

# **Common Course Outline**

**ALHL 115**

**Medical Terminology**

**3 Semester Hours**

## **The Community College of Baltimore County**

### **Description**

#### **Medical Terminology**

Studies the language of medicine including word construction, definitions, and use of words related to medical science in general; emphasizes the interpretation and translation of medical records and documents.

Prerequisite:(ENGL 052 or LVE 2), (RDNG 052 or LVR 2)

### **Overall Course Objectives**

Upon successful completion of the course, the student will be able to:

1. Use appropriate prefixes, suffixes and root words to convert lay language into medical terms.
2. Interpret medical documents and translate those documents into the vernacular.
3. Given a document in the vernacular, convert the document into medical terminology.
4. Describe the various medical professionals.
5. Convert the common names of body anatomy to medical terms and vice versa.
6. Proper use medical abbreviations to shorten the length of medical documents.
7. Identify laboratory tests used in determining the cause or identifying a variety of most common diseases.

### **Major Topics**

1. Construction of medical terms
2. Rules and use of the language of medicine
3. Naming body parts and anatomical positions
4. Body organization and body cavities
5. Usage of medical abbreviations
6. Medical professionals and the team approach to patient care
7. Documents and forms used in patient charts
8. Systems approach to medical terminology
  - a. Cardiovasculr
  - b. Respiratory
  - c. Digestive
  - d. Musculoskeletal
  - e. Endocrine
  - f. Nervous
  - g. Excretory
  - h. Reproductive

i. Special senses

**Course Requirements**

Specific assignments and procedures for evaluating student performance in this course will be described in the individual class syllabus, but will include the following:

1. Attendance and active participation in all class activities, collaborative work and discussion
2. Minimum of two exams including objective testing, spelling items and word construction
3. Periodic quizzes
4. A two to five page written paper demonstrating the use and understanding of medical terms
5. Weekly workbook assignments and completion of worksheets

**Other Course Information**

All written assignments will be evaluated for writing quality, grammar, and content. Grades for written assignments will reflect these qualities as well as assignment completion, according to College Writing Policy guidelines.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.

We take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups or portfolio evaluations. We ask that you take these activities seriously so that we can obtain valid data to use for the continuous improvement of CCBC's courses and programs.