

Department:

Medical Assistant

Course Description:

The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of word, prefixes, suffixes and root words. Emphasis is based on proper usage, pronunciation, spelling and definition of each of the structures commonly used in the medical field.

Course Competencies:

1. Define word parts: suffixes, prefixes, roots and combining forms.
2. Correctly analyze, define, spell and pronounce medical terms.
3. Build medical terms for a given definition.
4. Define anatomical terms of the human body structure.
5. Correctly build, analyze, define, pronounce spell diagnostic terms related to structure.
6. Apply medical abbreviations.

Course Content:

- A. Mosby's Dictionary
 1. Alphabetic Order
 - a) The entries are alphabetized in dictionary style, that is, letter by letter, disregarding spaces or hyphens between word
- B. Essentials of Medical Language
 1. The Anatomy of Word Construction: *The Essential Elements of the Language of Medicine 2*
 - a) The Construction of Medical Words
 - i. Roots and Combining vowels
 - ii. Suffixes
 - iii. Prefixes
 2. Word Analysis and Deconstruction
 - i. Word Deconstruction
 - ii. Pronunciation
 - iii. Plurals
 - iv. Precision in Communication
- C. The Body as a Whole: *The Essentials of the Language of Anatomy*
 1. Anatomical positions, Planes, and Directions
 - a) Fundamental Anatomical Position
 - b) Anatomical Directional Terms
 2. Organization of the Body
 - a) Composition of the Body
 - b) The Cell
 - c) Structure and Function of Cells
 3. Tissues, Organs, and Organ Systems

- a) Tissues
- b) Connective Tissues
- c) Organs and Organ Systems

Learning Assessments:

TESTS: Assignments, Projects, and Exams missed due to illnesses or other circumstances are allowed to be made up; however, ALL LATE COURSE WORK will be accessed 10% of the total points possible. These percentage points will be deducted from the overall points awarded. If the assignment is a week late, 20% will be deducted from the total points possible. An additional 10% will be accessed for each additional week the assignment is late. After one month, no points will be awarded for the completed late assignments.

COMPREHENSIVE FINAL: This test will cover all topics covered in class. The final must be taken to pass the course. If you miss the final you will receive a zero. (Extenuating circumstances will be considered on an individual basis)

QUIZZES: The instructor may give unannounced and announced quizzes during the semester. These quizzes will be over either subject matter assigned or subject matter previously discussed. Students may not make up quizzes.

Instructional Materials:

Textbook: LaFleur B. M., LaFleur B. D., & Levinsky, D. (2025). *Exploring Medical Language: A Student Directed Approach* (11th ed.). St. Louis, MO: Elsevier. ISBN-13: 9780443264559

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).

