HEARTLAND TECHNICAL EDUCATION CENTER
1763 State Route 60, Ashland, Ohio 44805-9377 (419) 289-3313 (800) 686-3313 Fax (419) 289-3729

Adult Education
Medical Assisting
Medical Terminology
Syllabus
2026 – 2027
40 Hours

Instructor
Jamie Krabill BSN, RN krabillj@heartlandtech.org 419-289-3313 (ext. 2239)
- 19+ years nursing experience
- 13+ years nursing / medical education experience

Supplies
Notebook, pens, pencils, highlighters, etc. provided by student

Course Description:
This course provides students with a comprehensive introduction to the language of healthcare. Emphasis is placed on the study of medical word building through prefixes, suffixes, root words, and combining forms. Students will learn terminology related to body systems, diseases, diagnostic procedures, treatments, pharmacology, and clinical documentation. The course is designed to develop the vocabulary skills necessary for effective communication in medical assisting and other healthcare professions.

Course Objectives:
Upon successful completion of this course, students will be able to define, pronounce, spell, and accurately use medical terms commonly encountered in healthcare settings; analyze medical words by identifying prefixes, suffixes, roots, and combining forms; interpret medical abbreviations and symbols; apply medical terminology related to body systems, diseases, diagnostic tests, and treatments; utilize appropriate terminology in clinical documentation and patient communication; and demonstrate the language skills necessary to support safe, accurate, and professional healthcare practice.

Required Text
Quick and Easy Medical Terminology, 10th Edition by Peggy C. Leonard

Program Policies

Chapter reading and written assignments are to be completed *before* class. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions, taking exams, and additional learning activities.

Student Assessment Grading (students will be graded on the following weight system)

50% Exams
25% Assignments/Quizzes/Projects/Midterms
25% Final Exam

Percent Grade	Letter Grade	Point Value
97 to 100	A+	4.0
93 – 96	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D-	0.7
0 - 59	F	0

Course Schedule/Outline/Calendar of Events (subject to change)

Date and Material Covered	Content Objectives	Related Learning Experiences & Assessments
<u>Week of September 14, 2026</u> Chapter 1: Simplified Medical Language Chapter 2: Suffixes and Combining Forms Made Easy Chapter 3: Essential Prefixes and More	● Recognize prefixes, suffixes, word roots, and combining forms ● Demonstrate understanding of the rules for combining word parts to write medical terms correctly ● Identify and distinguish abbreviations from eponyms ● Use the rules learned to write singular or pleural forms of medical terms ● Demonstrate understanding of the primary accent used in pronunciation ● Write meanings of word parts or match word parts with their meanings ● Match medical specialists with the areas in which they specialize ● Identify selected medical conditions associated with each specialty ● Identify the suffixes for surgical procedures, symptoms, and diagnosis ● Identify combining forms for selected body structures ● Build and analyze medical terms with combining forms and suffixes ● Use prefixes for numbers, quantities, position, and direction to write medical terms ● Use combining forms for colors to write medical terms ● Spell medical terms correctly	Read ● Ch 1, Ch 2, Ch 3 Assignment ● Ch 1, Ch 2, Ch 3 Chapter Exercises ● Ch 1, Ch 2, Ch 3 Assessment ● Ch 1, Ch 2, Ch 3 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of September 21, 2026</u> Chapter 5: The Body as a Whole	● Recognize the relationship of cells, tissues, and organs, and list the major body systems ● List four types of tissue, and recognize five general terms for abnormal tissue development ● Recognize the directional terns and planes of the body, match them with their descriptions, and write their combining forms ● Identify the body cavities, the body regions, and the four abdominal quadrants ● Recognize and write the terms for diagnostic procedures and disorders presented in Chapter 5 ● Recognize the meanings of Chapter 5 word parts and use them to build and analyze medical terms ● Write terms pertaining to body fluids and their disorders, as well as associated terms ● Write terms about body defenses, immunity, and bioterrorism when given their definitions, or match them with their meanings ● Spell medical terms correctly	Read ● Ch 5 Assignment ● Ch 5 Chapter Exercises ● Ch 5 Assessment ● Ch 5 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**

Week of September 28, 2026 Chapter 12: Integumentary System	• Recognize or write the functions of the integumentary system • Recognize or write the meanings of Chapter 12 word parts and use them to build and analyze terms • Write terms for select structures of the integumentary system, or match them with their descriptions • Write the names of the diagnostic terms and pathologies related to the integumentary system when given their descriptions, or match terms with their meanings • Match surgical and therapeutic interventions for the integumentary system or write the names of the interventions when given their descriptions • Spell terms for the integumentary system correctly	Read • Ch 12 Assignment • Ch 12 Chapter Exercises • Ch 12 Assessment • Ch 12 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of October 5, 2026 Chapter 6: Musculoskeletal System	• Recognize or write the functions of the musculoskeletal system • Recognize or write the meanings of Chapter 6 word parts and use them to build and analyze medical terms • Write terms for selected structures of the musculoskeletal system or match terms with their descriptions • Write the names of the diagnostic terms and pathologies related to the musculoskeletal system when given their descriptions, or match terms with their meanings • Match surgical and therapeutic interventions for the musculoskeletal system, or write the names of the interventions when given their descriptions Spell terms for the musculoskeletal system correctly	Read • Ch 6 Assignment • Ch 6 Chapter Exercises • Ch 6 Assessment • Ch 6 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of October 12, 2026 Chapter 13: Nervous System and Psychologic Disorders	• Recognize or write the functions of the nervous system • Recognize or write the meanings of Chapter 13 word parts and use them to build and analyze medical terms • Write terms for selected structures of the nervous system, or match them with their descriptions • Write the names of the diagnostic terms and pathologies related to the central nervous system when given their descriptions, or match terms with their meanings • Match the names of psychologic disorders with their descriptions • Match surgical and therapeutic interventions for the central nervous system or write the names of the interventions when given their descriptions • Spell terms for the nervous system and psychologic disorders correctly	Read • Ch 13 Assignment • Ch 13 Chapter Exercises • Ch 13 Assessment • Ch 13 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**

Week of October 19, 2026 Chapter 11: Reproductive System	• Recognize or write the functions of the reproductive system • Recognize or write the meanings of chapter 11 word parts and use them to build and analyze terms • Write terms for selected structures of the female and male reproductive systems and their associated functions or match them with their descriptions • Write the names of the diagnostic terms and pathologies related to the female and male reproductive systems when given their descriptions or match terms with their meanings • Match surgical and therapeutic interventions for the female and male reproductive systems or write the names of interventions when given their descriptions • Write selected terms related to pregnancy and childbirth or match them with their descriptions • Write selected terns related to the female breasts or match them with their descriptions • Write terms for sexually transmitted diseases or match them with their causative agents • Spell terms for the reproductive system and sexually transmitted diseases correctly	Read • Ch 11 Assignment • Ch 11 Chapter Exercises • Ch 11 Assessment • Ch 11 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of October 26, 2026 Chapter 10: Urinary System	• Recognize or write the functions of the urinary system • Recognize or write the meanings of chapter 10 word parts and use them to build and analyze terms • Write terms for selected structures of the urinary system or match them with their descriptions • Write the names of the diagnostic terms and pathologies related to the urinary system when given their descriptions, or match terms with their meanings • Match surgical and therapeutic interventions for the urinary system, or write the interventions when given their descriptions • Spell terms for the urinary system correctly	Read • Ch 10 Assignment • Ch 10 Chapter Exercises • Ch 10 Assessment • Ch 10 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of November 9, 2026 Chapter 7: Circulatory System	• Recognize or write the functions of the circulatory system • Recognize or write the meanings of chapter 7 word parts and use them to build and analyze terms • Write terms for selected structures of the cardiovascular and lymphatic systems	Read • Ch 7

	or match terms with their descriptions ● Write the names of the diagnostic terms and pathologies related to the cardiovascular and lymphatic systems when given their descriptions or match terms with their meanings ● Match surgical and therapeutic interventions for the cardiovascular and lymphatic systems or write the names of the interventions when given their descriptions ● Spell terms for the circulatory system correctly	Assignment ● Ch 7 Chapter Exercises ● Ch 7 Assessment ● Ch 7 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of January 11, 2027</u> Chapter 14: Special Sense Organs of the Peripheral Nervous System	● Recognize or write the function of the peripheral nervous system ● Recognize or write the meaning of receptors in the peripheral nervous system ● List or recognize the names of the special sense organs ● Write or recognize the brain's interpretation(s) of the special sense organs ● Recognize or write the meanings of Chapter 14 word parts and use them to build or analyze terms ● Write terms for selected structures of the sense organs or match terms with their descriptions ● Write the names of the diagnostic terms and pathologies related to the special sense organs ● Match surgical and therapeutic interventions in Chapter 14 or write the names of the interventions when given their descriptions ● Correctly spell terms pertaining to the special senses	Read ● Ch 14 Assignment ● Ch 14 Chapter Exercises ● Ch 14 Assessment ● Ch 14 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of January 25, 2027</u> Chapter 8: Respiratory System	● Recognize or write the functions of the respiratory system ● Recognize or write the meanings of Chapter 8 word parts and use them to build or analyze terms ● Write terms for selected structures of the respiratory system, or match terms with their descriptions ● Write the names of the diagnostic terms and pathologies related to the respiratory system when given their descriptions, or match terms with their meanings ● Match surgical and therapeutic interventions for the respiratory system, or write	Read ● Ch 8 Assignment ● Ch 8 Chapter Exercises

	the names of the interventions when given their descriptions ● Spell terms for the respiratory system correctly	● Ch 8 Assessment ● Ch 8 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of February 8, 2027 Chapter 9: Digestive System	● Recognize or write the functions of the digestive system ● Recognize or write the meanings of Chapter 9 word parts and use them to build or analyze terms ● Write terms for selected structures of the digestive system, or match them with their descriptions ● Write the names of the diagnostic terms and pathologies related to the digestive system when given their descriptions, or match terms with their meanings ● Match surgical and therapeutic interventions for the digestive system, or write the names of the interventions when given their descriptions ● Spell terms for the digestive system correctly	Read ● Ch 9 Assignment ● Ch 9 Chapter Exercises ● Ch 9 Assessment ● Ch 9 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of February 22, 2027 Chapter 4: Diagnostic Procedures and Therapeutic Interventions	● Identify the difference between signs and symptoms ● List the vital signs and the four basic examination procedures ● Match diagnostic terms with their meanings ● Match therapeutic interventions with their meanings ● Write the meanings of Chapter 4 word parts, or match word parts with their meanings ● Build and analyze medical terms with Chapter 4 word parts ● Spell medical terms correctly	Read ● Ch 4 Assignment ● Ch 4 Chapter Exercises ● Ch 4 Assessment ● Ch 4 Exam
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of March 8, 2027 Chapter 15: Endocrine System and Cancer Treatment	● Recognize or write the functions of the endocrine system ● Recognize or write the meanings of Chapter 15 word parts and use them to build or analyze terms ● Write terms for selected structures of the endocrine system and their associated hormones and functions or match them with descriptions ● Write the names of the diagnostic terms and pathologies for the endocrine system when given descriptions or match terms with their meanings ● Match surgical and therapeutic interventions for the endocrine system or write the	Read ● Ch 15 Assignment ● Ch 15 Chapter Exercises

	names of the interventions when given their descriptions ● Match cancer treatments with their descriptions or write the treatments when given the descriptions ● Spell terms for the endocrine system and cancer treatments correctly	● Ch 15 Assessment ● Ch 15 Exam

All dates are subject to change

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