

**HLC 160 Course Outline as of Fall 2012****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	8	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 medical terminology and abbreviations relevant to anatomy, diseases, procedures and treatments. Basic structure of medical terms and medical word building.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of ENGL 1A

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Basic medical terminology and abbreviations relevant to anatomy, diseases, procedures and treatments. Basic structure of medical terms and medical word building. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Course Completion of ENGL 1A

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>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>

<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and 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:**

1. Introduction to Medical Terminology
  - a. Word roots, combining forms
  - b. Spelling, pronunciation
  - c. Prefixes
  - d. Suffixes
2. Organization of the Body
  - a. Structure: cell, tissue, organs, and systems
  - b. Medical specialties related to body systems
3. The Medical Record
  - a. Medical reports
  - b. Abbreviations
  - c. Symbols
4. 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
- g. Medical record analyses

### 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.
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. 8-16 quizzes.
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%
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### Representative Textbooks and Materials:

Medical Terminology, Programmed Learning with CD, Willis, Marjorie, Lippincott, 2010  
 Medical Dictionary, Taber's, Stedman's, or Dorland's, current edition  
 Instructor prepared materials

