

## Healthcare Administrative Specialist

Active as of Summer Session 2021

### I. General Information

1. Course Title:

Medical Terminology

2. Course Prefix & Number:

HINS 1360

3. Course Credits and Contact Hours:

Credits: 3

Lecture Hours: 3

Lab Hours: 0

4. Course Description:

This course will introduce the building of medical words including prefixes, suffixes, combining forms from Greek and Latin word parts, and the rules for connecting them to form medical terms. Definitions and spelling of word roots, prefixes, and suffixes emphasized. Emphasis is placed on spelling and defining medical words. A foundation is created for the continued development of medical vocabulary. Medical abbreviations are also presented for each medical specialty.

5. Placement Tests Required:

Accuplacer (specify test): No placement tests required

6. Prerequisite Courses:

There are no prerequisites for this course.

9. Co-requisite Courses:

There are no corequisites for this course.

### II. Transfer and Articulation

1. Course Equivalency - similar course from other regional institutions:

Southeast Technical College, MEDS 1210 Medical Term, 4 credits

Alexandria CTC, MEDS 16020 Medical Term, 3 credits

2. Transfer - regional institutions with which this course has a written articulation agreement:

College of St. Scholastica, Articulation agreement signed Summer 2020 (HIM 2101)

MSU - Moorhead, Articulation agreement signed Spring 2019 (MSU-M Electives)

3. Prior Learning - the following prior learning methods are acceptable for this course:

Advanced Standing

### III. Course Purpose

1. Program-Applicable Courses – This course is required for the following program(s):  
Healthcare Administrative Specialist, AAS Degree  
Healthcare Administrative Specialist, Diploma  
Healthcare Administrative Specialist, Certificate  
Healthcare Accounting, AAS Degree

### IV. Learning Outcomes

#### 1. College-Wide Outcomes

College-Wide Outcomes/Competencies	Students will be able to:
Demonstrate oral communication skills	Pronounce the words correctly.
Demonstrate written communication skills	Write the meanings of the word parts and use them to build and analyze terms.
Utilize appropriate technology	Define the prefixes, combining forms, and suffixes presented by using medical reference books, software, or online tools.

2. Course Specific Outcomes - Students will be able to achieve the following measurable goals upon completion of the course:

- Define medical word roots;
- Define medical prefixes;
- Define medical suffixes;
- Pronounce medical words;
- Identify words to body structures;
- Correctly define, spell, and pronounce selected medical terms dealing with anatomical planes and regions, anatomy of major body systems, and associated diseases and disorders;
- Correctly use plural endings for medical terms;
- Apply knowledge of root words, prefixes, and suffixes to identify meaning of novel medical terms;
- Define and give examples of terminology used to describe common surgical and diagnostic procedures; and
- Recognize and define common medical and pharmacological abbreviations.

### V. Topical Outline

Listed below are major areas of content typically covered in this course.

#### Lecture Sessions

1. Course introduction
  - Use of programmed learning format
  - Definitions
    - Prefix
    - Combining form
    - Suffix
2. Medicine and its specialties
  - Describe the specialties
  - Pronounce medical terms
3. Diagnostic, therapeutic, and surgical terms
  - Word parts related to diagnostic, therapeutic, and surgical terms
  - Overview of diagnostic imaging modalities
  - Pronounce medical terms
4. Diseases and disorders
  - Word parts related to diseases, disorders, microorganisms, and infectious diseases
  - Pronounce medical terms
5. Organization of the body

- Recognize relationship of cells, tissues, and organs
- Word parts related to organization of the body
- Pronounce medical terms
- 6. Body fluids and immunity
  - Recognize general facts about body fluids
  - Word parts related to body fluids and immunity
  - Pronounce medical terms
- 7. Cardiovascular and lymphatic system
  - State functions of each system
  - Word parts related to cardiovascular and lymphatic system
  - Pronounce medical terms
- 8. Respiratory system
  - Recognize general facts about respiratory system
  - Word parts related to respiratory system
  - Pronounce medical terms
- 9. Digestive system
  - Recognize general facts about digestive system
  - Word parts related to Digestive system
  - Pronounce medical terms
- 10. Urinary system
  - Recognize general facts about urinary system
  - Word parts related to urinary system
  - Pronounce medical terms
- 11. Reproductive system
  - Recognize general facts about reproductive system
  - Word parts related to reproductive system
  - Pronounce medical terms
- 12. Musculoskeletal system
  - Recognize general facts about musculoskeletal system
  - Word parts related to musculoskeletal system
  - Pronounce medical terms
- 13. Nervous system
  - Recognize general facts about nervous system
  - Word parts related to nervous system
  - Pronounce medical terms
- 14. Integumentary system
  - Recognize general facts about integumentary system
  - Word parts related to integumentary system
  - Pronounce medical terms

## **VI. Textbook and Supplemental Reading Materials**

Destafano, Cindy. Medical Terminology: Mastering the Basics. Goodheart-Willcox; Second Edition, Revised, Textbook (September 28, 2018). ISBN: 978-1635636062.