

**HLC 160 Course Outline as of Fall 2024****CATALOG INFORMATION**

Dept and Nbr: HLC 160 Title: MEDICAL TERMINOLOGY  
 Full Title: Medical Terminology  
 Last Reviewed: 12/12/2023

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: HLC 60

**Catalog Description:**

In this course students will learn the basic foundation of medical terminology to work in health-related fields. This course will provide medical terminology for anatomy, physiology, diseases, medical procedures, treatment, and drugs for all the body systems.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: In this course students will learn the basic foundation of medical terminology to work in health-related fields. This course will provide medical terminology for anatomy, physiology, diseases, medical procedures, treatment, and drugs for all the body systems. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Define basic medical terminology relevant to human anatomy, physiology, diseases, medical procedures and treatments, including medical abbreviations, for all body systems.
2. Identify root words, prefixes, and suffixes commonly used in medical terminology

**Objectives:**

At the conclusion of this course, the student should be able to:

1. Describe the primary functions of each of the body systems using correct medical terminology.
2. Label or define the major anatomical parts of each body system.
3. Define medical terms related to diseases, procedures, treatments, and abbreviations for each body system.
4. Define word parts that pertain to each of the body systems.
5. Identify the various reports, abbreviations and symbols used in the medical record.
6. Identify common disorders and their associated symptoms for each body system.
7. Identify the medical specialties associated with each body system.

**Topics and Scope:**

- I. Introduction to Medical Terminology
  - A. Word roots, combining forms
  - B. Spelling, pronunciation
  - C. Prefixes
  - D. Suffixes
- II. Organization of the Body
  - A. Structure of cell, tissues, organs, and systems
  - B. Medical specialties related to body systems
- III. The Medical Record

- A. Medical reports
- B. Abbreviations
- C. Symbols

IV. Body Systems Including Integumentary, Gastrointestinal, Respiratory, Cardiovascular, Blood and Lymph, Musculoskeletal, Urinary, Male Reproductive, Female Reproductive, Endocrine, Eye, Ear and Nervous Systems

- A. Structure and function
- B. Medical terminology
- C. Diseases and their symptoms
- D. Diagnostic, radiographic, clinical, and surgical procedures
- E. Pharmacology and treatment
- F. Abbreviations

**Assignment:**

1. Textbook reading (10-30 pages per week)
2. Complete workbook lessons and worksheet handouts (10-20 pages per week)
3. Students will create study materials for medical terminology spelling and pronunciation (not graded)
4. Write a medical research paper, accurately using medical information and terminology (3-8 pages)
5. Quizzes (8-16)
6. Midterm and final exam

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Research paper	Writing 15 - 25%
----------------	---------------------

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Workbooks and worksheets	Problem solving 15 - 25%
--------------------------	-----------------------------

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
------	--------------------------------

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes; midterm and final exam	Exams 50 - 70%
---------------------------------	-------------------

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

Medical Terminology, A Living Language. 7th ed. Fremgen, Bonnie and Frucht, Suzanne. Pearson. 2020.

Medical Dictionary. Taber's, Stedman's, or Dorland's. Current edition

Instructor prepared materials