

RUHANI COLLEGE
Registered Massage Therapy Diploma Program
COURSE SYLLABUS
RU RMT 01 — Health Care Terminology

Revised- 30 July 2026

Course Information

Field	Detail
Course Code	RU RMT 01
Course Title	Health Care Terminology
Program	Registered Massage Therapy Diploma Program
Course Length	30 Hours (4 Days)
Delivery Mode	Hybrid teaching - Online, In-Person, Asynchronous, In-class instruction, guided practice, and applied documentation activities
Prerequisites	None
Minimum Passing Requirement	70% overall grade AND 70% attendance

Course Description

Health Care Terminology is an introductory course providing foundational knowledge of the language used across health care professions. Students develop competency in medical terminology (prefixes, suffixes, root words, and combining forms), anatomical terminology, body planes, directional and regional terminology, movement and skeletal terminology, medical abbreviations, clinical charting language, and SOAP-note documentation. Emphasis is placed on constructing and interpreting medical terms and communicating accurately and professionally within massage therapy and interdisciplinary health care settings.

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

CLO 1: Define and correctly use common medical terminology, abbreviations, prefixes, suffixes, root words, and combining forms.

CLO 2: Interpret and apply anatomical, body-plane, directional, regional, and movement terminology when describing the human body.

CLO 3: Analyze medical terms by identifying and interpreting their component parts using word-building principles.

CLO 4: Demonstrate accurate use of health care terminology in professional written and verbal communication.

CLO 5: Apply medical terminology principles within clinical documentation and SOAP-note scenarios.

Required Textbook and Learning Resources

Jones, Betty Davis. *Comprehensive Medical Terminology* (3rd Edition). McGraw-Hill Education. ISBN 978-1260474546 (verify against your edition).

Supporting resources: instructor slides, anatomy terminology charts, terminology workbook and worksheets, medical abbreviation guide, case studies, and the SOAP documentation package.

Copyright: *The textbook is protected by copyright; obtain access through approved institutional, publisher, bookstore, or library sources.*

Teaching and Learning Methods

Instruction combines lecture and direct instruction with guided practice, word-building and terminology drills, anatomical labeling, case studies and clinical scenarios, SOAP documentation practice, peer teaching, and active-learning activities. Formative checks — instructor observation, exit tickets, worksheets, diagram labeling, and peer feedback — are used throughout to support progress before graded assessments.

Materials to bring: textbook, student workbook, terminology worksheets, and writing materials.

Evaluation and Assessment

Assessment	Weight	CLOs
Quiz 1 — Medical Terminology Foundations	15%	CLO 1, 3
Quiz 2 — Anatomical, Directional & Skeletal Terminology	15%	CLO 2, 3
Terminology / SOAP Documentation Assignment	30%	CLO 1–5
Final Examination	30%	CLO 1–5
Professionalism & Participation	10%	CLO 4, 5
Total	100%	—

Worksheets (ungraded): Terminology, anatomy, movement, and SOAP practice worksheets are required for practice and feedback but are not graded.

Quizzes (15% each): Quiz 1 covers medical word parts, word building, and abbreviations; Quiz 2 covers anatomical position, body planes, directional, regional, and skeletal terminology.

Assignment (30%): A combined word-analysis and SOAP documentation assignment applying terminology within a simulated clinical scenario.

Final Examination (30%): A comprehensive 60-question exam across four sections covering all course outcomes.

Professionalism & Participation (10%): Attendance, active participation, and professional, patient-appropriate communication.

How You Will Be Assessed on the Outcomes

The table below shows which assessments measure each Course Learning Outcome. Every outcome is assessed more than once across the course.

Assessment	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
Quiz 1	✓		✓		
Quiz 2		✓	✓		
Terminology / SOAP Assignment	✓	✓	✓	✓	✓
Professionalism & Participation				✓	✓
Final Examination	✓	✓	✓	✓	✓

Passing Requirements and Grading Scale

Students must achieve **BOTH** a minimum overall grade of **70%** **AND** a minimum of **70% attendance**, complete all assessments and worksheets, and demonstrate professional conduct and academic integrity. Failure to meet either 70% requirement results in unsuccessful completion.

Letter Grade	Percentage	Descriptor
A	90–100%	Excellent — exceeds competency expectations
B	80–89%	Good — fully meets competency expectations
C	70–79%	Satisfactory — meets minimum competency (Pass)
F	Below 70%	Below minimum competency (Fail)

Daily Course Schedule (4 Days / 30 Hours)

Day	Topics	Reading	Assessment
Day 1	Medical word structure & foundations: prefixes, suffixes, root words, combining forms, abbreviations	Ch 1–2	Worksheet (ungraded)
Day 2	Anatomical position, body regions, directional terms, body planes & cavities	Ch 3–4	Quiz 1 (15%)
Day 3	Movement & skeletal terminology; documentation, charting & SOAP notes	Ch 5–6	Quiz 2 (15%); Assignment distributed (30%)
Day 4	Professional communication, integrated review & exam preparation	Review	Assignment due; Final Exam (30%)

Daily Learning Objectives

Day	By the end of the day, students will be able to:
Day 1	Define medical terminology; differentiate prefixes, suffixes, root words, and combining forms; construct and interpret medical terms using word-building principles; pronounce common medical terms.
Day 2	Define anatomical position; describe directional terms; identify body planes, regions, and cavities; apply terminology during case discussions.
Day 3	Explain documentation terminology; identify common chart abbreviations; complete basic SOAP entries; demonstrate professional written communication.
Day 4	Demonstrate competency using medical terminology; apply terminology during professional communication; integrate knowledge across contexts; complete the final assessments successfully.

Course Policies

Attendance: A minimum of 70% attendance is required. Students are responsible for all missed content; absences require documented approval where possible and may require remediation.

Professionalism: Respectful communication, punctuality, preparedness, participation, confidentiality, and professional conduct consistent with health care standards are expected.



Academic Integrity: All work must be the student's own. Plagiarism, cheating, unauthorized collaboration, falsification of documentation, and undisclosed use of generative AI where not permitted are prohibited and addressed under institutional policy.

Remediation & Reassessment: Students who do not meet the 70% benchmark participate in remediation — review sessions, additional practice, individual instructor feedback, and a learning plan — in accordance with institutional policy. Reassessment, where offered, follows institutional and program policy.

Student Support: Academic advising, accessibility services, remediation planning, tutoring, and instructor office hours are available. Contact the instructor early if you require assistance.

Student Responsibilities: Attend and participate actively, complete all worksheets and assessments on time, come prepared with required materials, and communicate promptly with the instructor regarding absences or difficulties.

Learning Outcomes and Cognitive Level

Assessments progress from foundational recall toward application and analysis, consistent with Bloom's Taxonomy.

CLO	Cognitive Level	Focus
CLO 1	Remembering	Recall terminology components and definitions
CLO 2	Understanding	Explain anatomical relationships and directional terminology
CLO 3	Analyzing	Break down and interpret medical terms into component parts
CLO 4	Applying	Use terminology in professional written and verbal communication
CLO 5	Applying / Analyzing	Apply terminology within clinical documentation and SOAP notes

This syllabus is subject to review and revision each delivery cycle. Students will be notified of any changes.