

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 551

COURSE TITLE

MEDICAL TERMINOLOGY

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides instruction in correct pronunciation, spelling, and definition of medical terms to prepare students for successful employment in allied health occupations. (FT)

LECTURE/LABORATORY HOURS

65

NOTE: In order to earn one (1) unit of high school credit, student will be required to complete an additional 5 hours of work in an open lab for a total of 70 hours.

ADVISORY

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

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.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
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

To introduce medical terms with practical examples. Explore career choices in multiple medical environments. Foster team and problem-solving techniques. Enhance student's reading, writing, and pronunciation skills, enabling them to evaluate, process and retain technical information. Promote communication for successful interaction with employers, co-workers and clients/patients.

COURSE OBJECTIVES

After successful completion of this course, students will demonstrate through oral communications and in writing that they are able to:

1. Correctly spell and use medical terms in context.
2. Use various current reference materials, including medical dictionary, tutorials, industry periodicals, and available computer on-line resources.
3. Use Greek and Latin prefixes, suffixes, word roots, and combining forms to build medical words.
4. Use standard medical abbreviations and symbols.
5. Demonstrate appropriate medical office procedures by participating in relevant individual or group activities.

SECTION II

COURSE CONTENT AND SCOPE

1. Overview of Course
2. Spelling, Pronunciation, and Recognition of Medical Terms
 - 2.1. The body as a whole
 - 2.2. Disorders of the skin and breast
 - 2.3. Musculoskeletal disorders
 - 2.4. Neurological and psychiatric disorders
 - 2.5. Cardiovascular disorders
 - 2.6. Disorders of the blood and blood-forming organs
 - 2.7. Respiratory disorders
 - 2.8. Digestive disorders

COURSE CONTENT AND SCOPE (CONTINUED)

MEDICAL TERMINOLOGY

PAGE 3

- 2.9. Urogenital disorders
- 2.10. Reproductive and gynecological disorders
- 2.11. Maternal, antenatal, and neonatal conditions
- 2.12. Endocrine and metabolic disorders
- 2.13. Special senses: ears and eyes
- 2.14. Diagnostic procedures
- 2.15. Oncology
- 2.16. Pharmacology
3. Use of Medical Dictionary
4. Greek and Latin
 - 4.1. Prefixes
 - 4.2. Suffixes
 - 4.3. Word roots
 - 4.4. Combining forms
5. Standard Medical Abbreviations
 - 5.1. Recognition
 - 5.2. Use of
6. Office Procedures
 - 6.1. Receiving callers
 - 6.2. Answering the telephone
 - 6.3. Scheduling appointments
 - 6.4. Preparing medical records
 - 6.5. Handling the mail
 - 6.6. Filing-medical
 - 6.6.1. Alphabetic
 - 6.6.2. Numerical
 - 6.7. Keeping financial records
 - 6.7.1. Computerized medical accounting
7. Job Preparation for the Allied Health Field
 - 7.1. Opportunities
 - 7.2. Qualifications
8. Applying for a Job
 - 8.1. Writing a resume
 - 8.2. Writing a cover letter
 - 8.3. Completing an application

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, supplemental reading assignments, relevant industry periodicals, manuals, and computer resources.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a notebook/portfolio of class assignments and projects, providing answers to selected textbook questions, documenting client/patient contacts, resumes, and related employment documents. Writing assignments will enable students to demonstrate understanding of medical terms, office procedures and evaluation of proper writing skills.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts, reference resources or handouts. Analyzing and providing written answers to assigned questions. Volunteering for course-related work.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of readings and/or classroom materials, critiquing, group or team discussion of readings, role playing and evaluation of patient status.

EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Written and practical tests.
2. Completion of assigned projects.
3. Attendance and punctuality.
4. Completion of performance objectives.
5. Participation in class and team work.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all 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, lab, demonstration, individualized study, use of audio-visual, tutorials, group and team work. Other unique instructional strategies such as, field trips, computer access, job shadowing, volunteering, and guided student job assignments, may be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course, such as:

Medical Terminology for Health Professionals, Anne Ehrlich, Carol L Schroeder, Thompson Delmar Learning, 2005

Medical Terminology for Health Professionals, Audio CD;s to Accompany, Anne Ehrlich, Carol L Schroeder, Thompson Delmar Learning, 2005

Medical Terminology, Smith, Wiley and Sons, latest edition

Medical Pegboard Kit, Mifax, Control O'fax, latest edition

Taber's Cyclopedic Medical Dictionary, latest edition

MEDICAL TERMINOLOGY

PAGE 5

PREPARED BY Office Systems Professors DATE April 21, 1987

REVISED BY Marcy Schroeder DATE September 15, 1989

REVISED BY Vi Huprich DATE January 17, 1996

REVISED BY Sharian Lott/Kathy Campbell DATE February 22, 2007

REVISED BY Instructional Services, SLOs added DATE March 7, 2017

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