



# COURSE OUTLINE

**HPE113**  
Course Number  
  
3  
Credits

**Medical Terminology**  
Course Title  
  
3 hours per week for 15 weeks  
Hours: Lecture

**Catalog description:**

This course will introduce students to the language of the medical profession. This foundation is necessary for establishing a career in healthcare. Students will learn how to analyze a medical term by dividing it into its component parts to obtain a definition. Basic anatomy will be introduced as each body system is studied. Each chapter contains multiple exercises to be completed in the included workbook to aid and reinforce the learning process. A CD ROM is also included with additional exercises to be used as study aids.

**Prerequisites:** OST111, OST219 (or equivalent keyboarding and word processing skills)

**Required texts/other materials:**

**Text:** The Language of Medicine, 8<sup>th</sup> Edition  
**Author:** Davi-Ellen Chabner; W. B. Saunders Publishing Company  
Copyright 2007 (Includes a CD ROM)

**Last Revised:** August, 2007

**Course coordinator:** Linda Martin, Allied Health

### Instructor/Course Information

Time/Location \_\_\_\_\_  
Office/Phone #'s \_\_\_\_\_  
Office Hours \_\_\_\_\_  
E-mail \_\_\_\_\_

**Course goals:**

***The student will be able to:***

- Comprehend and define medical words/terms used in the medical profession.
- Categorize and divide medical words/terms into component parts to ascertain their meanings.
- Utilize the medical words/terms to build a solid foundation in terminology to succeed in a healthcare profession.
- Practice using a medical dictionary and other medical reference material in order to obtain definitions and pronunciations.
- Reinforce the study of anatomy with a review of the body systems and appropriate terminology.
- Recognize, spell correctly, define, and pronounce a wide variety of terms from all areas of medicine.

**Course-specific General Education goals and objectives.**

**Gen Ed Mission:**

***Students will be able to:***

- Integrate their knowledge of basic English into their learning of medical terminology.
- Demonstrate competency in applying medical terminology to the appropriate medical situation.

**Communication:**

***Students will be able to:***

- Communicate effectively in speaking, writing, and using the correct medical term.
- Comprehend and evaluate what they read, hear and see.

**Ethical Dimension:**

***Students will be able to:***

- Determine what is ethical and proper business behavior in the medical or business office
- Recognize, analyze and assess ethical issues and situations.

**Evaluation of student learning:**

\***NOTE:** The instructor will assign a final grade based on the scale below.

Grades will be assigned in accordance with the following:

Letter grade	Nominal %	QPA quality points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	70-76	2.0
D	60-69	1.0
F	0-59	0.0
S	70-100	NA
NC	0-69	NA

**\*Students in the Medical Assistant Program at the Health Careers Center must achieve a minimum grade of 75% in order to remain in the Medical Assistant Program.**

Class Participation	10%
Chapter Quizzes	30%
Chapter Tests	30%
Final Exam	30%

**Absences**

The following criteria will be strictly adhered to with regard to classroom attendance.

Class attendance is mandatory for all students. However, it is recognized that occasionally an absence will be necessary. Any student exceeding four (4) lecture absences will be automatically withdrawn from the course. If the reason for the absence is medical, the student is required to bring in a doctor's note.

Note: Any exception the above-stated policy can be made at the discretion of the instructor on an individual basis.

**Academic Integrity Statement**

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (See *Student Handbook*.) Any student violating the honor code is

subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

## HPE113 Medical Terminology Syllabus

(Chapter objectives are found in the Table of Contents in The Language of Medicine for each chapter).

### **Week 1**

Chapter 1                    BASIC WORD STRUCTURE

### **Week 2**

Chapter 1                    BASIC WORD STRUCTURE

### **Week 3**

Chapter 2                    TERMS PERTAINING TO THE BODY AS A WHOLE

### **Week 4**

Chapter 3                    SUFFIXES

### **Week 5**

Chapters 3 & 4              SUFFIXES/PREFIXES

### **Week 6**

Chapter 5                    DIGESTIVE SYSTEM

### **Week 7**

Chapter 7                    URINARY SYSTEM

### **Week 8**

Chapters 8 & 9              REPRODUCTION SYSTEMS

### **Week 9**

Chapter 12                  RESPIRATORY SYSTEM

### **Week 10**

Chapter 16                  SKIN

### **Week 11**

Chapter 10                  NERVOUS SYSTEM

### **Week 12**

Chapter 18                  ENDOCRINE SYSTEM

### **Week 13**

Chapter 11                  CARDIOVASCULAR SYSTEM

### **Week 14**

Chapter 15                  MUSCULOSKELETAL SYSTEM

### **Week 15**

Chapter 14                  LYMPHATIC SYSTEM

The above schedule is subject to change according to holidays and/or vacations. Also, any changes subject to change will be at the discretion of the instructor.

- A quiz may be given after the introduction of each chapter.
- A chapter test may be given at the end of each chapter during the beginning of the next scheduled medical terminology class.