

Department:

Medical Office Assistant

Course Description:

This course provides an introduction to specific terminology used in the medical professions. The course covers vocabulary, usage, pronunciation, spelling, definitions, and the structure of words, including root words, prefixes, and suffixes.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Define word parts: suffixes, prefixes, roots, and combining forms.
2. Analyze, define, spell, and pronounce medical terms.
3. Build medical terms for a given definition.
4. Define anatomical terms of the human body structure.
5. Build, analyze, define, pronounce, and spell diagnostic terms related to structure.
6. Apply medical abbreviations.

Course Content:

- A. Mosby's Dictionary
- B. Essentials of Medical Language
 1. Word Construction
 - a. Roots and Combining vowels
 - b. Suffixes
 - c. Prefixes
 2. Word Analysis
 - a. Deconstruction
 - b. Pronunciation
 - c. Plurals
 - d. Precision
 3. The Language of Anatomy
 - a. Fundamental Anatomical Positions
 - b. Anatomical Directional Terms
 - c. Composition of the Body
 - d. The Cell
 - e. Structure and Function of Cells
 - f. Tissues
 - g. Connective Tissues
 - h. Organs and Organ Systems

Learning Assessments:

Course competencies will be assessed by quizzes, tests, projects, regular assignments, article summaries, participation, and comprehensive final exam.

Instructional Materials:

Exploring Medical Language, Brooks, Brooks, 9th Ed., Elsevier, 2014 ISBN: 978-0-323-22466-6

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link:
<https://highlandcc.edu/pages/disability-services>.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.