking Questions	Homework
Unit 2 Activity 1	Homework
Unit 2 Activity 2	Homework
Unit 2 Discussion 1	Discussion
Unit 2 Discussion 2	Discussion
Unit 2 Quiz	Quiz

## **Unit 3: Carry It, Clean It, Fight It: Blood, Lymph, and Immune Systems**

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What does blood do other than fill the vessels? What's it made of? How does the body defend itself against invaders? The answers to these questions lie in the exploration of the blood, lymphatic, and immune systems. These systems are so connected that we explore them together! During our exploration, we'll discover diseases and conditions as well as treatments and tests for these systems. We'll also add another piece to our medical terminology puzzle as we learn word parts, terms, and abbreviations. Let's see how the body transports, cleans, and defends!

### **What will you learn in this unit?**

- Describe the parts and organs of the blood system
- Discuss the parts and organs of the lymphatic and immune systems
- Identify prefixes, suffixes, and combining forms related to the blood, lymphatic, and immune systems
- Define conditions and treatments that affect the blood, lymphatic, and immune systems
- Explain the tests, treatments, and procedures related to the blood, lymphatic, and immune systems

- Translate medical documents using medical terminology and abbreviations related to the blood, lymphatic, and immune systems and summarize career options related to these systems

<b>UNIT 3 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 3 Critical Thinking Questions	Homework
Unit 3 Activity 1	Homework
Unit 3 Activity 2	Homework
Unit 3 Discussion 1	Discussion
Unit 3 Discussion 2	Discussion
Unit 3 Quiz	Quiz

## **Unit 4: Superpowers? No, Special Senses!**

The abilities to see and to hear are remarkable characteristics that allow us to perceive the world differently. These special senses are a lot like superpowers in that they allow us to analyze our surroundings in many ways. As we dig deeper into these senses, we'll see the conditions and treatments as well as the terminology used to refer to the eyes and ears. As we add this piece of the medical terminology puzzle, we'll see what kind of powers we really have!

### **What will you learn in this unit?**

- Describe the organs and parts that make up the sense of sight
- Discuss the organs and parts that make up the sense of hearing
- Recognize prefixes, suffixes, and combining forms used to make medical terms related to the special senses
- Identify conditions and diseases that impact the special senses
- Explain the tests, procedures, and treatments used in diagnosis and treatment of conditions of the special senses
- Transcribe, translate, and abbreviate medical terminology related to the special senses

<b>UNIT 4 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 4 Critical Thinking Questions	Homework
Unit 4 Activity 1	Homework
Unit 4 Activity 2	Homework
Unit 4 Activity 3	Homework
Unit 4 Discussion 1	Discussion
Unit 4 Discussion 2	Discussion
Unit 4 Quiz	Quiz

## **Medical Terminology 1b Midterm Exam**

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the first four units in this course (Note: You will be able to open this exam only one time.)

<b>MIDTERM Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Midterm Exam	Exam
Midterm Discussion	Discussion

## **Unit 5: Take What's Needed, Let the Rest Go: The Digestive System**

For humans, food is one of the essential elements needed to survive, but what does the body do with that food once we take it in? We'll now find out by tracking the course of food through the digestive system to discover the organs and the parts of those organs that make them work properly. We'll see the many word parts and abbreviations that are used to describe this system, as well as its conditions, diseases, tests, and treatments. This journey takes many twists and turns, let's start the adventure!

## What will you learn in this unit?

- Describe the organs and functions of the digestive system
- Discuss the accessory organs and their functions
- Recognize the prefixes, suffixes, and combining forms used to describe terms related to the digestive system
- Identify conditions and diseases that impact the digestive system
- Explain tests, procedures, and treatments used for the diagnosis and treatment of digestive system disorders
- Translate and abbreviate documentation related to the digestive system

<b>UNIT 5 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 5 Critical Thinking Questions	Homework
Unit 5 Activity 1	Homework
Unit 5 Activity 2	Homework
Unit 5 Discussion 1	Discussion
Unit 5 Discussion 2	Discussion
Unit 5 Quiz	Quiz

## Unit 6: Taking Control! The Endocrine System

Have you ever wondered what controls the processes in the body? What makes one thing speed up but later slow down? The answer to these questions is found in the study of the endocrine system. As we explore this complicated world, we'll investigate the conditions and diseases that occur when things go wrong. We'll also discover the tools, tests, and treatments to fix those conditions. Before we finish our exploration, we'll become familiar with the medical language and abbreviations unique to the endocrine system. Let's find out how the body takes control!

## What will you learn in this unit?

- Describe the organs of the endocrine system, including their functions
- Recognize and use prefixes, suffixes, and combining forms related to the endocrine system
- Define common diseases and conditions of the endocrine system

- Explain the tools, tests, and treatments used for diseases and conditions of the endocrine system
- Translate medical terms and abbreviations related to the endocrine system

<b>UNIT 6 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 6 Critical Thinking Questions	Homework
Unit 6 Activity 1	Homework
Unit 6 Activity 2	Homework
Unit 6 Discussion 1	Discussion
Unit 6 Discussion 2	Discussion
Unit 6 Quiz	Quiz

## **Unit 7: Providing the Foundation: Medical Specialties**

As we've seen, the body is made of multiple, complex body systems that require vast knowledge to diagnose and treat. To provide the services needed for the diagnosis and treatments of many conditions, medical specialties rise to the occasion! We'll now explore the prefixes, suffixes, combining forms, and abbreviations that create the medical terminology for these areas. We'll also identify the tests, procedures, and treatments provided by each area. Let's discover the areas that give support and provide a firm foundation for the medical world!

### **What will you learn in this unit?**

- Describe the functions and procedures of pharmacology as well as the common prefixes, suffixes, and combining forms used in this field
- Recognize the functions and procedures of oncology as well as the common prefixes, suffixes, and combining forms used in this field
- Identify the functions and procedures of psychology as well as the common prefixes, suffixes, and combining forms used in this field
- Explain the functions and procedures of genetics as well as the common prefixes, suffixes, and combining forms used in this field
- Discuss the functions and procedures of radiology as well as the common prefixes, suffixes, and combining forms used in this field



- Summarize the functions and procedures of pathology as well as the common prefixes, suffixes, and combining forms used in this field

<b>UNIT 7 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 7 Critical Thinking Questions	Homework
Unit 7 Activity 1	Homework
Unit 7 Activity 2	Homework
Unit 7 Discussion 1	Discussion
Unit 7 Discussion 2	Discussion
Unit 7 Quiz	Quiz

## **Unit 8: Putting It Together: A Healthcare Perspective**

As we've seen throughout our explorations of the various body systems, each has its own set of conditions, tests, treatments, and medical language. When working in the medical world, those systems aren't always separate. In many cases, patients have complex issues that cross boundaries and require knowledge of all body systems. Let's now follow a few patients and see things from a healthcare perspective!

### **What will you learn in this unit?**

- Identify medical terminology of various body systems to be used in times of medical complications
- Apply medical terms of the many body systems in situations where one disease or disorder leads to more complications
- Translate medical terminology involved in the process of bringing a new life into the world (from reproduction to birth)
- Recognize medical terms that are used when discussing multiple systems of the body
- Understand medical terminology used for tools, treatments, and tests used for diseases and disorders

<b>UNIT 8 Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Unit 8 Critical Thinking Questions	Homework
Unit 8 Activity 1	Homework
Unit 8 Activity 2	Homework
Unit 8 Activity 3	Homework
Unit 8 Discussion 1	Discussion
Unit 8 Discussion 2	Discussion
Unit 8 Quiz	Quiz

## **Medical Terminology 1b Final Exam**

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from units five to eight in this course – the last four units. (Note: You will be able to open this exam only one time.)

<b>FINAL Assignments</b>	
<b>Assignment</b>	<b>Type</b>
Final Exam	Exam
Final Exam Discussion	Discussion