

HEALTH PROFESSIONS AND OCCUPATIONS (HLTOC)

Courses in this department are most often used to fulfill degree or certificate requirements for majors at Merritt College, including the Emergency Medical Technician program and Radiological Science program. Topics include Medical Terminology and Transcription.

These are the **Program Learning Outcomes**:

1. Apply in written form medical and biological terminology and concepts as to their structural content;
2. Construct Latin and Greek word roots and their meanings as related to medicine and biology;
3. Compare and contrast historical usage of terminology to the language of modern medicine.

HLTOC 201

Medical Terminology I

2 units, 2 hours lecture (GR or P/NP)

Recommended for students majoring in Health Sciences and Allied Health programs.

Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms. 1299.00

HLTOC 202

Medical Terminology II

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: Hltoc 201

Continued study of medical terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures. 1299.00

HLTOC 203

Medical Transcription I

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Hltoc 201 and 202

Study and practice of medical dictation and transcription: Medical readings; review of anatomy, physiology, and medical terminology; transcription guidelines and tips; proofreading skills; study and use of transcribing tapes, tape machines and computers. 1299.00

HLTOC 204

Medical Transcription II

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Hltoc 203

Continued study and practice of medical dictation and transcription: Medical readings; review of anatomy, physiology, and medical terminology; transcription guidelines and tips; proofreading skills; terminology challenge; sample reports; transcription practice; error analysis; study and use of transcribing tapes, tape machines and computers. 1299.00

HLTOC 205

Advanced Medical Terminology with Pathophysiology

4 units, 4 hours lecture (GR or P/NP)

Introduction to the nature of disease: Terminology (ICD-9-CM Code) and structural and functional changes of diseases as they affect the systems of the body; discussion of causes, symptoms, and treatments of disease. 1299.00

