

COURSE OUTLINE

Revision: Marla Lockhart Date: March 6, 2002

DEPARTMENT: Business (BUS)
CURRICULUM: Medical Office Clerk Certificate
COURSE TITLE: Medical Terminology
COURSE NUMBER: AHE 168
TYPE OF COURSE: Vocational Preparatory
COURSE LENGTH: 1 Quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 25
PREREQUISITES: (None)
COURSE DESCRIPTION: Introduction to the concept of word building with Greek and Latin word roots, prefixes and suffices, resulting in the acquisition of a large medical vocabulary.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication -Reading, writing, hearing, speaking, and spelling common medical terminology for career purposes.
2. Computation -Apply quantitative skills for personal, academic and career purposes. Identify, interpret and utilize cognitive skills.
3. Human Relations -Work in diverse teams to practice knowledge acquisition. Use social interactive skills to work in groups effectively.
4. Critical Thinking and Problem Solving -Evaluate information to apply basic rules, vocabulary and abbreviations. Think critically in evaluating information, solving problems and making decisions.
5. Personal Responsibility -Motivation to learn medical language based on Greek and Latin word roots. Willing to practice spelling and pronunciation in a team environment. Value one's skills, abilities and ideas.

6. Information Literacy -Access and utilize information from a variety of sources and contexts including technology.
7. Technology -Select and use appropriate technological tools for personal, academic and career tasks.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Demonstrate knowledge of medical terminology with emphasis on basic rules, vocabulary, and abbreviations.
2. Demonstrate knowledge of prefixes and suffices common to the medical field.
3. Demonstrate identification of Greek and Latin word roots and medical terms relating to body systems and medical specialties.
4. Demonstrate vocabulary necessary to communicate with health care team members.

TOPICAL OUTLINE:

APPROX. HOURS

I.	Numbers, Amounts, Colors and Positions	3
II.	Common Medical Abbreviations	3
III.	Common Singular and Plural Endings	3
IV.	Prefixes and Suffices	3
V.	Greek and Latin Word Roots	3
VI.	Cardiovascular System	5
VII.	Musculoskeletal System	5
VIII.	Integumentary System	5
IX.	Genitourinary System, Nervous System	5
X.	Respiratory System	5
XI.	Endocrine System	5
XII.	Hemic and Lymphatic Systems	5
	TOTAL	55

REVISED BY: Judy Gray | Kim Alexander
DATE: March 6, 2002