

# MA-1020: MEDICAL TERMINOLOGY I

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## Cuyahoga Community College

### Viewing: MA-1020 : Medical Terminology I

**Board of Trustees:**

January 2023

**Academic Term:**

Fall 2023

**Subject Code**

MA - Medical Assisting

**Course Number:**

1020

**Title:**

Medical Terminology I

**Catalog Description:**

Terminology utilized by health care professionals. Emphasis on correct spelling, definition, and pronunciation. Usage of basic and complex medical terms related to the body as a whole, and to the musculoskeletal, digestive, respiratory, urinary, female reproductive, male reproductive and cardiovascular systems. Proficient use of medical dictionary emphasized.

**Credit Hour(s):**

3

**Lecture Hour(s):**

3

**Lab Hour(s):**

0

**Other Hour(s):**

0

## Requisites

**Prerequisite and Corequisite**

None.

## Outcomes

**Course Outcome(s):**

Apply the rules of medical terminology to correctly spell, define and pronounce terms used in the health careers curriculum and in the health careers profession.

**Objective(s):**

- a. Recognize and identify components of a medical word: word root, combining vowel, combining form, prefix, and suffix.
  - b. Explain rules for proper medical term formation, pronunciation, and spelling.
  - c. Spell, define, and pronounce assigned prefixes.
  - d. Spell, define, and pronounce assigned suffixes.
  - e. Apply rules and exceptions to rules to combine prefixes, root words, and suffixes to form correctly spelled medical terms.
  - f. Recognize singular and plural forms of medical terms and be able to apply rules to convert singular terms to plural forms, and change plural terms to the singular form.
  - g. Use a medical dictionary to spell, define, and pronounce medical terminology.
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**Course Outcome(s):**

Correlate basic anatomy and physiology with pathology and diagnostic tests for the following systems: the body as a whole and the musculoskeletal, respiratory, digestive, urinary, reproductive, and cardiovascular system.

**Objective(s):**

- a. Spell, define, and pronounce basic anatomic terms for the body as a whole, and the musculoskeletal, respiratory, digestive, urinary, reproductive, and cardiovascular systems.
- b. Spell, define, and pronounce the diagnostic terms, disorders, diseases, and pathology associated with the musculoskeletal, respiratory, digestive, urinary, reproductive, and cardiovascular systems.

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**Course Outcome(s):**

Interpret and construct medical documents using standardized abbreviations, vocabulary terms, and complex medical terms.

**Essential Learning Outcome Mapping:**

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

**Objective(s):**

- a. Spell, define, and pronounce common abbreviations.
- b. Compose written medical chart entries and translate excerpts from medical charts, journals, case histories, etc. using proper English to demonstrate an understanding of how medical terms, symbols and abbreviations are used in the clinical setting.
- c. Spell, define, and pronounce the combining forms of the musculoskeletal, respiratory, digestive, urinary, reproductive and cardiovascular systems.
- d. Spell, define, and pronounce selected vocabulary terms.

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**Methods of Evaluation:**

- a. Class discussion and activities
- b. Quizzes
- c. Examinations
- d. Comprehensive final examination
- e. Written assignment

**Course Content Outline:**

- a. Rules for proper medical term formation
  - i. Combining rules
  - ii. Multiple root combinations
  - iii. Exceptions to rules
- b. Word elements/components
  - i. Word root
    - 1. Identification, definition, use, pronunciation
    - 2. Changing to combining form
  - ii. Combining vowel
    - 1. Identification
    - 2. Pronunciation purpose
  - iii. Combining form
    - 1. Identification, definition, use, pronunciation
    - 2. Combining rules
    - 3. Exceptions to rules
  - iv. Prefix
    - 1. Identification, definition, use, pronunciation
    - 2. Combining rules
    - 3. Exceptions to rules
  - v. Suffix
    - 1. Identification, definition, use, pronunciation
    - 2. Combining rules

- 3. Exceptions to rules
- 4. Noun / adjective suffixes
- c. Body as a whole
  - i. Body systems
  - ii. Body cavities
  - iii. Anatomic position
  - iv. Body planes
  - v. Body membranes
  - vi. Directional terms
  - vii. Divisions of abdomen (clinical and anatomical)
  - viii. Divisions of back
- d. Musculoskeletal system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English
  - iii. Word building (spelling)
    - 1. Combining rules
    - 2. Order of components
    - 3. Exceptions to rules
    - 4. Pronunciation of completed term
  - iv. Diagnostic terms and procedures for system
  - v. Disorders, diseases, and related pathological terms for system
  - vi. Selected abbreviations for system
- e. Respiratory system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English
  - iii. Word building (spelling)
    - 1. Combining rules
    - 2. Order of components
    - 3. Exceptions to rules
    - 4. Pronunciation of completed term
  - iv. Diagnostic terms and procedures for system
  - v. Disorders, diseases, and related pathological terms for system
  - vi. Selected abbreviations for system
- f. Digestive system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English
  - iii. Word building (spelling)
    - 1. Combining rules
    - 2. Order of components
    - 3. Exceptions to rules
    - 4. Pronunciation of completed term
  - iv. Diagnostic terms and procedures for system
  - v. Disorders, diseases, and related pathological terms for system
  - vi. Selected abbreviations for system
- g. Urinary system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English

- iii. Word building (spelling)
  - 1. Combining rules
  - 2. Order of components
  - 3. Exceptions to rules
  - 4. Pronunciation of completed term
- iv. Diagnostic terms and procedures for system
- v. Disorders, diseases, and related pathological terms for system
- vi. Selected abbreviations for system
- h. Male reproductive system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English
  - iii. Word building (spelling)
    - 1. Combining rules
    - 2. Order of components
    - 3. Exceptions to rules
    - 4. Pronunciation of completed term
  - iv. Diagnostic terms and procedures for system
  - v. Disorders, diseases, and related pathological terms for system
  - vi. Selected abbreviations for system
- i. Female reproductive system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English
  - iii. Word building (spelling)
    - 1. Combining rules
    - 2. Order of components
    - 3. Exceptions to rules
    - 4. Pronunciation of completed term
  - iv. Diagnostic terms and procedures for system
  - v. Disorders, diseases, and related pathological terms for system
  - vi. Terms related to pregnancy and the neonate
  - vii. Selected abbreviations for system
- j. Cardiovascular system
  - i. Basic anatomic terms
  - ii. Word analysis (divide and define)
    - 1. Identification of components
    - 2. Definition of components
    - 3. Definition using proper English
  - iii. Word building (spelling)
    - 1. Combining rules
    - 2. Order of components
    - 3. Exceptions to rules
    - 4. Pronunciation of completed term
  - iv. Diagnostic terms and procedures for system
    - 1. Disorders, diseases, and related pathological terms for system
  - v. Selected abbreviations for system
  - vi. Practice reading, composing, and translating related excerpts from charts, journals, case studies etc.
- k. Medical dictionary practice
  - i. Definition of terminology
  - ii. Phonetic spelling
  - iii. Irregular plural forms
  - iv. Eponyms
- l. Excerpts from patient charts, journals, case histories

- i. Use of the medical dictionary
- ii. Translation into sound English
- iii. Pronunciation practice
- iv. Composing chart entries, case histories, etc.

## Resources

Myers, T., ed. *Mosby's Dictionary of Medicine, Nursing, & Health Professions*. 11th ed. St. Louis: Elsevier, 2021.

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Venes, D., ed. *Taber's Cyclopedic Medical Dictionary*. 24rd ed. Philadelphia: F.A. Davis, 2022.

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Chabner, D. E. *Medical Language, Instant Translator*. 12th ed. St Louis: Saunders, 2022.

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Schroeder, C.L., Ehrlich, L., Schroeder Smith, K., & Ehrlich, A. *Comprehensive Medical Terminology for Health Professions*. 1st. Boston, 2023.

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## Resources Other

Schroeder, C. L. (2023). Cengage Mindtap for Comprehensive Medical Terminology for Health Professions. <http://cengage.com/mindtap/>

Harper, D. (2021). Online etymology dictionary. Retrieved at: <http://etymonline.com/>

## Instructional Services

### OAN Number:

Transfer Assurance Guide OHL020 and Career Technical Assurance Guide CTMT001

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