

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

HLTH 612

COURSE TITLE

MEDICAL TERMINOLOGY

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides instruction in the definition and pronunciation of basic medical terms and vocabulary used in the health care industry. Medical terminology will be taught using an anatomy and systems approach and will include the use of prefixes and suffixes. Students will learn terminology related to diseases, laboratory tests, imaging, surgical and treatment procedures, and basic terms related to specialized areas of medicine. (FT)

LECTURE/LABORATORY HOURS

126

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

1. 9th grade reading level and the ability to communicate effectively in English
2. Basic keyboarding and computers skills
3. Ability to use common office software

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.
3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Students will:

1. Gain knowledge of the common rules for proper medical terms, including grammar, pronunciation and spelling.
2. Learn how to use root words, prefixes, suffixes, and combine forms to build medical terms.
3. Learn to interpret and apply medical terminology and abbreviations in conjunction with learning basic anatomy and physiology using a systems approach,
4. Learn to utilize terminology as it relates to diseases and pathological condition, diagnostic procedures and common treatments used in the health care industry.
5. Develop fluency in reading and verbalizing medical terminology used in healthcare.
6. Learn about healthcare agencies and regulations.
7. Develop digital literacy skills to conduct research.

COURSE OBJECTIVES

Upon successful completion of medical terminology course, the student will be able to:

1. Explain the common rules for proper medical terms grammar, pronunciation and spelling.
2. Interpret and use anatomical references to identify position, body planes and cavities.
3. Define, spell, and pronounce common terms related to the systems of the body.
4. Use root words, prefixes, suffixes, and combining forms to analyze and build medical terms.
5. Identify common tests, procedures, treatments, therapies, and surgeries associated with diseases and pathologies of the body.
6. Analyze and explain the medical terminology and vocabulary used in specialized areas of medicine, such as pharmacology, obstetrics, pediatrics, radiology and imaging, oncology, mental health and gerontology
7. Identify key healthcare agencies and regulations.
8. Utilize appropriate sources, including internet and medical dictionary to research medical terminology.
9. Use standard medical abbreviations and symbols accepted by the Joint Commission.
10. Interpret medical records, text and articles that include diagnosis, lab test, imaging tests, treatments, and prognosis.
11. Translate medical information and content into non-technical terms and vice versa.
12. Research medical terminology, body anatomy and systems, and health regulations using the Internet and other resources.

SECTION II

COURSE CONTENT AND SCOPE

1. Medical Terminology Overview
 - 1.1. Basic word structure
 - 1.1.1. Root word
 - 1.1.2. Prefix
 - 1.1.3. Suffix
 - 1.1.4. Combining form
 - 1.2. Word building rules
 - 1.3. Word origin
2. Anatomical Reference
 - 2.1. Body planes
 - 2.2. Regions and cavities
 - 2.3. Direction
 - 2.4. Abbreviations
3. Body Systems and Organs
 - 3.1. Integumentary system
 - 3.2. Skeletal system
 - 3.3. Muscular system
 - 3.4. Nervous system
 - 3.5. Lymphatic system and blood components
 - 3.6. Cardiovascular system
 - 3.7. Respiratory system
 - 3.8. Digestive system
 - 3.9. Endocrine system
 - 3.10. Urinary system
 - 3.11. Reproductive system
 - 3.12. Sense organs
 - 3.12.1. Eyes
 - 3.12.2. Ears
 - 3.13. Terminology and vocabulary
 - 3.13.1. Anatomy and physiology
 - 3.13.2. Vocabulary and combining forms
 - 3.13.3. Diseases and pathological conditions
 - 3.13.3.1. Diagnostic procedures
 - 3.13.3.2. Treatments, therapies and procedures
 - 3.13.4. Abbreviations
 - 3.13.5. Interpretation and translation in healthcare/medical context
4. Specialized Areas of Medicine
 - 4.1. Obstetrics
 - 4.2. Pediatrics
 - 4.2.1. Growth and development
 - 4.3. Radiology and imaging
 - 4.4. Oncology
 - 4.5. Pharmacology
 - 4.6. Mental health

COURSE CONTENT AND SCOPE (CONTINUED)

- 4.6.1. Diagnosis
- 4.7. Gerontology
 - 4.7.1. Common diseases and pathologies of the elderly
- 4.8. Terminology and vocabulary
 - 4.8.1. Vocabulary and combining forms
 - 4.8.2. Pathologies and complications
 - 4.8.2.1. Diagnostic procedures
 - 4.8.2.2. Treatments, therapies and procedures
 - 4.8.3. Abbreviations
 - 4.8.4. Interpretation and translation in healthcare/medical context
- 5. Healthcare Regulations and Common Agencies
 - 5.1. Agencies
 - 5.1.1. California Department of Public Health
 - 5.1.2. Centers for Disease Control
 - 5.1.3. National Institute of Health
 - 5.1.4. Occupational and Safety Health Administration
 - 5.1.5. Joint Commission
 - 5.1.6. Centers for Medicare & Medicaid Services
 - 5.1.7. American Medical Association
 - 5.2. Regulations
 - 5.2.1. Title 22
 - 5.2.2. Omnibus Budget Reconciliation Act
 - 5.2.3. Health Insurance Portability and Accountability Act
 - 5.2.4. California Health and Safety Code

APPROPRIATE READINGS

Reading assignments may include, but are not limited to, sample medical records and charts, health related websites, and health professional journals and articles related to medicine, nursing, physical therapy, cognitive neuroscience, or mental health.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to, written translation of a medical summary into common English language, class notes, and medical terminology and vocabulary worksheets.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, watching medical documentaries and researching the unfamiliar medical terms or acronyms presented in the documentary.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Appropriate assignments that demonstrate critical thinking may include, but are not limited to interpreting and translating medical summaries using common English terms, translating medical terminology using language clients will understand in role play scenarios, and written/oral analysis and evaluation of readings and/or classroom materials.

EVALUATION:

A student's grade will be based on multiple measures of performance related to the course objectives, class participation, and attendance. Evaluation procedures may include, but are not limited to, the following:

1. Tests and quizzes
2. Midterm and final examination
3. Oral presentations of medical information
4. Oral translation of medical information
5. Written translation of medical information to English common language
6. Written essays and reports
7. Class participation and attendance

Upon successful completion of each course in the program, a Certificate of Course Completion will be issued. Upon successful completion of the courses included in the program, a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, laboratory, discussion, instructor demonstration followed by student demonstration, role-play, audio-visual aids, individualized and guided study, tutorials, group study, and Internet research. Instruction may also include industry guest speakers and field trips.

This course, or sections of this course, may be offered via distance education.

TEXTS AND SUPPLIES

Medical Terminology for Health Professions, Ann Ehrlich & Carol L. Schroeder, Cengage Learning, current edition

Websites:

WebMD, <https://www.webmd.com/>

Medicine Plus, <https://medlineplus.gov/medicalwords.html>

innerbody, <http://www.innerbody.com/>

VIVO Pathophysiology, <http://www.vivo.colostate.edu/hbooks/pathphys/digestion/>

Merck Manuals, <http://www.merckmanuals.com>

American Lung Association, <http://www.lung.org/lung-health-and-diseases/>

KidsHealth from Nemours, <http://kidshealth.org/en/parents/medical/?WT.ac=p-nav>

TEXTS AND SUPPLIES (CONTINUED)

Websites (continued):

The Joint Commission, https://www.jointcommission.org/facts_about_do_not_use_list/

PREPARED BY: Kathy Campbell

DATE: October 3, 2018

REVISED BY: _____

DATE: _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog