

**HLC 160 Course Outline as of Fall 2005****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	1	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 relevant to anatomy, pathology, diagnostic procedures, treatments, and abbreviations. Focus is on basic structure of medical terms and the ability to analyze and construct medical words.

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

Eligibility for ENGL 100 or ESL 100

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

Description: Basic medical terminology relevant to anatomy, diseases, diagnostic procedures, treatments, and abbreviations. Basic structure of medical terms and medical word building.

(Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

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**

### **Outcomes and Objectives:**

Upon completion of this course, students will be able to:

1. Describe the primary functions of each of the body systems.
2. Label the major anatomical components of each body system.
3. Appropriately use word roots and combining forms pertaining to each of the body systems.
4. List basic medical prefixes and suffixes and their meanings.
5. Differentiate between suffix endings, i.e., adjective, noun, singular and plural, and demonstrate accurate usage in sentence formation.
6. Build medical words adding diagnostic, surgical, and symptomatic prefixes and suffixes to anatomical word roots.
7. Examine the medical record, and its various reports, abbreviations, and symbols.
8. Distinguish differences between body planes and cavities, directional and positional terms.
9. Identify common disorders and their associated symptoms for each body system.
10. Categorize common diagnostic procedures, laboratory tests, and abbreviations associated with each body system.
11. Correlate medical word parts with usage in anatomy, pathology, symptomatology, procedures, treatments, and medical specialties.
12. Analyze medical reports.
13. Pronounce and spell medical terms correctly in oral and written communication.
14. Synthesize medical language and information accurately.

### **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
- III. The Medical Record
  - a. Medical reports
  - b. Abbreviations
  - c. Symbols
- IV. 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. Pathology, conditions, symptoms
  - D. Diagnostic, radiographic, clinical, and surgical procedures
  - E. Pharmacology and treatment
  - F. Abbreviations
  - G. Medical record analyses

### Assignment:

1. Complete workbook and handout assignments for each body system.
2. Make flash cards, vocabulary lists, and/or cassette tapes of medical terms.
3. Analyze 2-10 operative reports, case studies, and/or medical reports, defining medical terms, summarizing data, and/or simplifying medical language.
4. Write a 5-10 page medical research paper, accurately using medical information and terminology.
5. Complete 4-10 miscellaneous worksheets and assignments related to anatomy, medical terminology, and spelling.
6. Practice pronunciation utilizing tapes/CDs when appropriate.
7. Complete weekly quizzes, a midterm and final exam.
8. Reading: 10-30 pages per week.

### 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.

Written homework, Term papers
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Writing 15 - 35%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems
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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%

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

Multiple choice, Matching items, Medical word building and word part analysis.

Exams  
45 - 60%

**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, Programmed Learning with CD, Willis, Marjorie, Lippincott. 2002.  
Medical Dictionary, Taber's, Stedman's, or Dorlan's, Current Edition.