

**HLC 160 Course Outline as of Fall 2018****CATALOG INFORMATION**

Dept and Nbr: HLC 160 Title: MEDICAL TERMINOLOGY

Full Title: Medical Terminology

Last Reviewed: 2/12/2018

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:**

Basic foundation for those who plan to work in health related fields. Provides 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: Basic foundation for those who plan to work in health related fields. Provides 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:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

Upon completion of the course, students will 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. Break down medical terms and identify word parts.
3. Build medical terms using appropriate word parts.

### **Objectives:**

Upon completion of this course, students will 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: cell, tissue, organs, and systems
  - B. Medical specialties related to body systems
- III. The Medical Record

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

IV. For Each of the Body Systems: 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. Complete workbook lessons and worksheet handouts, 10-20 pages per week
2. Make flash cards, vocabulary lists, voice recordings or CDs for practicing medical term spelling and pronunciation (not graded)
3. Write a 3-8 page medical research paper, accurately using medical information and terminology
4. Reading: 10-30 pages per week from textbooks
5. Quizzes (8 - 16)
6. 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%
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**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%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes, final exam	Exams 50 - 70%
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**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. 6th ed. Fremgen, Bonnie and Frucht, Suzanne. Pearson. 2016

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

Instructor prepared materials