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
This course 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 Word and Microsoft PowerPoint

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. Terminology Flashcards (2)
   The student will be required to create a total of two 25-card study sets throughout the duration of this course. Each study set will be based off of terminology acquired through his/her assigned course textbook readings and then submitted to the discussion board area.
F. Spelling Test
   The Spelling Test will cover content found in the textbook. The test will be open-book/open-notes, contain 25 multiple-choice 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 gradebook.
G. 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 (e.g., reading, web-based games, etc.)? 3) What did you find most difficult, and how can you improve that aspect? A title page and reference page must be included. However, no abstract is needed, and the essay may be written in first person.

H. Quizzes (8)

Each quiz will cover the 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 gradebook.

I. Exams (2)

The student will complete a Midterm Exam and a Final Exam in this course. Each exam will cover the content from the course Reading & Study folders. Each exam will be open-book/open-notes; contain 100 multiple-choice questions; and have a 1-hour and 40-minute time limit.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
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<tr>
<td>Discussion Board Forums (2 at 20 pts ea)</td>
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<tr>
<td>Medical Abbreviations Chart</td>
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<tr>
<td>Terminology Flashcards (2 at 50 pts ea)</td>
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<tr>
<td>Spelling Test</td>
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<tr>
<td>Professional Development Plan</td>
<td>50</td>
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<tr>
<td>Quizzes (8 at 45 pts ea)</td>
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<tr>
<td>Midterm Exam (Modules 1–4)</td>
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<td>Final Exam (Modules 5–8)</td>
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<td><strong>Total</strong></td>
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B. Scale

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

C. 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.
## COURSE SCHEDULE

### NURS 105


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Jones &amp; Cavanagh: chs. 1–2, Appendices A–C 3 presentations</td>
<td>Course Requirements Checklist Class Introductions</td>
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<td>DB Forum 1 Quiz 1</td>
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<td>2</td>
<td>Jones &amp; Cavanagh: chs. 3, 6 3 presentations</td>
<td>Medical Abbreviations Chart Quiz 2</td>
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<td>3</td>
<td>Jones &amp; Cavanagh: ch. 4 2 presentations</td>
<td>DB Forum 2 Terminology Flashcards 1 Quiz 3</td>
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<td>4</td>
<td>Jones &amp; Cavanagh: chs. 8–9 3 presentations</td>
<td>Quiz 4 Midterm Exam</td>
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<td>5</td>
<td>Jones &amp; Cavanagh: ch. 10 1 presentation</td>
<td>Spelling Test Quiz 5</td>
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<td>6</td>
<td>Jones &amp; Cavanagh: ch. 11 2 presentations</td>
<td>Professional Development Plan Quiz 6</td>
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<td>7</td>
<td>Jones &amp; Cavanagh: chs. 5, 7 2 presentations</td>
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<td>8</td>
<td>Review Jones &amp; Cavanagh: chs. 1–11 Read Jones &amp; Cavanagh: chs. 12–13 3 presentations</td>
<td>Quiz 8 Final Exam</td>
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*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**.