

CONTINUING EDUCATION CURRICULUM

See proposal Impact (PI) reports to view list of courses and/or programs that may be impacted by the following proposed actions.

Healthcare Careers

<p>*612 MEDICAL TERMINOLOGY</p> <p>This course provides instruction in the definition and pronunciation of basic medical terms and vocabulary used in the health care industry. Medical terminology will be taught using an anatomy and systems approach and will include the use of prefixes and suffixes. Students will learn terminology related to diseases, laboratory tests, imaging, surgical and treatment procedures, and basic terms related to specialized areas of medicine. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course <i>Approved</i></p> <p>Originating Campus: Continuing Education</p> <p>Effective: Summer 2019</p>
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Healthcare Careers

<p>*613 HEALTH UNIT COORDINATOR BASICS</p> <p>Advisory: Successful completion of a medical terminology course or equivalent. This course provides instruction on the responsibilities for the coordination of non-clinical activities related to patient care and the department (unit). Topics include overview of the healthcare industry, scheduling diagnostic tests and treatments, assisting with processing of orders, maintaining an organized unit, managing medical charts, supplies, equipment, and workflow in the health care setting. Communication skills and soft skills necessary to interact with patients, visitors, healthcare workers, and other healthcare professionals are integrated throughout the course. (FT)</p>	<p>Offered At: None</p> <p>Action(s) Proposed: New Course <i>Approved</i></p> <p>Originating Campus: Continuing Education</p> <p>Effective: Summer 2019</p>
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Office Systems

<p>*551 MEDICAL TERMINOLOGY</p> <p>This course provides instruction in correct pronunciation, spelling, and definition of medical terms to prepare students for successful employment in allied health occupations. (FT)</p>	<p>Offered At: Continuing Education</p> <p>Action(s) Proposed: Course Deactivation</p> <p>Originating Campus: Continuing Education</p> <p>Effective: Summer 2019</p>
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Approved

**Curriculum Instructional Council
Actions Approved – October 25, 2018**

PROGRAM CHANGES

*Healthcare Careers

New Program- *Approved*

Healthcare Careers- Continuing Education: Summer 2019

Certificate of Completion Health Unit Coordinator Program

*Office Systems

Program Revision- *Approved*

Office Systems- Continuing Education: Summer 2019

Certificate of Completion Medical Office Assistant Program