



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**MEDICAL TERMINOLOGY  
ALH1655 3 Credit Hours**

**Student Level:**

This course is open to students on the college level in freshman or sophomore year.

**Catalog Description:**

**ALH1655 - MEDICAL TERMINOLOGY (3 hrs)**

Medical Terminology is designed to present basic principles of medical word building. The study will develop competencies in the basic elements forming medical words, categorizing major suffixes and group prefixes. Anatomical, physiological, and pathological terms will be reviewed so that students will better understand special medical procedures. This is the introductory course in medical terminology and is intended for all who desire knowledge in this subject.

**Prerequisite:**

Successful completion of BIO 4150 Anatomy and Physiology recommended.

**Controlling Purpose:**

Medical Terminology is designed to present basic principles of medical word building. The study will develop competencies in the basic elements forming medical words, categorizing major suffixes and group prefixes. Anatomical, physiological, and pathological terms will be reviewed so that students will better understand special medical procedures.

**Learner Outcomes:**

Upon completion of this course the student will be able to accurately describe the human body and conditions, disease processes and procedures using appropriate terminology. The student will gain a comprehension of medical terminology based on the concept of word roots, usually describing a body part, prefixes, which give additional information about that part, and suffixes that add meaning such as condition, disease processes, or procedures.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area

<b>UNIT 1 - THE WORD-BUILDING SYSTEM</b>						
Outcomes: The student will demonstrate an understanding of the elements of medical terminology.						
A	B	C	D	F	N	SPECIFIC COMPETENCIES
						Explain the method by which basic elements form medical words.
						Apply knowledge of operative, diagnostic, and symptomatic suffixes.
						Apply knowledge of adjective, diminutive, and noun suffixes and the rules for changing singular words to plural words.
						Apply knowledge of prefixes of position, number and measurement, negation, and direction.

<b>UNITS 2-15 - THE SPECIALTIES</b>						
Outcomes: The student will demonstrate a functional use of medical terminology.						
A	B	C	D	F	N	SPECIFIC COMPETENCIES
						Recognize medical words by analyzing their Greek and Latin parts.
						Spell and pronounce medical words correctly.
						Recall acceptable abbreviations and their meanings for medical terms and phrases.
						Use a medical dictionary.
						List and define the levels of organization in the human body.

						Demonstrate an understanding of medical terms associated with pathology.
						Define and identify four body planes.
						List two dorsal cavities and two ventral cavities, and identify at least one organ within each cavity.
						List and locate nine abdominopelvic regions and the four quadrants of the same area.
						Demonstrate an understanding of body imaging by defining terms associated with radiology, computed tomography, magnetic resonance imaging, and ultrasonography.
						Define directional terms and be able to use them correctly.
						Identify combining forms, suffixes, and prefixes related to body structure.
						Describe and define all major systems in the body.

**Projects Required:**

Case studies and worksheets from text and the Internet.

**Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

Microcomputers and printers  
Internet

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning

outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.