



## Medical Terminology Course Syllabus

**Prerequisites:** None.

**Clock Hours:** 40 (Note: 40 clock hours accounts only for time spent in the online course and does not include time spent outside the course or study time. Study time will vary widely per individual.)

**Course Length:** To be completed at student's own pace within a 12-month period or less. Enrollment date begins at date of purchase.

**Class Hours: Days/Times Per Week:** Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times. Students may email course content questions to coaching staff.

**Certificate of Completion Issued:** Yes

**Course Description:** Medical Terminology introduces the student to the medical terminology used in the medical coding and reimbursement profession and covers medical terminology and anatomy from a coder's perspective. This course would be valuable for anyone preparing for a career in any non-clinical medical profession, and strongly recommended for anyone who is preparing for an AAPC certification examination.

**Course Objectives:**

- Correctly identify the roles of the four types of word parts in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts
- Define anatomy and physiology and use anatomic reference systems to identify the anatomic position for all major organ systems.
- Master anatomy as it relates to the procedural coding manual
- Understand disease terms as they relate to the diagnostic coding manual

**Course Content:**

- Introduction to Medical Terminology
- Disease and Treatment
- Integumentary System
- Skeletal and Muscular Systems
- Nervous System and Mental Health
- Special Senses and Endocrine System
- Cardiovascular and Lymphatic Systems; Blood and Immunity
- Respiratory and Digestive Systems
- Urinary and Male Reproductive Systems
- Female Reproductive System, Pregnancy and Birth
- Final Exam

**Methods of Evaluation:**

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

**Included Textbooks:**

1. Medical Terminology an Illustrated Guide, Ninth Edition; Barbara Janson Cohen, Shirley A. Jones; Jones & Bartlett Learning; ISBN: 978-1-975-13637-6

**Recommended Textbooks/Supplies (Not Included):**

1. Medical dictionary, any publisher

**Computer Requirements:** High-speed Internet connection with Blackboard supported Operating System & Web browser. For the best experience, use a laptop or desktop is required.

Fees listed do not include any recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see Legacy Education website for most current enrollment fee. [www.medicalbillco.com](http://www.medicalbillco.com)

# Medical Terminology

## 4 Week Course Outline

### Week 1

- Chapter 01 – Introduction to Body (Module 1)
- Chapter 02 – Chemistry of Life (Module 1)
- Chapter 03 – Cells and Tissue (Module 2)
- Chapter 04 – Tissue (Module 2)
- Chapter 05 – Organ Systems (Module 2)
- Chapter 06 – Skin/Membranes (Module 2)

### Week 2

- Chapter 09 – Nervous (Module 4)
- Chapter 10 – Senses (Module 4)
- Chapter 11 – Endocrine (Module 5)
- Chapter 16 – Digestive (Module 5)
- Chapter 17 – Nutrition/Metabolism (Module 5)
- Chapter 15 – Respiratory (Module 6)
- Chapter 19 – Fluid/Electrolytes (Module 6)
- Chapter 20 – Acid-Based Balance (Module 6)

### Week 3

- Chapter 07 – Skeletal (Module 3)
- Chapter 08 – Muscular (Module 3)
- Chapter 12 – Blood (Module 6)
- Chapter 13 – Cardiovascular (Module 6)
- Chapter 14 – Lymphatic/Immune (Module 6)

### Week 4

- Chapter 18 – Urinary (Module 8)
- Chapter 21 – Reproductive (Module 8)
- Chapter 22 – Growth, Development, and Aging (Module 8)
- FINAL