

Course Outline

COURSE: BOT 180 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2020 **CURRICULUM APPROVAL DATE:** 04/14/2020

SHORT TITLE: MEDICAL TERM/OFFICE

LONG TITLE: Medical Terminology for the Office

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Identify word parts consisting of suffixes, prefixes, and root words to appropriately spell, define, and pronounce medical terms.
2. Locate and identify anatomical landmarks germane to each body system.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 04/14/2020

9 HOURS

Basic medical terminology and word structure

Introduction and basic medical words

Surgical procedures

Medical conditions and disease

Medical instruments and machines

Performance objectives

Correctly identify and list word parts consisting of suffixes, prefixes, and root words found in each chapter.

List medical terms and their meanings.

9 HOURS

Medical specialists and specialties

Plural endings

Additional prefixes

Additional suffixes and root words

Performance objectives

Build medical terms using word parts.

Correctly spell medical terms

9 HOURS

Bacteria, colors and review

Directional, positional, and numerical terms

Additional terms

General abbreviations

Performance objectives

Appropriately spell, define, and pronounce all medical terms covered.

Explain directional, positional, and numerical terms.

Provide abbreviations for matching terms and vice versa.

10 HOURS

Diagnostic and laboratory abbreviations

Basic pharmacology

Body systems terminology

Structure of the body Integumentary system

Performance objectives

Use medical terminology properly in context.

Provide matching terms for abbreviations and vice versa.

Correctly locate and identify anatomical landmarks germane to each lecture.

12 HOURS

Musculoskeletal system

Cardiovascular system

Respiratory system

Gastrointestinal system

Performance objectives

Correctly locate and identify anatomical landmarks germane to each lecture.

Appropriately spell, define, and pronounce all medical terminology covered.

3 HOURS

Urinary system

Female and male reproductive systems

Nervous system and psychiatric terms

Sense organs and endocrine system

Performance objectives:

Correctly locate and identify anatomical landmarks germane to each lecture.

Apply medical terminology properly in context.

2 HOURS

Final exam

METHODS OF INSTRUCTION:

lectures, projects, guest speakers, class tours, audio and video tapes

OUT OF CLASS ASSIGNMENTS

Required Outside Hours: 108

Assignment Description:

HOMEWORK ASSIGNMENTS:

Each week the student will read assigned chapters and complete appropriate assignments to meet the one-to-two lecture out-of-class standard.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 20.00 %

Writing assignments: 20% - 60% Written homework Reading reports Essay exams

Problem-solving assignments

Percent of total grade: 30.00 %

Problem-solving demonstrations: 20% - 60% Homework problems Quizzes Exams

Skill demonstrations

Percent of total grade: 30.00 %

Skill demonstrations: 20% - 60% Class performance Performance exams

Objective examinations

Percent of total grade: 20.00 %

Objective examinations: 20% - 60% Multiple choice True/false Matching items Completion

REPRESENTATIVE TEXTBOOKS:

Rice, Jane. Medical Terminology for Health Care Professionals. Pearson,2017.

ISBN: 978-0134495347

Reading Level of Text, Grade: Reading level of text, Grade: 12th Verified by: Verified by:MS Word

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200630

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: BOT

CSU Crosswalk Course Number: 180

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000348896

Sports/Physical Education Course: N

Taxonomy of Program: 051420