# COURSE SYLLABUS

<table>
<thead>
<tr>
<th><strong>Course Title:</strong></th>
<th>Medical Terminology</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Business and Technology</td>
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<tr>
<td><strong>Curriculum:</strong></td>
<td>Business Office Technology</td>
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**Course Code:** (eg. ACC 101) **BOT**180  
**Course Type:** L  
A: Clinical  B: Lab  D: Distance Learning  
P: Practicum  U: Studio  
X: Combined Lecture/Lab  Y: Combined Lecture/  
Clinical/Lab  Z: Combined Lecture/Studio  

**Elective Type:** 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  

**Credit Hours:** 3  
**Developmental:** (yes/no) No  
**Lecture:** 3  
**Clinical:** 0  
**Lab:** 0  
**Studio:** 0  
**Other:** 0  
**TOTAL:** 3  

**Contact Hours:**  

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<th><strong>Class Maximum:</strong></th>
<th>24</th>
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<td><strong>Semesters Offered:</strong></td>
<td>F/S</td>
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**Catalog Course Description:** 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.  

**Topical Outline:**  
1. Building a Medical Terminology  
2. Identification of Medical Specialities  
3. Effective use of a Medical Dictionary  
4. Identification of Accepted Medical Abbreviations  
5. Human Anatomy and Physiology  

**Prerequisites:**  
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.  

**Corequisites:** None  

**Other Requirements:** None
### Outcomes:
Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

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<tr>
<th>COURSE:</th>
<th>Upon successful completion of this course, the student will be able to do the following:</th>
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<tr>
<td>6.</td>
<td>Identification of Body systems</td>
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<tr>
<td>7.</td>
<td>Elements of the Medical History and Physical Examination Reports</td>
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<td>8.</td>
<td>Effective Use of Medical Report Forms</td>
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<td>9.</td>
<td>Career Options in Medical/Health Related Occupations</td>
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### PROGRAM: (Numbering reflects Program Outcomes as they appear in the college catalog)

**Business Office Technology: Medical Option**

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

### GENERAL EDUCATION: (Numbering reflects General Education Outcomes as they appear in the college catalog)

2. **Critical Analysis/ Logical Thinking** - 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.

   **Demonstrates:**
   - 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.
   
   **Does Not Demonstrate:**
   - 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.

3. **Ethical Dimensions (embedded)** - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.

   **Demonstrates:**
   - 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.
   
   **Does Not Demonstrate:**
   - 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.

### Evaluation:
List how the above outcomes will be assessed.

Assessment will be based on the following criteria:

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.

### Instructional Resources:
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.

**Required:** Computer lab

**Desired:** None

### Textbook(s)
Refer to current academic year printout.