

VIRGINIA WESTERN COMMUNITY COLLEGE
COURSE OUTLINE
Fall Semester 2023

I. COURSE TITLE INTRODUCTION TO MEDICAL TERMINOLOGY

II. COURSE PREFIX/NUMBER HLT 141

III. COURSE DESCRIPTION

Focuses on medical terminology for students preparing for careers in the health professions.

IV. COURSE OUTCOMES:

1. Describe the origin of medical language
2. Analyze the component parts of a medical term and use basic prefixes, suffixes, and combining forms to build medical terms.
3. Explain the common rules for proper medical term formation, pronunciation, and spelling of medical terms.
4. Define basic terms and abbreviations used in documenting health records.
5. Identify common pharmaceutical terms and abbreviations used in documenting medical records.
6. Identify the common forms used in documenting the care of a patient.
7. Identify common anatomical terms related to the major systems of the body.
8. Identify common terms related to symptoms, diagnoses, surgeries, therapies, and diagnostic tests related to the major systems of the body.
9. Explain common terms and abbreviations used in documenting medical records related to the major systems of the body.

V. TEXTBOOK

Nath, J. & Lindsley, K. (2019). A Short Course in Medical Terminology (4th Ed.). Burlington, MA: Jones and Bartlett Learning. ISBN-13: 978-1-284-20906-8

VI. TOPICAL DESCRIPTION

Chapter 1: Analyzing Medical Terms

- Recognize each of the four elements of medical terms: roots, suffixes, prefixes, and “combining forms.”
- Divide medical terms into word elements.
- Explain what the phrase combining form means.
- Recognize the importance of proper spelling, pronunciation, and use of medical terms.
- Define the commonly used roots, suffixes, and prefixes introduced in this chapter.
- Discuss the purpose of medical terminology.

Chapter 2: Common Suffixes and Prefixes

- Recognize suffixes
- Recognize prefixes
- Define all of the suffixes and prefixes presented in this chapter.
- Analyze and define new terms introduced in this chapter.
- Pronounce, write, and spell each term introduced in this chapter.

Chapter 3: The Body’s Organization

- Discuss the levels of body organization.
- Describe the anatomical position and cite the directional terms used in relation to the body.
- Name the planes of the body.
- Name the body cavities.
- Name the divisions of the abdomen and back.
- Analyze, define, and pronounce the new terms introduced in this chapter.

Chapter 4: The Integumentary System

- Name the two primary layers of the skin.
- Name the accessory structures of the integumentary system.
- Pronounce and define terms related to the integumentary system.
- Interpret abbreviations associated with the integumentary system.

Chapter 5: The Skeletal System

- Name the major structures and functions of the skeletal system.
- Name the medical specialists and health care professionals who treat disorders of the skeletal system.
- Define skeletal medical terms from your understanding of word elements.
- Differentiate between the axial and appendicular skeletons.
- State the medical terms that name the three types of joints.
- Interpret abbreviations used in connection with the skeletal system.
- Define the new terms introduced in this chapter.

Chapter 6: The Muscular System

- Identify the elements that make up terms related to the muscular system.
- State the names of the three types of muscle tissue.
- Define the terms that name the muscles and their functions.
- Define the terms that name types of muscle movement.
- Build, spell, and pronounce the terms relating to the muscular system.
- Interpret abbreviations relating to the muscular system.
- Define the terms introduced in this chapter.

Chapter 7: The Nervous System

- Name the major parts and functions of the nervous system.
- Define nervous system terms from your understanding of word elements.
- Name the parts of a nerve.
- Name the major divisions of the nervous system.
- Build, spell, and pronounce medical terms that relate to the nervous system.
- Define the terms that name disorders and treatment procedures related to the nervous system.
- Interpret selected abbreviations used in connection with the nervous system.
- Define the terms introduced in this chapter.

Chapter 8: The Special Senses of Sight and Hearing

- List terms naming the major organs, functions, and disorders of the eyes and ears.
- Recognize and define the elements that make up terms related to the eyes and ears.
- Interpret selected abbreviations relating to the eyes and ears.
- Define terms naming disorders of the eyes and ears.
- Label diagrams showing major components of the eyes and ears.
- Analyze and define the new terms introduced in this chapter.

Chapter 9: The Endocrine System

- Define the word elements used in forming terms related to the endocrine system.
- List and define the terms naming the major endocrine glands and their secretions.
- List and define the terms that name endocrine system disorders and their treatments.
- Interpret selected abbreviations relating to the endocrine system.

Chapter 10: The Cardiovascular System

- Identify and define the medical terms associated with the cardiovascular system and its functions.
- Define terms associated with disorders, procedures, and treatments related to the cardiovascular system.
- Recognize and define the word elements that make up cardiovascular system terms.
- Identify and interpret selected abbreviations related to the cardiovascular system.
- Spell and pronounce medical terms that relate to the cardiovascular system.

Chapter 11: The Lymphatic System and Immunity

- Define the terms that name the structures and functions of the lymphatic system.
- Define immunity.
- Define the terms that name the disorders and treatments of the lymphatic system.
- Build, spell, and pronounce medical terms that relate to the lymphatic system and immunity.

Chapter 12: The Respiratory System

- Identify and define the word elements of the respiratory system.
- Build, spell, and pronounce medical terms that relate to the respiratory system.
- Interpret abbreviations relating to the respiratory system.
- Define the terms naming the major parts of the respiratory system.
- Define terms naming disorders, treatments, and procedures related to the respiratory system.

Chapter 13: The Digestive System

- Identify and define the word elements of the digestive system.
- Build, spell, and pronounce medical terms that relate to the digestive system.
- Interpret abbreviations relating to the digestive system.
- Define the terms naming the major parts of the digestive system.
- Define terms naming disorders, treatments, and procedures related to the digestive system.
- Label a diagram of the digestive system.

Chapter 14: The Urinary System

- Identify and define the word elements of the urinary system.
- Build, spell, and pronounce medical terms that relate to the urinary system.
- Interpret abbreviations relating to the urinary system.
- Define the terms naming the major parts of the urinary system.
- Define terms naming disorders, treatments, and procedures related to the urinary system.
- Label a diagram of the urinary system.

Chapter 15: The Reproductive System

- List terms naming the major organs, functions, and disorders of the male and female reproductive systems.
- Recognize the elements that make up terms related to the male and female reproductive systems.
- Identify and interpret selected abbreviations relating to the reproductive system.
- Label diagrams of the male and female reproductive systems.
- Analyze and define the new terms introduced in this chapter.