Prepared by the Department of Business
Date of Departmental Approval: April 6, 2009
Date approved by Curriculum and Programs: April 22, 2009 Effective: Fall 2009

1. **Course Number**: **BIT103**
   Course Title: **Medical Terminology**

2. **Description**: Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

3. **Student Learning Outcomes**:
   Upon successful completion of this course, students are able to do the following:
   - Describe the component parts of medical terms
   - Analyze the component parts of a medical term
   - Use basic prefixes, suffixes, and combining forms to build medical terms
   - Explain the common rules for proper medical term formation, pronunciation, and spelling
   - Relate the terminology to the names, locations, and functions of the major organs of the body systems
   - Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, and therapies
   - Define basic terms and abbreviations used in documenting health records
   - Use common terms and abbreviations in documenting medical records related to the major systems of the body
   - Identify medical terminology and health issues as they apply to a culturally diverse populations
   - Utilize appropriate sources of information, including the internet, in learning about medical terminology
   - Use a word processor to do a properly cited research paper.

4. **Credits**: 3 credits

5. **Satisfies General Education Requirement**: General Education Elective (Interdisciplinary Studies)

6. **Prerequisites:** ENL020 and ENL050 or satisfactory basic assessment skills.

7. **Semesters Offered**: Fall, Spring, Summer

8. **Suggested General Guidelines for Evaluation:**
   Comprehension of course material is evaluated through final examination, quizzes, research paper, text assignments, and a presentation

   Logic and critical thinking are reflected in the process of dissecting medical terms and defining them in terms of roots, suffixes and prefixes.

9. **General Topical Outline (Optional):** Attached.

BIT 103 Medical Terminology: Course Outline	
Topic	**Objectives**
Introduction/Basic Word Structure	State course requirements for BIT 103 Review resources for the student: Learning Management System (blackboard), library resources, computer lab, writing center. Demonstrate proper use of a medical dictionary Identify the four basic word parts that form most medical terms: word root, combining form, prefix, and suffix Divide medical words into their component parts Find the meaning of basic word roots (combining forms), prefixes and suffixes Discuss the origins of word roots (Greek, Latin) and relate to foundation of English and other languages Develop awareness of cultural connotation/perception related to medical terms and health/illness. Demonstrate throughout the course Explain the general rules for building medical words regarding the use of a combining vowel between root words and a suffix Construct medical terms by assembling word parts Define medical terms by breaking them down into word parts Discuss the importance of correct spelling Utilize resources to correctly pronounce medical words Discuss the use of appropriate resources in researching medical words and relating them to health
Terms Pertaining to the Body as a Whole	Define terms that apply to the structural organization of the body Identify the building blocks of the body: cells, tissue, organs, systems Define terms that are used to describe direction, planes, and cavities of the body Utilize terms that locate anatomical division of the back and abdomen Define common abbreviations related to anatomical divisions of the abdomen, back, direction, planes and cavities of the body
Suffixes	Define common suffixes used in medical terminology Utilize proper use of a combining form and word root when linking to a suffix Discuss the general rules related to terms being singular or plural Analyze additional words used in medical terminology
Prefixes	Define basic prefixes used in medical terminology Define prefixes of position, number, measurement, negation and direction Explain how a prefix changes the meaning of a medical word
Digestive System	Explain the main function of the digestive system Identify the organs of the digestive system Describe the basic function of the organs in the digestive system Define the combining forms for organs of the digestive system Analyze common medical terms used for symptoms, diseases, disorders, procedures, treatments, and

	devices for the digestive system Define common abbreviations related to the digestive system Utilize correct spelling an pronunciation of the medical terms Apply new medical terms in their proper context
Urinary System	Identify the organs of the urinary system State the vital function of the urinary system Define the word parts used to create terms for the urinary system Analyze common medical terms used for symptoms, diseases, disorders, procedures, treatments, and devices associated with the urinary systems Define common abbreviations related to the urinary system Utilize correct spelling and pronunciation of the medical terms Apply new medical terms in their proper context
Female Reproductive System	Identify the major organs of the female reproductive system Describe the basic functions of the organs of the female reproductive system Define the word parts used to create terms for the female reproductive system Identify terminology related to puberty, pregnancy, menopause, and breast disorders Utilize correct spelling and pronunciation of the medial terms Define common abbreviations related to the female reproductive system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the female reproductive system Apply new medical terms in their proper context
Male Reproductive System	Identify the major organs of the male reproductive system Describe the basic functions of the organs of the male reproductive system Define the word parts used to create terms for the male reproductive system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the male reproductive system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the male reproductive system Apply new medical terms in their proper context
Nervous System	Identify the major components of the nervous system Categorize the Central and Peripheral Nervous System Components Describe the basic function of neurons Describe the basic function of the spinal cord Describe the basic function of the major parts of the brain Define the word parts used to create terms for the nervous system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the nervous system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the nervous system

	Apply new medical terms in their proper context
Cardiovascular System	Identify the major organs of the cardiovascular system Describe the basic functions of the organs of the cardiovascular systems Trace the flow of blood through the cardiovascular system Discuss heart function in relationship to systolic vs. diastolic and arterial vs. venous Define the word parts used to create terms for the cardiovascular system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the cardiovascular system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the cardiovascular system Apply new medical terms in their proper context
Respiratory System	Identify the major organs of the respiratory system Describe the basic functions of the organs of the respiratory system Define the word parts used to create terms for the respiratory system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the respiratory system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the respiratory system Apply new medical terms in their proper context
Blood System	Identify the major components of the blood system Differentiate among the different types of blood groups Identify terms related to blood clotting Define the word parts used to create terms for the blood system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the blood system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the blood system Apply new medical terms in their proper context
Lymphatic & Immune Systems	Identify the major components of lymphatic and immune system Describe terms that describe basic elements of the immune system Define the word parts used to create terms for lymphatic & immune system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the lymphatic & immune system Recognize term that describe common pathological conditions affecting the lymphatic and immune systems Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the lymphatic & immune system Apply new medical terms in their proper context

Musculoskeletal System	Identify the major components of the musculoskeletal system (bones, joint, muscles) Describe the basic functions of the components of the musculoskeletal system Identify the major bones of the body Define the word parts used to create terms for musculoskeletal system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the musculoskeletal system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the musculoskeletal system Apply new medical terms in their proper context
Skin (Integumentary System)	Identify the major layers of the skin Identify the appendages of the skin Describe the functions of the skin and appendages Define the word parts used to create terms for the field of dermatology Identify terminology related to common primary and secondary skin lesions Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to dermatology Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the integumentary system Apply new medical terms in their proper context
Sense Organs: Selected organs- The Eye and the Ear	Identify the major structures of the eye and the ear Describe the function of the major structures of the eye and ear Define the word parts used to create terms for the eye and the ear Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the eye and the ear Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the male reproductive system Apply new medical terms in their proper context
Endocrine System	Identify the common endocrine glands Differentiate between endocrine and exocrine Recognize principle hormones secreted by endocrine glands Describe briefly common pathologies caused by endocrine abnormalities Define the word parts used to create common terms for the endocrine system Utilize correct spelling and pronunciation of the medical terms Define common abbreviations related to the endocrine system Analyze common medical terms used for symptoms, diseases, disorders procedures, treatments, and devices associated with the endocrine system Apply new medical terms in their proper context

Cancer Medicine (Oncology)	Define medical terms that describe the growth and spread of tumors Recognize the three main classifications of tumors Describe the principles regarding the staging and grading of tumors Recognize common terms related to causes, diagnosis and treatment of cancer Recognize the four major treatment modalities for cancer : surgery, radiation, chemotherapy and biological therapy Apply new medical terms in their proper context
Radiology and Nuclear Medicine	Describe an x-ray Define nuclear medicine Recognize common tests used in radiology (ex x-ray, CAT scan, contrast study, MRI, ultrasound Identify the x-ray views and patient positions used in x-ray examinations Recognize common tests used in nuclear medicine Recall radiological and nuclear tests discussed with the different bodies systems Apply new medical terms in their proper context
Pharmacology	Recognize that drugs have various names (chemical, generic, brand) Define the different routes for the administration of drugs Recognize the major classifications of drugs Apply new medical terms in their proper context
Psychiatry	Differentiate among a psychiatrist, psychologist, and other mental health specialists Define common terms that describe psychiatric symptoms Recognize terms that describe major/common psychiatric disorders (ex. Anxiety disorder, delirium, mood, substance-related disorder etc) Apply new medical terms in their proper context