Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

NURS 105
MEDICAL TERMINOLOGY

COURSE DESCRIPTION
Provides basic understanding of medical terms and abbreviations. Includes study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation and applications. Elementary aspects of the nursing process with special emphasis on assessment are incorporated.

RATIONALE
Clear communication between healthcare providers ensures a safer environment for the clients. Without an understanding of the language used, this communication is not possible. The student will gain the tools upon which to build a broader vocabulary within the discipline by learning the basics of medical terminology, its foundations, and its structure.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Differentiate medical terms according to body systems.
B. Explain prefixes and suffixes as they apply to identifying the meaning of medical terms.
C. Discuss the importance of accurate application and pronunciation of medical terms.
D. Define basic principles related to the nursing process.
E. Define correctly-spelled selected terms.
F. Define medical abbreviations correctly.
G. Begin to use medical terms and abbreviations in nursing practice.
H. Identify accurate spelling and appropriate use of medical terms regarding safe nursing practice.
I. Employ a personal and professional Christian value system regarding legal and ethical implications related to the proper use of medical terms.
J. Illustrate ongoing learning to further develop knowledge of medical terms and their application to nursing practice.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and presentations

B. Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (2)

There will be 2 Discussion Board Forums throughout this course. Discussion Boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided topic for each forum. Each thread must be at least 150 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must be at least 100 words.

D. Medical Abbreviations Chart

The student will create a chart of 20 common medical abbreviations with the long form and definition of each. The chart will also contain an additional 10 abbreviations that must be avoided in practice, including the long form, correct abbreviation, and definition for each abbreviation.

E. Team Project

Team Contract

The student will complete a team contract at the beginning of the Team Project. This document will contain contact information, personal strengths/weaknesses relevant to the assignment, and general expectations for the project.

Team Study Guide

The student will work in a team to create a study guide focusing on chapters assigned by the instructor. The study guide will consist of 25 multiple-choice questions as well as a separate answer page that includes the textbook’s page number where answers can be found.

Team Evaluation Form
The student will complete an evaluation form upon the conclusion of the Team Study Guide project. The form will evaluate each member of the team, including the student.

F. Professional Development Plan
The student will write a 2-page essay in current APA format answering the following questions: 1) How will you plan to continue learning medical terminology? 2) What exercises can you do to continue learning medical terminology (i.e., reading, web-based games, etc.)? 3) What did you find most difficult, and how can you improve that aspect? Be sure to include a title page and reference page. However, no abstract is needed, and the essay may be written in first person.

G. Spelling Test
The Spelling Test will cover content found in the textbook and on the provided word lists. The test will be open-book/open-notes, contain 25 multiple-choice and short answer questions, allow unlimited attempts, and have a 20-minute time limit. The test will automatically submit at the end of 20 minutes. The highest score will be posted to grade book.

H. Quizzes (8)
Each quiz will cover the word lists and textbook readings for the module/week in which it is assigned. Each quiz will be open-book/open-notes, contain 45 multiple-choice questions, allow unlimited attempts, and have a 25-minute time limit. The quiz will automatically submit at the end of 25 minutes. The highest score will be posted to grade book.

I. Exams (2)
The student will complete a Midterm Exam and a Final Exam in this course. Each exam will cover the word lists and content from the course Reading & Study folders. Each exam will: be open-book/open-notes; contain 100 matching, multiple-choice, and essay questions; and have a 1-hour and 40-minute time limit.

VI. COURSE GRADING AND POLICIES
A. Points
Course Requirements Checklist 10
Discussion Board Forums (2 at 20 pts ea) 40
Medical Abbreviation Chart 25
Team Project
  Team Contract 0
  Team Study Guide 75
  Team Evaluation 25
Professional Development Plan 50
Spelling Test 25
Quizzes (8 at 45 pts ea) 360
Midterm Exam (Modules 1–4) 200
Final Exam (Modules 5–8) 200

Total 1010

B. Scale
A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g., death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

VII. Bibliography

### COURSE SCHEDULE

**NURS 105**


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| **1**       | Bostwick & Weber: chs. 1–4, Appendix A  
3 presentations  
2 word lists | Course Requirements Checklist  
Class Introductions  
DB Forum 1  
Quiz 1 | 10  
0  
20  
45 |
| **2**       | Bostwick & Weber: chs. 5–6, Appendix B  
3 presentations  
2 word lists | Medical Abbreviations Chart  
Team Contract  
Quiz 2 | 25  
0  
45 |
| **3**       | Bostwick & Weber: ch. 7  
2 presentations  
2 word lists | Quiz 3 | 45 |
| **4**       | Bostwick & Weber: chs. 11–12  
3 presentations  
2 word lists | DB Forum 2  
Quiz 4  
Midterm Exam | 20  
45  
200 |
| **5**       | Bostwick & Weber: chs. 13–14  
1 presentation  
2 word lists | Spelling Test  
Quiz 5 | 25  
45 |
| **6**       | Bostwick & Weber: chs. 15–16  
2 presentations  
2 word lists | Quiz 6 | 45 |
| **7**       | Bostwick & Weber: chs. 8, 10  
2 presentations  
2 word lists | Team Study Guide  
Team Evaluation  
Quiz 7 | 75  
25  
45 |
| **8**       | Bostwick & Weber: ch. 17  
3 presentations  
2 word lists | Professional Development Plan  
Quiz 8  
Final Exam | 50  
45  
200 |

**TOTAL**: 1010

*DB = Discussion Board*
NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.