



**COURSE NAME:** Medical Terminology

**COURSE NUMBER:** MED 125

**CREDITS:** 3

**CATALOG DESCRIPTION:** This course will cover the basic structure, spelling, definition, and pronunciation of medical and pathological terms including all organ systems, diseases and diagnosis, and frequently used medical abbreviations. The basic structure of medical terms, including prefixes, suffixes, and roots are presented. The body systems, anatomy and physiology are used in an organizational pattern to present these terms. The meaning, spelling, and pronunciation of medical terms are stressed. Analysis of case studies and medical records reinforces concepts learned.

**PREREQUISITES:** None

**HCC General Education Requirement Designated Competency Attribute Code(s):**

None

**Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:**

None

**Embedded Competency(ies):**

None

**Discipline-Specific Attribute Code(s):**

SCI Science elective

**Course objectives:**

**General Education Goals and Outcomes:**

None

**Course Specific Objectives:**

- To prepare competent entry-level medical assistants in the cognitive (knowledge) domains.
- To accurately comprehend medical terminology in both the written and verbal form and be proficient in expressing him/herself using appropriate medical terms.

- To develop effective communication skills and respect for uniqueness and diversity

**The competencies of 2 major content areas and the group of competencies listed under the content area called “Other” are included to explicitly state the requirements of accreditation and certification.**

With the satisfactory completion of this course, the student will be able to perform Entry Level Competencies as a Medical Assistant. This course includes the following Competencies:

### **Anatomy & Physiology**

- I.1C** Describe structural organization of the human body
- I.2C** Identify body systems
- I.3C** Describe body planes, directional terms, quadrants, and cavities
- I.4C** List major organs in each body system
- I.5C** Describe the normal function of each body system
- I.6C** Identify common pathology related to each body system
- I.7C** Analyze pathology as it relates to the interaction of body systems

### **2. Effective Communication**

- IV.10C** Diagram medical terms, labeling the word parts
- IV.11C** Define both medical terms and abbreviations related to all body systems

### **3. Other**

- Spell and define medical terms to communicate and document accurately and precisely.
- Use a medical dictionary to locate definitions and obtain pronunciation guidelines.
- Construct and deconstruct words into prefixes, suffixes, word roots and combining forms.
- Demonstrate the appropriate use of medical terminology.
- Explain the meaning of medical terms to people with no medical training
- Apply correct medical terms to the anatomy and physiology of the body
- Describe the cause, appearance, testing, diagnosis, and treatment of common medical diseases/conditions
- List each body system, the correct term for the study of that system and the term for a practitioner of care of that body system.
- Transcribe a patient’s chief complaint into correct medical terminology

There are no psychomotor or affective competencies covered in this course

**Taken from the 2008 *Standards and Guidelines for the Medical Assisting Educational Programs***

### **Types of Assessments meeting Core Competencies**

- Online interactive adaptive activities using McGraw Hill LearnSmart
- Online Quizzes
- Medical Record analysis
- Discussion Board

Unit tests, Midterm and Final exams  
Human Body final project

**MEDICAL ASSISTING STUDENTS - 74% is an estimated figure which is considered a minimum level of achievement. Any student who receives a final grade score below 74% WILL NOT PASS the course. Failure to receive a grade of 'C' or better will necessitate this course being repeated and passed successfully.**

**COURSE CONTENT:**

- Unit 1: Overview, Word Structure  
Suffixes and Prefixes  
Body Structures
  
- Unit 2: Integumentary System  
Skeletal System  
Muscles & Tendons
  
- Unit 3: Cardiovascular System  
Blood, Lymphatic & Immune  
Respiratory System  
Digestive System
  
- Unit 4: Nervous System  
Special Senses  
Endocrine System
  
- Unit 5: Urinary System  
Male Reproductive System  
Female Reproductive System

**Grading Policy:**

Assessments	Connect Plus/Chapter Quizzes	20%
Assignments/Medical Record Activities		20%
Unit Tests and Midterm		20%
Discussion Board		20%
Final Exam		20%

**1. Grading Policy for all cognitive domain objectives/competencies**

The semester grade will be determined as indicated on individual course syllabi. Cognitive domain will be assessed by a variety of assignments, homework, projects, quizzes, and tests.

A final average grade of 74 or higher is required for successful completion of the course.

*With permission of Jane O'Grady at NWCC.*

Date Course Created: 4/2014

Date of Last Revision: 03/31/2017