

**Health Careers  
Medical Terminology**

**COURSE OUTLINE**

- 1. Course Title: Medical Terminology**
- 2. CBEDS Title: Health Care Information Services Continuing Education**
- 3. CBEDS Number: 4277**

**4. Job Titles:**

Medical Clerk  
Medical Secretary  
Medical Transcriptionist  
Medical Records & Health Information Technician

**5. Course Description:**

This intermediate level course is designed to prepare the student to analyze, define, pronounce, and comprehend the medical language. Upon completion of this course, the student will be prepared to continue in other health care related courses. This course serves as a prerequisite for various entry level health care positions.

**6. Objectives:**

Upon completion of this course, the students will be able to:

- A. Recognize and apply appropriate security and safety measures to create a safe work environment.
- B. Demonstrate an understanding of the early history of medicine in relation to medical terminologies.
- C. Pronounce medical terms properly.
- D. Identify anatomical terms in relation to body positions and body planes.
- E. Analyze and apply the following surgical and procedural terms in:
  - i. Integumentary System
  - ii. Musculoskeletal System
  - iii. Cardiovascular and Lymphatic System
  - iv. Respiratory System
  - v. Nervous System
  - vi. Endocrine System
  - vii. The Eye
  - viii. The Ear
  - ix. Gastrointestinal System
  - x. Urinary System
  - xi. Male and Female Reproductive Systems
  - xii. Obstetrics and Neonatology
- F. Conduct a job search through career research creating a resume and cover letter, completing a job application and participating in mock interviews.

**Pathway**

| <b>Recommended Sequence</b> | <b>Courses</b>   |
|-----------------------------|--|
| <b>Introductory</b>         | Introduction to Health Occupations                     |
| <b>Skill Building</b>       | Advanced Medical Careers or <b>Medical Terminology</b> |
| <b>Advanced Skill</b>       | Health Careers Coop                                    |

**6. Hours:** *Students receive up to 180 hours of classroom instruction.*

**7. Prerequisites:** Advanced Medical Careers

**8. Date (of creation/revision):** July 2010

## 9. Course Outline

| COURSE OUTLINE   |   |  |   |  |
|--|---|--|---|--|
| Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.   |   |  |   |  |
| Instructional Units and Competencies   | Course Hours  | Industry Standards   | CA Academic Content Standards   | CAHSEE   |
| <p><b>I. CAREER PREPARATION</b></p> <p><b>A. Career Planning and Management.</b></p> <ol style="list-style-type: none"> <li>1. Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.               <ol style="list-style-type: none"> <li>a. Students will identify skills needed for job success</li> <li>b. Students will identify the education and experience required for moving along a career ladder.</li> </ol> </li> <li>2. Understand the scope of career opportunities and know the requirements for education, training, and licensure.               <ol style="list-style-type: none"> <li>a. Students will describe how to find a job.</li> <li>b. Students will select two jobs in the field and map out a timeline for completing education and/or licensing requirements.</li> </ol> </li> <li>3. Know the main strategies for self-promotion in the hiring process, such as completing job applications, resume writing, interviewing skills, and preparing a portfolio.               <ol style="list-style-type: none"> <li>a. Students will write and use word processing software to create a resume, cover letters, thank you letters, and job applications.</li> <li>b. Students will participate in mock job interviews.</li> </ol> </li> <li>4. <i>Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options.</i> <ol style="list-style-type: none"> <li>a. <i>Students will conduct a self—assessment and explain how professional qualifications affect career choices.</i></li> </ol> </li> <li>5. <i>Understand the role and function of professional organizations, industry associations, and organized labor in a productive society.</i> <ol style="list-style-type: none"> <li>a. <i>Contact two professional organization and identify the steps to become a member.</i></li> </ol> </li> <li>6. <i>Understand the past, present and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning.</i> <ol style="list-style-type: none"> <li>a. <i>Students will describe careers in the business industry sector.</i></li> <li>b. <i>Students will identify work-related cultural differences to prepare for a global workplace.</i></li> </ol> </li> </ol> <p><b>B. Technology.</b></p> <ol style="list-style-type: none"> <li>1. Understand past, present and future technological advances as they relate to a chosen pathway and on selected segments of the economy.</li> <li>2. Understand the use of technological resources to gain access to, manipulate, and produce information, products and services.</li> <li>3. Use appropriate technology in the chosen career pathway.</li> </ol> <p><b>C. Problem solving and Critical Thinking.</b></p> <ol style="list-style-type: none"> <li>1. Understand the systematic problem-solving models that incorporate input, process, outcome and feedback components, and apply appropriate problem-solving strategies and critical thinking to work-related issues and tasks.</li> </ol> | <p>20</p> <p>Additional hours are integrated throughout the course.</p> | <p>Health Science &amp; Medical Technology Industry Sector</p> <p>2.1, 2.3, 2.7, 3.0, 3.3, 3.5, 4.0, 4.1, 5.0, 6.3, 6.4, 7.0, 7.7, 8.0, 8.2, 8.3</p> | <p><u>Language Arts</u><br/>(8)</p> <p>R 1.3, 2.6<br/>W1.3, 2.5.<br/>LC 1.4,1.5, 1.6<br/>LS1.2, 1.3, 1.7 (9/10)<br/>R2.1,2.3,2.6<br/>W2.5<br/>LC1.4<br/>LS 1.1, 2.3 (11/12)<br/>R2.3<br/>W2.5<br/>LC1.2</p> <p><u>Math</u><br/>(7) NS1.2, 1.3<br/>1.7<br/>MR 1.1,1.3,2.1<br/>2.7,2.8, 3.1</p> | <p><b>Lang. Arts R 8.2.1</b></p> <p><b>(9/10) R 2.1, 2.3 W2.5</b></p> <p><b>Math (7) NS 1.2, 1.3, 1.7 MR 1.1, 2.1, 3.1</b></p> |

| Instructional Units and Competencies   | Hours | Industry Standards. | CA Academic Standards | CAHSEE |
|--|-------|---------------------|-----------------------|--------|
| <p>2. Use and apply critical thinking and decision making skills to make informed decisions, solve problems, and achieve balance in the multiple roles of personal, home, work and community life.</p> <p>D. Health and Safety.</p> <ol style="list-style-type: none"> <li>1. Know policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.</li> <li>2. Understand critical elements of health and safety practices related to a variety of business environments.</li> </ol> <p>E. Responsibility &amp; Flexibility.</p> <ol style="list-style-type: none"> <li>1. Understand the qualities and behaviors that constitute a positive and professional work demeanor.</li> <li>2. Understand the importance of accountability and responsibility in fulfilling personal, community, and workplace roles and how individual actions can affect the larger community.</li> <li>3. Understand the need to adapt to varied roles and responsibilities.</li> </ol> <p>F. Ethics and Legal Responsibilities</p> <ol style="list-style-type: none"> <li>1. Know the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations.</li> <li>2. Understand the concept and application of ethical and legal behavior consistent with workplace standards. <ol style="list-style-type: none"> <li>a. <i>Contact a business and obtain a copy of their rules for employment.</i></li> <li>b. <i>Role play difference ethical scenarios.</i></li> </ol> </li> <li>3. Understand the role of personal integrity and ethical behavior in the workplace.</li> </ol> <p>G. Leadership and Teamwork.</p> <ol style="list-style-type: none"> <li>1. Understand the characteristics and benefits of teamwork, leadership, citizenship in the school, community, and workplace settings for effective performance and attainment of goals.</li> <li>2. Understand the ways in which professional associations, such as Skills USA, HOSA, and competitive career development activities enhance academic skills, career choices, and contribute to promote employability.</li> <li>4. Know multiple approaches to personal conflict resolution and understand how to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</li> </ol> |       |                     |                       |        |

| Instructional Units and Competencies  | Hours | Industry Standards.  | CA Academic Standards     | CAHSEE                                     |
|---|-------|--|---------------------------|--|
| <p>I Introduction to Medicine</p> <p>A. Basic Health – recognize and understand the importance of health and safety in the health care industry.</p> <ol style="list-style-type: none"> <li>1. Safety issues</li> <li>2. Emergency documentations</li> <li>3. General safety</li> <li>4. Principles of body mechanics</li> </ol> <p>B. History of Medicine – Know and understand the early history of medicine in relation to medical terminologies.</p> <ol style="list-style-type: none"> <li>1. Understand vocabulary development</li> </ol> | 10    | <p>Health Science &amp; Medical Technology Industry Sector Foundation Standards 2.0, 2.1(1.2) 2.5, 6.0 , 6.1, 6.4</p> <p>Diagnostics Services PW B1.0, B1.2 B3.0, B4.1, B4.2</p> | ELA9-10; R; 1.1, 1.2, 1.3 | (10)WA 1.1,1.2 (8)R2.1 (10)R 2.1 (10) R2.7 |
| <p>II. Medical Word Elements</p> <p>A. Know and apply medical word components of</p> <ol style="list-style-type: none"> <li>1. Root</li> <li>2. Prefix</li> <li>3. Suffix</li> <li>4. Combining vowels</li> <li>5. Combining forms</li> </ol> <p>B. Know medical abbreviations used in daily medical settings.</p> <p>C. Practice proper pronunciations of medical terms.</p>   | 10    | Health Informatics Pathway C5.1  |                           |  |
| <p>III. Structure of the Human Body Systems</p> <p>A. Identify anatomical terms in relation to body positions and body planes.</p> <ol style="list-style-type: none"> <li>1. Practice and apply different anatomical terms in relation to different specialties in the health care field.</li> </ol>  | 10    |  |                           |  |
| <p>IV. Integumentary System</p> <ol style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms in the integumentary system.</li> <li>D. Practice, analyze and apply the different integumentary surgical terms.</li> </ol>   | 10    |  |                           |  |

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| <p>V. Musculoskeletal System</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms in the musculoskeletal system.</li> <li>D. Practice, analyze and apply the different musculoskeletal surgical terms.</li> <li>E. Analyze and apply the different musculoskeletal system diagnostic terms.</li> <li>F. Practice, analyze and apply the different musculoskeletal system surgical and procedural terms.</li> </ul>   | 10 |  |  |  |
| <p>VI. Cardiovascular and Lymphatic System</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms in the cardiovascular and lymphatic system.</li> <li>D. Practice, analyze and apply the different cardiovascular and lymphatic surgical terms.</li> <li>E. Analyze and apply the different cardiovascular and lymphatic system diagnostic terms.</li> <li>F. Practice, analyze and apply the different cardiovascular and lymphatic system surgical and procedural terms.</li> </ul> | 10 |  |  |  |
| <p>VII. Respiratory System</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms in the respiratory system.</li> <li>D. Practice, analyze and apply the different respiratory surgical terms.</li> <li>E. Analyze and apply the different respiratory system diagnostic terms.</li> <li>F. Practice, analyze and apply the different respiratory system surgical and procedural terms.</li> </ul>   | 10 |  |  |  |

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| <p>VIII. Nervous System</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms in the nervous system.</li> <li>D. Practice, analyze and apply the different nervous surgical terms.</li> <li>E. Analyze and apply the different nervous system diagnostic terms.</li> <li>F. Practice, analyze and apply the different nervous system surgical and procedural terms.</li> </ul>         | 10 |  |  |  |
| <p>IX. Endocrine System</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms in the endocrine system.</li> <li>D. Practice, analyze and apply the different endocrine surgical terms.</li> <li>E. Analyze and apply the different endocrine system diagnostic terms.</li> <li>F. Practice, analyze and apply the different endocrine system surgical and procedural terms.</li> </ul> | 10 |  |  |  |
| <p>X. The Eye</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms of the eye.</li> <li>D. Practice pronunciation of the different terms of the eyes.</li> <li>E. Apply and analyze the different terms of the eyes.</li> <li>F. Practice, analyze and apply the different ophthalmic terms.</li> </ul>   | 10 |  |  |  |
| <p>XI. The Ear</p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms of the ear.</li> <li>D. Practice pronunciation of the different terms of the ears.</li> <li>E. Apply and analyze the different terms of the ears.</li> <li>F. Practice, analyze and apply the different surgical and procedural terms of the ear.</li> </ul>  | 10 |  |  |  |

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| <p><b>XII. Gastrointestinal System</b></p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms of the gastrointestinal system.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms of the gastrointestinal system.</li> <li>D. Practice pronunciation of the different gastrointestinal system terms.</li> <li>E. Apply and analyze the different gastrointestinal system terms.</li> <li>F. Practice, analyze and apply the different gastrointestinal system surgical and procedural terms.</li> </ul>       | 10 |  |  |  |
| <p><b>XIII. Urinary System</b></p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms of the urinary system.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms of the urinary system.</li> <li>D. Practice pronunciation of the different urinary system terms.</li> <li>E. Apply and analyze the different urinary system terms.</li> <li>F. Practice, analyze and apply the different urinary system surgical and procedural terms.</li> </ul>  | 10 |  |  |  |
| <p><b>XIV. Male Reproductive System</b></p> <ul style="list-style-type: none"> <li>A. Know the different anatomical terms of the male reproductive system.</li> <li>B. Identify words parts, combining forms, combining vowels.</li> <li>C. Analyze different medical terms of the male reproductive system.</li> <li>D. Practice pronunciation of the different male reproductive system terms.</li> <li>E. Apply and analyze the different male reproductive system terms.</li> <li>F. Practice, analyze and apply the different male reproductive system surgical and procedural terms.</li> </ul> | 10 |  |  |  |

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| <p>XV. Female System</p> <p>G. Know the different anatomical terms of the female reproductive system.</p> <p>H. Identify words parts, combining forms, combining vowels.</p> <p>I. Analyze different medical terms of the female reproductive system.</p> <p>J. Practice pronunciation of the different female reproductive system terms.</p> <p>K. Apply and analyze the different female reproductive system terms.</p> <p>L. Practice, analyze and apply the different female reproductive system surgical and procedural terms.</p>              | 10 |  |  |  |
| <p>XVI. Obstetrics and Neonatology</p> <p>M. Know the different anatomical terms of obstetrics and neonatology.</p> <p>N. Identify words parts, combining forms, combining vowels.</p> <p>O. Analyze different medical terms of obstetrics and neonatology.</p> <p>P. Practice pronunciation of the different obstetrics and neonatology terms.</p> <p>Q. Apply and analyze the different obstetrics and neonatology terms.</p> <p>R. Practice, analyze and apply the different obstetrics and neonatology system surgical and procedural terms.</p> | 10 |  |  |  |

10. Additional recommended/optional items

- a. Articulation: None
- b. Academic credit: N/A
- c. Instructional strategies:
  - Methods of Instruction:
    - a. Lecture
    - b. Audio Visual Materials
    - c. Research Readings and Written Presentations
    - d. Homework Assignments
    - e. Group & Individual Activities
    - f. Quizzes, Tests & Final Exam
    - g. Internet Exploration
    - h. Job Shadowing & Internships
- d. Instructional materials: Teacher Generated
- e. Certificates: CPR