



## Medical Terminology

*Detailed Program Curriculum*

### Program Description

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This program offers instruction in the language of medical terminology and teaches how to read, spell, pronounce, and interpret commonly used medical terms, symbols, and abbreviations. Each body system will be covered in detail from an anatomical, pathological, and clinical perspective, as well as planes, directions, and positions of the body. Also included is a section on pharmacological (drugs) terminology and oncology (the study and treatment of cancer). Each chapter provides activities for student self-assessment of knowledge acquisition, as well as a wealth of diagrams and soundbites relating medical terms to the structure and function of the human body.

### Program Objectives

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Upon successful completion of this program, the student will be able to:

- understand the importance of medical terminology and the proper use of medical language for interacting with professionals and performing medical tasks,
- synthesize medical language and information accurately,
- analyze basic medical root words, prefixes and suffixes and their meanings,
- differentiate between suffix endings (e.g., adjective, noun, singular and plural forms),
- appropriately recognize word roots and combining forms pertaining to each body system,
- pronounce medical terms correctly,
- identify common medical disorders and their associated symptoms for each body system,
- correlate medical word parts with usage in anatomy, pathology, symptomatology, procedures, treatments, and medical specialties,
- interpret medical treatments and common abbreviations and acronyms,
- build composite medical terms referring to each body system,
- define common terms related to diseases,
- define common pharmacological terms, and
- recite common laboratory and diagnostic terms.

### Prerequisites

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- Applicants must have a grade 12 diploma or be a mature student (aged 19 at the start of the course).
- A copy of the student's high school diploma is required if they are under the age of 19.
- A copy of a government-issued photo identification such as a driver's license, passport or other, which shows the students date of birth, must also be supplied.
- All distance learning students are required to complete a *Distance Learning Assessment*.

### Instructors and Educational Assistants

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All instructors and education assistants employed by CanScribe Career College are highly qualified and bring with them a wealth of knowledge and experience. They are dedicated to assisting every student through their program.

### Resources

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Students are required to obtain a medical dictionary for the program. Any of the following medical dictionaries are acceptable:

- Stedman's Medical Dictionary
- Dorland's Medical Dictionary
- Oxford Medical Dictionary

A secondary resource, although not required, is highly recommended:

- *The Language of Medicine* by Davi-Ellen Chabner

Note: always obtain the latest edition available of all resources. All books can be found on Amazon.

## Computer

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A computer is required for the entire program. Computer requirements are as follows:

- Access to high-speed internet.
  - Minimum download speed of 15 megabits per second.
  - Minimum upload speed of 5 megabits per second.
- A minimum of 8 gigabytes of RAM (Random Access Memory).
- For Windows Operating Systems:
  - Windows 10 or newer
  - Google Chrome or Firefox
- For Mac:
  - Mac OS X Yosemite or newer
  - Google Chrome, Firefox, or Safari

## Method of Evaluation

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1. **Course Assignments** **25 (%)**  
There are two mandatory assignments in each course. These assignments are weighted equally, combined, and averaged for a final grade.
2. **Course Tests** **35 (%)**  
Students are encouraged to meet the benchmark score of 90% on all course tests. Course tests are weighted equally, combined, and averaged for a final grade.
3. **Final Exam** **40 (%)**  
The final exam is cumulative from the beginning of the program. The final exam will be comprised of questions from every course of the program. There is a maximum of one (1) attempt for the final exam.

**TOTAL 100%**

## Grade Book

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Upon registration, the student will have access to an online grade book. This tool allows the student to access their grades throughout the program. There are three (3) components within the grade book:

1. Course assignments
2. Course tests
3. Final exam

## Graduation Requirements

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To meet the **graduation requirement** for the Medical Terminology program, the student must have achieved a grade of C- (55% or higher) to pass. The following table denotes CanScribe's Final Grade Percentages:

A+	98 – 100%	Dean's List
A	95 – 97%	High Honors
A-	90 – 94%	Honors
B+	85 – 89%	Merit
B	80 – 84%	

B-	75 – 79%	
C+	70 – 74%	
C	65 – 69%	
C-	55 – 59%	
F	0 – 54%	

## Timeline

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Upon registration, each student is provided with a personalized program timeline, including completion dates, to guide and assist with time management of the program. Each student proceeds at their own pace and is required to complete the course in 16 weeks. An example of the basic timeline is as follows:

<b>Medical Terminology Course Timeline</b>		
<b>Chapter</b>	<b>Estimated # of hours to complete</b>	<b>Estimated # of days to complete (7-day study week)</b>
Terminology Basics	7	5
Structures of the Body, Movement, and Color	7	5
Integumentary System	7	5
Musculoskeletal System	11	8
Cardiovascular System	11	8
Hematology, Lymphatic, and Immune System, and Oncology	10	7
Respiratory System	7	5
Nervous System	11	8
Special Senses	8	6
Digestive System	8	6
Genitourinary System	8	5
Reproductive System	8	6
Obstetrics & Neonatology	8	6
Pediatrics	8	6
Pharmacology	11	8
Diagnostic Data	11	8
Final Exam	2	1
<b>Total</b>	<b>150</b>	<b>111</b>

## Additional Information

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CanScribe Career College is committed to the highest standards of academic integrity and honesty. Students are particularly urged to avoid any behaviour which could potentially result in suspicion of cheating, plagiarism, misrepresentation of facts, and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or dismissal from the program. Please see the **Appropriate Conduct/Dismissal Policy** in the CanScribe Student Handbook.

## Program Outline

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### Terminology Basics

**Prerequisites:** None

**Length:** 7 hours

**Method of Evaluation:** Terminology Basics course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- define medical terms derived from Latin and Greek word origins,
- distinguish rudimentary medical root words,
- identify basic medical terminology prefixes,
- recognize fundamental medical term suffixes,
- use combining vowels appropriately in medical term creation,
- recognize medical terms using combining forms, and
- identify other language influences on medical terms such as French and English.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1.0 Introduction                | 6.0 Pronunciation Guide              |
| 2.0 Categories of Medical Terms | 7.0 Activities and Quiz              |
| 3.0 Term Components             | 8.0 Terminology Basics Course Test   |
| 4.0 Suffix Nouns and Adjectives | 9.0 Terminology Basics Course Survey |
| 5.0 More on Prefixes            |                                      |

## Structures of the Body, Movement and Color

**Prerequisites:** Terminology Basics

**Length:** 7 hours

**Method of Evaluation:** Structures of the Body, Movement and Color course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- define the four structures that comprise human body structure,
- distinguish anatomy of the human body,
- demonstrate knowledge of organ system physiology,
- identify body cavities,
- recognize directional and positional terms,
- recall word parts and terms associated with body systems, and
- identify terms denoting color.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                               |   |
|-------------------------------|---|
| 1.0 Introduction              | 4.0 Structures of the Body, Movement and Colour Course Test   |
| 2.0 Anatomy of the Human Body | 5.0 Structures of the Body, Movement and Colour Course Survey |
| 3.0 Special Senses            |   |

## Integumentary System

**Prerequisites:** Structures of the Body, Movement and Color

**Length:** 7 hours

**Method of Evaluation:** Integumentary System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify organs and structures of the integumentary system,
- interpret and correctly spell word parts related to this organ system,
- define, pronounce, and spell common disorders, conditions, and diseases of the integumentary system as well as their available treatment options,
- interpret the meaning of abbreviations and acronyms related to the integumentary system,
- familiarize yourself with clinical procedures and laboratory tests related to the integumentary system, and
- identify eponyms, abbreviations, and acronyms that pertain to the integumentary system.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                          |  |
|--------------------------|--|
| 1.0 Introduction         | 3.0 Integumentary System Course Test   |
| 2.0 Integumentary System | 4.0 Integumentary System Course Survey |

## Musculoskeletal System

**Prerequisites:** Integumentary System

**Length:** 11 hours

**Method of Evaluation:** Musculoskeletal System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify organs and structures of the muscular system,
- delineate the structures of the skeletal system,
- define the functions of the components of both of these organ systems,
- identify common diseases and disorders of this body system,
- review diagnostic procedures and lab data associated with the musculoskeletal system, and
- interpret abbreviations and acronyms associated with these organ systems.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                     |  |
|---------------------|--|
| 1.0 Introduction    | 4.0 Musculoskeletal System Course Test   |
| 2.0 Muscular System | 5.0 Musculoskeletal System Course Survey |
| 3.0 Skeletal System |  |

## Cardiovascular System

**Prerequisites:** Musculoskeletal System

**Length:** 11 hours

**Method of Evaluation:** Cardiovascular System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify the organs and structures of the cardiovascular system and describe their location and function,
- describe the electrical system of the heart and outline the sequence of signal conduction,
- compare and contrast pulmonary circulation and systemic circulation,
- name the four basic measurements of cardiac function and select the correct meaning for terms related to the outcomes of those measures,
- give the meanings of combining forms, prefixes, and suffixes that pertain to the cardiovascular system,
- identify symptoms of specified cardiovascular system diseases,
- name and define laboratory tests and clinical procedures used in the diagnosis and treatment of cardiovascular system diseases, and
- state the meaning of abbreviations that pertain to the cardiovascular system.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                           |   |
|---------------------------|---|
| 1.0 Introduction          | 3.0 Cardiovascular System Course Test   |
| 2.0 Cardiovascular System | 4.0 Cardiovascular System Course Survey |

## Hematology, Lymphatic and Immune System, and Oncology

**Prerequisites:** Cardiovascular System

**Length:** 10 hours

**Method of Evaluation:** Hematology, Lymphatic and Immune System, and Oncology course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- define the components of blood as well as describe the formation and composition of blood,
- identify different components of blood as well as blood groups,
- recognize factors for blood clotting and how this works to protect the body,
- describe structures of the lymphatic system, their key functions as well as their physiologic processes,
- determine common symptoms, signs, diseases and disorders, as well as treatments associated with hematology, immunology, the lymphatic system, and oncology,
- explain common clinical procedures and laboratory tests used to diagnose and treat hematologic, immunologic and lymphatic diseases and disorders,
- analyze terminology used to describe different kinds of cancer and how they grow,
- identify common cancer protocols and what types of cancers they are used to treat,
- interpret abbreviations and combining forms related to hematology,
- characterize abbreviations and combining forms related to the lymphatic and immune system, and
- classify oncologic abbreviations and combining forms.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                  |                        |
|------------------|------------------------|
| 1.0 Introduction | 2.0 Hematologic System |
|------------------|------------------------|

- 3.0 Lymphatic System
- 4.0 Oncology
- 5.0 Hematology, Lymphatic and Immune System, and Oncology Course Test

- 6.0 Hematology, Lymphatic and Immune System, and Oncology Course Survey

## Respiratory System

**Prerequisites:** Hematology, Lymphatic and Immune System, and Oncology

**Length:** 7 hours

**Method of Evaluation:** Respiratory System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify the structures of the upper and lower respiratory system and their function,
- detail the process of respiration,
- describe common diseases and disorders, as well as treatments and medications, of the respiratory system,
- enumerate common clinical procedures and laboratory tests used to diagnose and treat common respiratory disorders,
- spell and pronounce common terms associated with the pulmonary system,
- interpret abbreviations that pertain to the respiratory system, and
- recognize and define the meaning to combining forms of the respiratory system terminology.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- 1.0 Introduction
- 2.0 Respiratory System
- 3.0 Respiratory System Course Test
- 4.0 Respiratory System Course Survey

## Nervous System

**Prerequisites:** Respiratory System

**Length:** 11 hours

**Method of Evaluation:** Nervous System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify the organs and structures of the nervous system; describe their location and functions,
- specify disease and disorder terminology related to the brain, central nervous system, and peripheral nervous system,
- interpret abbreviations, combining forms, prefixes, and suffixes for the nervous system,
- list and explain clinical and surgical procedures as well as laboratory tests for the nervous system,
- define common symptoms and diagnoses associated with behavioral health,
- recognize abbreviations that pertain to behavioral health,
- identify classifications of disorders pertaining to behavioral health,
- match tests and procedures used to diagnose behavioral health disorders, and
- identify medications commonly used for nervous system disorders as well as behavioral health conditions.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- 1.0 Introduction
- 2.0 Nervous System
- 3.0 Psychiatry
- 4.0 Nervous System Course Test
- 5.0 Nervous System Course Survey

## Endocrine System

**Prerequisites:** Nervous System

**Length:** 7 hours

**Method of Evaluation:** Endocrine System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- name organs and structures of the endocrine system,
- interpret the functions of these organs and structures,
- identify terminology related to the endocrine system,
- give meanings of combining forms, prefixes, and suffixes of endocrine system terminology,
- list and explain clinical procedures and laboratory tests related to the endocrine system,
- be able to recognize and define abbreviations that pertain to the endocrine system, and
- spell the names of medications commonly used.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- 1.0 Introduction
- 2.0 Endocrine System

- 3.0 Endocrine System Course Test
- 4.0 Endocrine System Course Survey

**Special Senses**

**Prerequisites:** Endocrine System

**Length:** 8 hours

**Method of Evaluation:** Special Senses course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- name the organs of the sensory system and describe their location and functions,
- identify terminology related to the eyes, ears, nose, and throat (the sensory system),
- define meanings of combining forms, prefixes, and suffixes of sensory system terminology,
- list and explain clinical procedures and laboratory tests,
- describe common conditions and diagnoses associated with each part of the sensory system,
- recognize and define abbreviations that pertain to the sensory system, and
- interpret the medications commonly used for individual sensory systems.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- 1.0 Introduction
- 2.0 Special Senses
- 3.0 The Eye
- 4.0 The Ear

- 5.0 Nose, Mouth, and Touch
- 6.0 Special Senses Course Test
- 7.0 Special Senses Course Survey

**Digestive System**

**Prerequisites:** Special Senses

**Length:** 8 hours

**Method of Evaluation:** Digestive System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify the structures of the digestive system and their functions,
- describe the process of ingestion and digestion and how the process nourishes the body,
- define common diseases and disorders, as well as treatments and medications, of the gastrointestinal system,
- recognize common clinical procedures and laboratory tests used to diagnose and treat common gastrointestinal disorders,
- interpret abbreviations that pertain to the gastrointestinal system, and
- recognize and define combining forms of the digestive system terminology.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- 1.0 Introduction
- 2.0 Digestive System

- 3.0 Digestive System Course Test
- 4.0 Digestive System Course Survey

**Genitourinary System**

**Prerequisites:** Digestive System

**Length:** 8 hours

**Method of Evaluation:** Genitourinary System course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- name the structures of the genitourinary system and describe their location and function,
- describe the process of glomerular filtration, tubular reabsorption, and tubular secretion,
- recognize combining forms, prefixes, and suffixes that pertain to the genitourinary system,
- identify symptoms of specified genitourinary system diseases and be able to interpret pathological conditions of the urinary tract,
- name and define laboratory tests and clinical procedures used in the diagnosis and treatment of genitourinary system diseases, and
- state the meaning of abbreviations that pertain to the genitourinary system.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- 1.0 Introduction
- 2.0 Genitourinary System

- 3.0 Genitourinary System Course Test
- 4.0 Genitourinary System Course Survey

**Reproductive System****Prerequisites:** Genitourinary System**Length:** 8 hours**Method of Evaluation:** Reproductive System course test.**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify the organs and structures of the male and female reproductive systems,
- define terminology related to both reproductive systems,
- list and explain diagnostic procedures, lab tests, and blood tests for reproductive medicine,
- recognize and define abbreviations as they apply to the process of reproduction,
- associate meanings of combining forms, suffixes, and prefixes to the genital systems, and
- identify medicines commonly used in the treatment of reproductive system conditions.

**Completion Requirement:** View all course content, attempt course test.**Course Outline:**

- 1.0 Reproductive System
- 2.0 Reproductive System Course Test

- 3.0 Reproductive System Course Survey

**Obstetrics and Neonatology****Prerequisites:** Reproductive System**Length:** 8 hours**Method of Evaluation:** Obstetrics and Neonatology course test.**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- describe the process of conception and how the zygote develops into a fetus,
- identify the different stages of pregnancy and how each affects the developing fetus,
- define specific terminology as it relates to childbirth and the neonate,
- name diagnostic procedures performed during pregnancy, childbirth and post-delivery,
- analyze medical prefixes, suffixes, combining forms and abbreviations for this specialty,
- list medications or treatments applicable to obstetrics and neonatology, and
- relate conditions and disorders unique to this medical specialty.

**Completion Requirement:** View all course content, attempt course test.**Course Outline:**

- 1.0 Obstetrics and Neonatology
- 2.0 Obstetrics and Neonatology Course Test

- 3.0 Obstetrics and Neonatology Course Survey

**Pediatrics****Prerequisites:** Obstetrics and Neonatology**Length:** 8 hours**Method of Evaluation:** Pediatrics course test.**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- describe the milestones and major landmarks in a child's health story,
- identify the different stages of childhood development and necessary health monitoring,
- define specific terminology as it relates to pediatrics and diseases in children,
- name diagnostic procedures performed in pediatric medicine,
- analyze medical prefixes, suffixes, combining forms and abbreviations for this specialty,
- list medications or treatments applicable to pediatrics,
- relate conditions and disorders unique to this medical specialty, and
- identify genetic disorders in pediatric medicine.

**Completion Requirement:** View all course content, attempt course test.**Course Outline:**

- 1.0 Pediatrics
- 2.0 Pediatrics Course Test

- 3.0 Pediatrics Course Survey



## Pharmacology

**Prerequisites:** Obstetrics and Neonatology

**Length:** 11 hours

**Method of Evaluation:** Pharmacology course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- list general fundamentals of pharmacology including drug administration, schedules, and develop,
- identify the basics of drug nomenclature,
- define the classification and function of different drug types,
- identify drug classes by generic name endings,
- analyze abbreviations used in the field of pharmacology and define their meanings, and
- recognize sound-alike medications and decipher which is appropriate for what condition.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                  |                                |
|------------------|--------------------------------|
| 1.0 Introduction | 3.0 Pharmacology Course Test   |
| 2.0 Pharmacology | 4.0 Pharmacology Course Survey |

## Diagnostic Data

**Prerequisites:** Pharmacology

**Length:** 11 hours

**Method of Evaluation:** Diagnostic Data course test.

**Learning Objectives:** Upon successful completion of this course, the student will be able to:

- identify the types of diagnostic testing done and information provided,
- list most common blood and urine laboratory testing and define information given,
- define the different types of diagnostic radiology studies, their purpose, and technological terms,
- identify other types of diagnostic testing such as physical exam, orthopedic maneuvers, etc.,
- analyze word parts and abbreviations as they relate to diagnostic medicine, and
- define how performance of diagnostic procedures aid in establishing diagnoses and aid in the maintenance of overall health in the general population.

**Completion Requirement:** View all course content, attempt course test.

**Course Outline:**

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1.0 Diagnostic Data             | 3.0 Diagnostic Data Course Survey |
| 2.0 Diagnostic Data Course Test |                                   |

## Final Exam

**Prerequisites:** Diagnostic Data

**Length:** 2 hours

**Method of Evaluation:** The student must reach a minimum passing grade of 55%.

**Learning Objective:** This assessment determines what level of learning outcomes the student has achieved.

**Completion Requirement:** Students must attempt the final exam.

The final exam is cumulative, meaning that questions are based on all program material. Students are given one (1) attempt. The exam is open-book and consists of 150 multiple-choice questions. Students are encouraged to refer to program material, look at notes taken throughout the program, and use all available books and resources. The students will have two (2) hours to complete the exam once started. Once the two hours has elapsed, students will no longer be able to make changes on their exams. A timer will be available for students to monitor their progress throughout the exam.

The exam is available to take at any time, but technical support is available only during work hours. CanScribe is not responsible for any technical issues experienced outside of regular business hours that affect your exam completion time. CanScribe hours are based off of PST. Please be aware of any time changes and make any necessary allowances.