

# Syllabus

## Medical Terminology

### Course Overview

This one-semester elective course is intended as a practical, hands-on guide to help you understand the structure of medical terms and identify the medical terminology associated with various body systems.

This course contains 15 lessons and 5 Course Activities. Each lesson includes one or more Lesson Activities. The lessons cover the following topics:

- The first lesson describes the structure and the word parts of medical terms. It also discusses some abbreviations, symbols, and eponyms.
- The second lesson discusses the structural organization of the human body and introduces you to different body systems. It also describes body planes, positions, and directional terms.
- The next twelve lessons discuss the structure and functions of various body systems. You will become familiar with medical terminology associated with diseases and medical procedures related to these body systems.
- The last lesson discusses different career options in the healthcare pathways, and the skills and training required for these careers. The lesson also explains the legal and ethical responsibilities of a healthcare professional and discusses the importance of effective communication and teamwork.

You will submit the Course Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with sample responses. Each lesson also has a multiple-choice mastery test. A multiple-choice end-of-semester test completes the course.

The Course Activities (submitted to the teacher) and the Lesson Activities (self-checked) are major components of this course. They will guide your learning as you work through this course.

### Course Goals

This course will help you meet the following goals:

- Understand the structure and identify word parts of medical terms.
- Identify various abbreviations, symbols, and eponyms.
- Identify the structure of the human body.
- Recognize different body planes, positions, and directional terms.
- Identify medical terminology related to the structure and functions of different body systems.
- Identify medical terminology related to disorders of various body systems.

- Identify terminology related to medical procedures associated with various body systems.
- Explore various career opportunities in the healthcare industry.
- Identify the skills and training required for various careers.
- Learn about the legal and ethical responsibilities of a healthcare professional.
- Learn about the importance of effective communication and teamwork for medical professionals.

## Prerequisite Skills

Medical Terminology does not have specific prerequisites. Nevertheless, these fundamental skills will be helpful:

- basic computer skills
- ability to understand basic science
- ability to understand healthcare concepts
- ability to structure and process information

## General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations and use drawing tools with word processing software, such as Microsoft Word.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

Medical Terminology is a 0.5-credit course.

## Course Materials

- Notebook
- Presentation software
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Day	Activity / Plato Objective	Type
1 day: 1	<b>Course Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	
4 days: 2-5	<b>Structure of Medical Terms</b> <i>Identify the structure of various medical terms.</i>	Lesson
4 days: 6-9	<b>The Human Body</b> <i>Describe the structural organization of the human body and identify terms related to directions, positions, and planes of the body.</i>	Lesson
1 day: 10	<b>Course Discussion 1</b>	Course Discussion
4 days: 11-14	<b>Course Activity 1</b>	Course Activity
4 days: 15-18	<b>The Skeletal System</b> <i>Identify the medical terminology associated with the skeletal system.</i>	Lesson
1 day: 19	<b>Space Jumble</b>	Activity
4 days: 20-23	<b>The Muscular System</b> <i>Identify the medical terminology associated with the muscular system.</i>	Lesson
1 day: 24	<b>Course Discussion 2</b>	Course Discussion
4 days: 25-28	<b>The Integumentary System</b> <i>Identify the medical terminology associated with the integumentary system.</i>	Lesson
1 day: 29	<b>Space Jumble</b>	Activity
4 days: 30-33	<b>The Respiratory System</b> <i>Identify the medical terminology associated with the respiratory system.</i>	Lesson
3 days: 34-36	<b>Course Activity 2</b>	Course Activity

4 days: 37-40	<b>The Circulatory System</b> <i>Identify the medical terminology associated with the circulatory system.</i>	Lesson
1 day: 41	<b>Course Discussion 3</b>	Course Discussion
4 days: 42-45	<b>The Cardiovascular System</b> <i>Identify the medical terminology associated with the cardiovascular system.</i>	Lesson
3 days: 46-48	<b>Course Activity 3</b>	Course Activity
4 days: 49-52	<b>The Nervous System</b> <i>Identify the medical terminology associated with the nervous system.</i>	Lesson
1 day: 53	<b>Space Jumble</b>	Activity
4 days: 54-57	<b>The Sensory System</b> <i>Identify the medical terminology associated with the sensory system.</i>	Lesson
3 days: 58-60	<b>Course Activity 4</b>	Course Activity
4 days: 61-64	<b>The Digestive System</b> <i>Identify the medical terminology associated with the digestive system.</i>	Lesson
1 day: 65	<b>Course Discussion 4</b>	Course Discussion
4 days: 66-69	<b>The Urinary System</b> <i>Identify the medical terminology associated with the urinary system.</i>	Lesson
1 day: 70	<b>Space Jumble</b>	Activity
4 days: 71-74	<b>The Endocrine System</b> <i>Identify the medical terminology associated with the endocrine system.</i>	Lesson
1 day: 75	<b>Course Discussion 5</b>	Course Activity
5 days: 76-80	<b>The Reproductive System</b> <i>Identify the medical terminology associated with the reproductive system.</i>	Lesson

1 day: 81	<b>Space Jumble</b>	Activity
4 days: 82-85	<b>Being a Healthcare Professional</b> <i>Discuss professional responsibilities and analyze effective communication.</i>	Lesson
3 days: 86-88	<b>Course Activity 5</b>	Course Activity
1 day: 89	<b>Course Review</b>	
1 day: 90	<b>End of Course</b>	Assessment