

CCR-2200: MEDICAL TERMINOLOGY FOR CAPTIONING AND COURT REPORTING

Cuyahoga Community College

Viewing: CCR-2200 : Medical Terminology for Captioning and Court Reporting

Board of Trustees:

January 2021

Academic Term:

Fall 2021

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2200

Title:

Medical Terminology for Captioning and Court Reporting

Catalog Description:

Study of basic medical terminology utilized in the captioning and court reporting profession. Emphasis on definition and usage of the medical terms, and research practices for transcript production.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

CCR-1341 Realtime Theory IV or concurrent enrollment; or CCR-1220 Voicewriting III or concurrent enrollment.

Outcomes

Course Outcome(s):

Accurately identify and define medical terminology.

Objective(s):

1. Analyze the component parts of a medical term to determine its meaning.
2. Identify and define terms related to the following: anatomic structures and terms of reference, symptomatic and diagnostic terms, operative and therapeutic terms, diagnostic tests and procedures.
3. Identify and describe common hospital records and abbreviations.
4. Identify and describe common clinical laboratory tests.
5. Identify and define common drug classifications.
6. Explain the common rules for proper medical term formation, pronunciation, and spelling.

Course Outcome(s):

Apply accurate writing techniques to medical terminology.

Objective(s):

1. Analyze writing errors.
2. Demonstrate accuracy of writing skills.

3. Demonstrate writing for realtime translation.
4. Apply body of accurate language art skills-spelling, proofing, grammar, editing, punctuation and capitalization.

Course Outcome(s):

Demonstrate research skills.

Objective(s):

1. Utilize research techniques to discover medical terminology origins.
2. Research current events involving medical terminology.
3. Conduct research to describe, in detail, one particular body system.
4. Utilize the Internet to research a major medical center.

Methods of Evaluation:

1. Quizzes
2. Tests
3. Homework
4. Discussions

Course Content Outline:

1. Terminology
 - a. Suffixes, prefixes, and combining forms
 - b. Rules for forming and spelling medical terminology
 - c. Rules of pronunciation
 - d. Integumentary system
 - e. Musculoskeletal system
 - f. Cardiovascular system
 - g. Blood and lymph systems
 - h. Respiratory system
 - i. Nervous system
 - j. Endocrine system
 - k. Special senses of the eye and ear
 - l. Gastrointestinal system
 - m. Urinary system
 - n. Reproductive system
 - o. Anatomic positions and body planes
 - p. Anatomical and clinical divisions of the abdomen
 - q. Hospital records
 - r. Common abbreviations
 - s. Drugs and administration
 - t. Symptomatic terms
 - u. Therapeutic terms
 - v. Procedures and operative terms
 - w. Diagnostic tests and terms
 - x. Drug classifications
2. Writing skills
 - a. Accuracy
 - b. Realtime
 - c. Dictionary maintenance
 - d. Letter-by-letter spelling
3. Research skills
 - a. Accurate spellings
 - b. Origins
 - c. Body systems
 - d. Current events

- e. Medical dictionaries
- f. Internet

Resources

Canfield-Willis, Marjorie. *Medical Terminology Quick and Concise*. Baltimore, MD; Lippincott, Williams Wilkins, 2009.

Nath, Judith. *Stedman's Medical Dictionary*. 2. Baltimore, MD; Lippincott, Williams, & Wilkins, 2016.

Cohen, Barbara. *Medical Terminology: An Illustrated Guide*. 9. Baltimore, MD: Lippincott, Williams & Wilkins, 2020.

Andersson, David. *Medical Terminology: The Best and Most Effective Way to Memorize, Pronounce and Understand Medical Terms*. 2. Independently Published, November 15, 2016.

Davis, Neil. *Medical Abbreviations*. 16. Neil M. Davis Associates, 2019. Sept. 1, 2019.

Resources Other

Eclipse Software Manual by Advantage Software

DigitalCAT Software Manual by Stenovations

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