



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-10

(i.e. 2003-2004)

NEXT REVIEW: 2014-15

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: Medical Terminology for the Administrative Assistant

COMMON COURSE NUMBER: OST 1257C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: **12**

Lab: **36**

Clinic:

Other:

PREREQUISITE(S): None

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION : This course is designed to provide the student with an extensive study of medical terminology used in the various areas of the healthcare industry. Emphasis is placed on the building of medical terms from word parts.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

- 1. Word Parts and Word Construction**
- 2. The Human Body**
- 3. The Integumentary System**
- 4. The Musculoskeletal System**
- 5. The Blood and The Lymphatic System**
- 6. The Cardiovascular System**
- 7. The Respiratory System**
- 8. The Gastrointestinal System**
- 9. The Urinary System**
- 10. The Reproductive Systems and Obstetrics**
- 11. The Nervous System,**
- 12. The Endocrine System**

EVALUATION:

Students will be assessed by, but not limited to, assignments, quizzes, written and oral exams.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

Common Course Number: OST1257C

UNITS

Unit 1

General Outcome:

1.0 The student shall:

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Understand the word parts: combining form, suffix, and prefix**
- 1.2 Demonstrate how to combine word parts to build a medical word**
- 1.3 Describe how to form the plural of common Latin and Greek singular forms**
- 1.4 Demonstrate knowledge of the various forms of records: medical, health, computerized patient record and electronic patient record**

Common Course Number: OST1257C

Unit 2

General Outcome:

- 2.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the human body in general.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Identify body directions, body cavities, body systems, and medical specialties**
- 2.2 Define ten categories of diseases**
- 2.3 Define common abbreviations for body systems, medical specialties, and healthcare professionals**
- 2.4 Describe four techniques used to perform a physical examination**
- 2.5 Correctly build, spell and pronounce medical words presented**

Common Course Number: OST1257C

Unit 3

General Outcome:

- 3.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Integumentary System.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Build Integumentary words from combining forms, prefixes, and suffixes**
- 3.2 Describe common Integumentary diseases and laboratory tests**
- 3.3 Describe common Integumentary medical and surgical procedures and drug categories**
- 3.4 Define common Integumentary abbreviations**
- 3.5 Correctly spell and pronounce Integumentary words**

Common Course Number: OST1257C

Unit 4

General Outcome:

- 4.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Muscular System.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Build muscular words from combining forms, prefixes, and suffixes**
- 4.2 Describe common muscular diseases and laboratory tests**
- 4.3 Describe common muscular medical and surgical procedures and drug categories**
- 4.4 Define common muscular abbreviations**
- 4.5 Correctly spell and pronounce muscular words**

Common Course Number: OST1257C

Unit 5

General Outcome:

5.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Blood and Lymphatic System.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Build blood and lymphatic words from combining forms, prefixes, and suffixes**
- 5.2 Describe common blood and lymphatic diseases and laboratory tests**
- 5.3 Describe common blood and lymphatic medical and surgical procedures and drug categories**
- 5.4 Define common blood and lymphatic abbreviations**
- 5.5 Correctly spell and pronounce blood and lymphatic words**

Common Course Number: OST1257C

Unit 6

General Outcome:

- 6.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Cardiovascular System.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Build cardiovascular words from combining forms, prefixes, and suffixes**
- 6.2 Describe common cardiovascular diseases and laboratory tests**
- 6.3 Describe common cardiovascular medical and surgical procedures and drug categories**
- 6.4 Define common cardiovascular abbreviations**
- 6.5 Correctly spell and pronounce cardiovascular words**

Common Course Number: OST1257C

Unit 7

General Outcome:

- 7.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Respiratory System.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Build respiratory words from combining forms, prefixes, and suffixes**
- 7.2 Describe common respiratory diseases and laboratory tests**
- 7.3 Describe common respiratory medical and surgical procedures and drug categories**
- 7.4 Define common respiratory abbreviations**
- 7.5 Correctly spell and pronounce respiratory words**

Common Course Number: OST1257C

Unit 8

General Outcome:

- 8.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Gastrointestinal System.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Build gastrointestinal words from combining forms, prefixes, and suffixes**
- 8.2 Describe common gastrointestinal diseases and laboratory tests**
- 8.3 Describe common gastrointestinal medical and surgical procedures and drug categories**
- 8.4 Define common gastrointestinal abbreviations**
- 8.5 Correctly spell and pronounce gastrointestinal words**

Common Course Number: OST1257C

Unit 9

General Outcome:

- 9.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Urinary System.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 Build urinary words from combining forms, prefixes, and suffixes**
- 9.2 Describe common urinary diseases and laboratory tests**
- 9.3 Describe common urinary medical and surgical procedures and drug categories**
- 9.4 Define common urinary abbreviations**
- 9.5 Correctly spell and pronounce urinary words**

Common Course Number: OST1257C

Unit 10

General Outcome:

10.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Male and Female Reproductive System.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 10.1 Build male genitourinary words from combining forms, prefixes, and suffixes**
- 10.2 Describe common male genitourinary diseases and laboratory tests**
- 10.3 Describe common male genitourinary medical and surgical procedures and drug categories**
- 10.4 Define common male genitourinary abbreviations**
- 10.5 Correctly spell and pronounce male genitourinary words**
- 10.6 Build female genital and reproductive words from combining forms, prefixes, and suffixes**
- 10.7 Describe common female genital and reproductive diseases and laboratory tests**
- 10.8 Describe common female genital and reproductive medical and surgical procedures and drug categories**
- 10.9 Define common female genital and reproductive abbreviations**
- 10.10 Correctly spell and pronounce female genital and reproductive words**

Common Course Number: OST1257C

Unit 11

General Outcome:

11.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Nervous System.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 11.1 Build nervous system words from combining forms, prefixes, and suffixes**
- 11.2 Describe common nervous system diseases and laboratory tests**
- 11.3 Describe common nervous system medical and surgical procedures and drug categories**
- 11.4 Define common nervous system abbreviations**
- 11.5 Correctly spell and pronounce nervous system words**

Common Course Number: OST1257C

Unit 12

General Outcome:

12.0 The student shall: develop the necessary skills to identify, pronounce, and spell medical terminology related to the Endocrine System.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 12.1 Build endocrine words from combining forms, prefixes, and suffixes**
- 12.2 Describe common endocrine diseases and laboratory tests**
- 12.3 Describe common endocrine medical and surgical procedures and drug categories**
- 12.4 Define common endocrine abbreviations**
- 12.5 Correctly spell and pronounce endocrine words**