

Medical Terminology for Health Professions

Course Outline, Objectives and Accreditation Information

Course Objectives by Module

Module 1: Introduction to Medical Terminology

1. Analyze unfamiliar medical terms using your knowledge of word parts.
2. Describe the steps in locating a term in a medical dictionary.
3. Define the commonly used prefixes, word roots (combining forms), and suffixes introduced in this chapter.
4. Pronounce medical terms correctly using the “sounds like” system.
5. Recognize the importance of always spelling medical terms correctly.
6. State why caution is important when using abbreviations.
7. Recognize, define, spell, and pronounce the medical terms in this chapter.
8. Identify the roles of the three types of word parts in forming medical terms.

Module 2: Human Body in Health and Disease

1. Define anatomy and physiology and use anatomic reference systems to identify the anatomic position, body planes, directions, and cavities.
2. Recognize, define, spell, and pronounce the terms related to the abdominal cavity and peritoneum.
3. Recognize, define, spell, and pronounce the terms related to the structure, function, pathology and procedures of cells, tissues, and glands.
4. Define the terms associated with genetics including mutation, genetic engineering, and genetic counseling.
5. Differentiate between genetic and congenital disorders and identify examples of each.
6. Identify the body systems in terms of their major structures, functions, and related word parts.
7. Recognize, define, spell, and pronounce the terms related to types of diseases and the modes of disease of transmission.

Module 3: Skeletal System

1. Identify and describe the major functions and structures of the skeletal system.
2. Describe three types of joints.
3. Differentiate between the axial and appendicular skeletons.
4. Identify the medical specialists who treat disorders of the skeletal system.
5. Recognize, define, spell and pronounce terms related to the pathology and diagnostic and treatment procedures of the skeletal system.

Module 4: Muscular System

1. Describe the functions and structures of the muscular system including muscle fibers, fascia, tendons, and the three types of muscles.
2. Recognize, define, spell, and pronounce the terms related to muscle movements and how muscles are named.
3. Recognize, define, pronounce, and spell the terms related to the pathology and diagnostic and treatment procedures of the muscular system.

Module 5: Cardiovascular System

1. Describe the heart in terms of chambers, valves, blood flow, heartbeat, blood supply, and heart sounds.
2. Differentiate among the three different types of blood vessels and describe the major function of each.
3. Identify the major components of blood and the major functions of each.
4. State the difference between pulmonary and systemic circulation.
5. Recognize, define, spell, and pronounce the terms related to the pathology, diagnostic and treatment procedures of the cardiovascular system.

Module 6: Lymphatic and Immune System

1. Describe the major functions and structures of the lymphatic and immune systems.
2. Recognize, define, spell, and pronounce the major terms related to pathology and diagnostic and treatment procedures of the lymphatic and immune systems.
3. Recognize, define, spell, and pronounce terms related to oncology.

Module 7: Respiratory System

1. Identify and describe the major structures and functions of the respiratory system.
2. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the respiratory system.

Module 8: Digestive System

1. Identify and describe the major structures and functions of the digestive system.
2. Describe the processes of digestion, absorption, and metabolism.
3. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the digestive system.

Module 9: Urinary System

1. Describe the major functions of the urinary system.
2. Name and describe the structures of the urinary system.
3. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the urinary system.

Module 10: Nervous System

1. Describe the functions and structures of the nervous system.
2. Identify the major divisions of the nervous system and describe the structures of each by location and function.
3. Identify the medical specialists who treat disorders of the nervous system.
4. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of the nervous system.
5. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of mental health disorders.

Module 11: Special Senses - The Eyes & Ears

1. Describe the functions and structures of the eyes and adnexa.
2. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of eye disorders.
3. Describe the functions and structures of the ears.
4. Recognize, define, spell, and pronounce terms related to the pathology and diagnostic and treatment procedures of ear disorders.

Module 12: Skin - The Integumentary System

1. Identify and describe the functions and structures of the integumentary system.
2. Identify the medical specialists associated with the integumentary system.
3. Recognize, define, spell, and pronounce the terms used to describe the pathology and diagnostic and treatment procedures related to the skin.
4. Recognize, define, spell, and pronounce terms used to describe the pathology and diagnostic and treatment procedures related to hair, nails, and sebaceous glands.

Module 13: Endocrine System

1. Describe the role of the hypothalamus and endocrine glands in maintaining homeostasis.
2. Name and describe the functions of the primary hormones secreted by each of the endocrine glands.
3. Recognize, define, spell, and pronounce terms relating to the pathology and diagnostic and treatment procedures of the endocrine glands.

Module 14: Reproductive System

1. Identify and describe the major functions and structures of the male reproductive system.
2. Recognize, define, spell, and pronounce the terms related to the pathology and diagnostic and treatment procedures of the male reproductive system.
4. Identify and describe the major functions and structures of the female reproductive system.
5. Recognize, define, spell, and pronounce the terms related to the pathology and diagnostic and treatment procedures of the female reproductive system.
6. Recognize, define, spell, and pronounce the terms related to the pathology and diagnostic and treatment procedures of the female during pregnancy, childbirth, and the postpartum period.

Module 15: Diagnostic Procedures and Pharmacology

1. Describe the four vital signs recorded for most patients.
2. Recognize, define, spell, and pronounce the terms associated with basic examination procedures.
3. Identify and describe the basic examination positions.
4. Recognize, define, spell, and pronounce terms associated with frequently performed blood and urinalysis laboratory tests.
5. Recognize, define, spell, and pronounce terms associated with radiography and other imaging techniques.
6. Differentiate between projection and position and describe basic radiographic projections.
7. Recognize, define, spell, and pronounce the pharmacology terms introduced in this chapter.

Medical Terminology Course Credit Information

CEUs

Students who pass the chapter tests with an overall average of 70% or higher will receive a certificate of completion and 9.5 Continuing Education Units (CEUs). One CEU is equivalent to 10 hours of class time.

Individual colleges and universities may accept CEUs. To determine an institution's policy, ask if a course that is "accredited for CEUs by an IACET (International Association for Continuing Education and Training) Provider" can be translated into credit hours. They will often ask for objectives and a course outline, which are included in this document. If you're sure you need college credit please read the college credit information below.

Corexcel is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU. In obtaining this accreditation, Corexcel has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider membership status, Corexcel is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

College Credit

Corexcel partners with ITCAP, a national education partnership program. ITCAP partners with regionally accredited colleges that award college credit for successful completion of the college exam. Students who pass the college exam will earn 3.0 credit hours. The course number and title appear on the transcript as OST141 - Medical Terms I - Medical Office.

College Credit Transferability

Since 1997, over 100 colleges and universities across the country have accepted this course to meet program prerequisites. An institution's decision to accept credits from other academic institutions varies depending on the course of study and their current course requirements. We recommend that students consult with their school to verify they will accept this course prior to registering for college credits.

College Credit Process Overview

Once a student has verified that their institution will accept the *Medical Terms I - Medical Office* course, students can begin the registration process by calling Corexcel's Delaware office from 9AM to 5:30 PM EST, Monday thru Friday at 1-302-477-9730.

Once the student notifies Corexcel that college credit is needed:

- Corexcel notifies ITCAP.
- ITCAP contacts the student for registration and payment. (Fees are due upon registration and are non-refundable.)
- Corexcel verifies to ITCAP that all coursework has been successfully completed.
- ITCAP schedules the online college exam.
- For a grade of C or better, an official transcript is issued by the college.*

*The college offices close between semesters. Please consider these dates when scheduling your final exam:

For Exams Taken During These Dates	Transcript Will Be Mailed On This Date
May 10 – May 31, 2018	June 6, 2018
July 19 – August 23, 2018	August 29, 2018
December 6, 2018 – January 17, 2019	January 23, 2019

About ITCAP

ITCAP is a nationally recognized educational partnership program that helps facilitate workforce development through training and education. Through this program, students can earn transferrable college credits that can apply to degrees or professional recertification requirements. Since its launch in September 1997, ITCAP has helped more than 20,000 students in 38 states achieve their goals through their college partners. To learn more about ITCAP, please visit their website at www.itcap.com.

If you need additional information or have other questions about our online Medical Terminology course please call 302-477-9730 or toll-free in the U.S. 888-658-6641.