Porterville College

Course Outline of Record Report

04/30/2025

HCRSP009 : Health Careers Fundamental Concepts

General Information

Author:	• Elizabeth Keele • McVay, Betty • Behrens, Kim
Attachments:	HCRS P009 Multiple Disciplines Process.pdf Health Careers Program Review 2022-23.pdf HCRS P009 Course Unit Value Contact Hour Justification Form (December 2020)r.rtf Psych Tech Law 2586 2587.pdf
Course Code (CB01) :	HCRSP009
Course Title (CB02) :	Health Careers Fundamental Concepts
Department:	Health Careers
Proposal Start:	Summer 2025
TOP Code (CB03) :	(1201.00) Health Occupations, General
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000600111
Curriculum Committee Approval Date:	04/12/2022
Board of Trustees Approval Date:	05/05/2022
External Review Approval Date:	06/16/2021
Course Description:	Prerequisite: None Total lecture 36 hours. This course provides an introduction to medical language and terminology used by health care professionals. Basic terminology, including prefixes, suffixes and word roots are covered generally and by body system. Math (dimensional analysis) utilized when administering medication will be covered. Students will be required to research an assigned topic and write a research paper. This course is also offered online. (A) NOTE: Not open to students with credit in PTVN P009.
Submission Rationale:	New Course Materials Mandatory revision Faculty Requirement were added: Licensed vocational should be Licensed Vocational Nursing, (Note that multiple disciplines are listed alphabetically - not in preference order). Health Careers Program Review updated in attachments Textbook updated
Author:	No value

Faculty Requirements

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Licensed Vocational • Nursing • Psychiatric Technician

Additional Bachelors or Associates Discipline Preferred: No value

Course Development Options

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Special Class Status (CB13)

Course is not a special class.

Allowed Number of Retakes

0

Retake Policy Description

Non-repeatable credit

Grade Options

- Letter Grade Methods

Course Prior To College Level (CB21)

Not applicable.

Allow Students To Audit Course

Course Support Course Status (CB26)

Course is not a support course

Associated Programs

Course is part of a program (CB24)

Associated Program	Award Type	Active
Psychiatric Technology (COA)	Certificate of Achievement	Spring 2025
Vocational Nursing COA	Certificate of Achievement	Spring 2026

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

Y

Transferability (CB05)

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 2

Maximum Credit Units (CB06) 2

Total Course In-Class (Contact) Hours	36
Total Course Out-of-Class Hours	72
Total Student Learning Hours	108
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Code (CB11)

Credit Course.

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	0
Activity	0
Total	36
Course Out-of-Class Hours	
Lecture	72
Laboratory	0
Activity	0
Total	72

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Rationale	None needed.
Methods of Instruction	Collaborative Group Work
Rationale	None needed.
Methods of Instruction	Internet Research
Rationale	None needed.

Methods of Instruction	Audiovisual Presentations
Rationale	None needed.

Methods of Instruction	Class Activities
Rationale	None needed.

Methods of Instruction	Problem Solving
Rationale	None needed.

Methods of Instruction	Outside reading
Rationale	None needed.

Methods of Instruction	Class Discussions
Rationale	None. needed.

Assignments

Study textbook and additional readings are provided. Complete written assignments. Research and write a 3 to 5 page paper on a health or nursing related topic. Review of practice mathematical operations using textbook reading and assignments.

Methods of Evaluation	**Rationale**
Tests	Not applicable
Final Exam	Not applicable
Written reports	Not applicable
Computational tests	Not applicable

Equipment

No Value

Textbooks

Author	**Title**	**Publisher**	**Date**	**ISBN**
Chabner, Davi-Ellen	Medical Terminology: A Short Course. 9th edition.	Elsevier	2023	9780323479912

Curren, Anna M.	Dimensional Analysis for Meds: Simplified Dosage Calculations, 7th ed.	Jones & Bartlett Publishers	2025	9781284304732

Other Instructional Materials

No Value

Materials Fee

No

Learning Outcomes

Course Objectives

1. Discuss the basic elements of a medical word.

2. Describe the steps for defining medical words.

3. Apply the basic rules to define and build medical words related to body systems.

4. Demonstrate free of errors basic mathematical operations.

5. Differentiate between metric, household, International Units, and milliequivalents.

6. Convert units of measure within the metric system and between metric and household systems of measure.

7. Utilize dimensional analysis to correctly calculate medication dosages.

8. Write sentences related to a health care topic mostly free of basic errors in spelling, grammar, and punctuation.

9. Write sentences on a health care topic mostly free of basic errors in sentence boundaries, subject/verb agreement, verb tense, and pronoun agreement on selected health care topic.

10. Demonstrate elements of the writing process: research, drafting, revising, editing, and proof reading without plagiarizing.

CSLOs

1. Analyze correct medical terminology related to each body system. Expected SLO Performance: 100.0

2. Perform basic mathematical operations and dimensional analysis necessary for medication dosage calculations. Expected SLO Performance: 100.0

3. Demonstrate the writing process by writing a research paper on a health care topic that is unified, coherent, organized, and fully developed. Expected SLO Performance: 100.0

Outline

Course Outline

1. Medical terminology
    a. Basic elements
    b. Sufixes
    c. Prefixes
    d. Body organization
    e. Integumentary system
    f. Digestive system
    g. Respiratory system
    h. Cardiovascular system
    i. Blood, lymphatic, and immune system
    j. Musculoskeletal system
    k. Urinary system
    l. Reproductive system
    m. Endocrine system
    n. Nervous system
    o. Abbreviations
2. Dimensional Analysis
    a. Whole numbers
    b. Fractions
    c. Decimals & percentages
    d. Dimensional analysis
    e. Metric system
    f. Measures and equivalents
    g. Conversions
    h. Safety considerations in Medication administration
    i. Prescriptions and medication orders
    j. Reading labels and syringes
    k. Dosage calculations
    l. Reconstitution parenteral medications
    m. Calculations using weight & body surface area
3. Research Paper Health Topic