

# COURSE SYLLABUS

<b>Course Title:</b>	Medical Terminology	<b>Date submitted:</b>	March 2014 (AAC: 14-29)	
<b>Department:</b>	Business and Technology			
<b>Curriculum:</b>	Business Office Technology			
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	BOT*180		
	<b>Course Type:</b>	L		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	<b>Elective Type:</b>	G		
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	<b>Credit Hours:</b>	3		
	<b>Developmental:</b> (yes/no)	No		
	<b>Contact Hours:</b>	Lecture:	3	
		Clinical:	0	
		Lab:	0	
Studio		0		
Other:		0		
	TOTAL:	3		
<b>Class Maximum:</b>	24			
<b>Semesters Offered:</b>	F/S			
<b>Prerequisites:</b>				
C- or better in Integrated Reading and Writing II (ENG*075) OR Introduction to College Reading & Writing (ENG*093) OR Introduction to College English (ENG*096) OR Reading & Writing VI (ESL*162), or placement into Composition (ENG*101) [including embedded ENG*101], OR permission of Program Coordinator. Co-requisite: Keyboarding for Information Processing I (BOT*111) OR permission of Program Coordinator.				
<b>Corequisites:</b>				
None				
<b>Other Requirements:</b>				
None				
<b>Catalog Course Description:</b>	This course is a basic study of medical vocabulary. It introduces word construction, pronunciation, prefixes, suffixes, and root words. This course is designed to provide application of complex medical terminology to areas of medical science, hospital service, and health-related professions.			
<b>Topical Outline:</b> List course content in outline format.	<ol style="list-style-type: none"> <li>1. Building a Medical Terminology</li> <li>2. Identification of Medical Specialities</li> <li>3. Effective use of a Medical Dictionary</li> <li>4. Identification of Accepted Medical Abbreviations</li> <li>5. Human Anatomy and Physiology</li> </ol>			

	<ol style="list-style-type: none"> <li>6. Identification of Body systems</li> <li>7. Elements of the Medical History and Physical Examination Reports</li> <li>8. Effective Use of Medical Report Forms</li> <li>9. Career Options in Medical/Health Related Occupations</li> </ol>
<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <p><b>COURSE:</b></p> <ol style="list-style-type: none"> <li>1. understand and apply medical root words, prefixes, and suffixes in terminology</li> <li>2. apply language related to body systems and correlate to medical terminology</li> <li>3. understand and apply medical terminology to common medical health reports and documents</li> </ol>
	<p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><b><u>Business Office Technology: Medical Option</u></b></p> <ol style="list-style-type: none"> <li>5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality</li> </ol> <p><b>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> <li>2. <b>Critical Analysis/ Logical Thinking</b> - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.             <p><b>Demonstrates:</b> Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p><b>Does Not Demonstrate:</b> Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> </li> <li>3. <b>Ethical Dimensions (embedded)</b> - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.             <p><b>Demonstrates:</b> Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p><b>Does Not Demonstrate:</b> Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> </li> </ol>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <p>Instructor prepared tests to measure knowledge of medical terminology. Students will participate in interactive activities utilizing video instruction. Proficiency in medical report format standards will also be measured through instructor prepared tests.</p>
<p><b>Instructional Resources:</b></p> <p>List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required:</b> Computer lab <b>Desired:</b> None</p>
<p><b>Textbook(s)</b></p>	<p>Refer to current academic year printout.</p>