Course Outline

COURSE: BOT 180  DIVISION: 50  ALSO LISTED AS:

TERM EFFECTIVE: Spring 2015  CURRICULUM APPROVAL DATE: 11/24/2014

SHORT TITLE: MEDICAL TERM/OFFICE

LONG TITLE: Medical Terminology for the Office

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>18</td>
<td>Lecture:</td>
<td>3</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab:</td>
<td>0</td>
<td>0</td>
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<td></td>
<td></td>
<td>Other:</td>
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<td></td>
<td></td>
<td>Total:</td>
<td>3</td>
<td>54</td>
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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. ADVISORY: Eligible for English 250 and English 260.

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
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Recognize medical terms in dictation and identify the context in which they will be applied.

Measure: exam, performance

PLO:
2. Identify word parts consisting of suffixes, prefixes, and root words to build medical terms using word parts and apply that terminology properly in context.
Measure: exam, performance, demonstration

PLO:
ILO: 7,2,1,3
GE-LO:
Year assessed or anticipated year of assessment: 2010-11

3. Identify word parts consisting of suffixes, prefixes, and root words to appropriately spell, define, and pronounce medical terms.
Measure: exam, performance

PLO:
ILO: 7,2,1,3
GE-LO:
Year assessed or anticipated year of assessment: 2010-11

4. Locate and identify anatomical landmarks germane to each body system.
Measure: exam, demonstration

PLO:
ILO: 2,3,1,7
GE-LO:
Year assessed or anticipated year of assessment: 2015-16
Homework:
Read the chapters in the book related to the lecture
Do the exercises at the end of the chapter
Quiz
Performance objectives
Build medical terms using word parts.
Correctly spell medical terms
WEEKS 7-9  9 HOURS
Bacteria, colors and review
Directional, positional, and numerical terms
Additional terms
General abbreviations
Homework:
Mid-term quiz
Read the chapters in the book related to the lecture
Do the exercises at the end of the chapter
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.
WEEKS 10-12  9 HOURS
Diagnostic and laboratory abbreviations
Basic pharmacology
Body systems terminology
Structure of the body
Integumentary system
Homework:
Read the chapters in the book related to the lecture
Do the exercises at the end of the chapter
Quiz
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.
WEEKS 13-16  12 HOURS
Musculoskeletal system
Cardiovascular system
Respiratory system
Gastrointestinal system
Homework:
Read the chapters in the book related to the lecture
Do the exercises at the end of the chapter
Performance objectives
Correctly locate and identify anatomical landmarks germane to each lecture.
Appropriately spell, define, and pronounce all medical terminology covered.
WEEK 17  3 HOURS
Urinary system
Female and male reproductive systems
Nervous system and psychiatric terms
Sense organs and endocrine system

Homework:
Read the chapters in the book related to the lecture
Do the exercises at the end of the chapter

Performance objectives:
Correctly locate and identify anatomical landmarks germane to each lecture.
Apply medical terminology properly in context.

WEEK 18  2 HOURS
Final exam
Final projects due

ASSIGNMENTS:
Each week the student will read assigned chapters and complete appropriate assignments to meet the one-to-two lecture out-of-class standard.
Laboratory assignments are included with the course content of this outline.

METHODS OF INSTRUCTION:
lectures, projects, guest speakers, class tours, audio and video tapes

METHODS OF EVALUATION:
The types of writing assignments required:
Written homework
Reading reports
Essay exams

The problem-solving assignments required:
Homework problems
Quizzes
Exams

The types of skill demonstrations required:
Class performance
Performance exams

The types of objective examinations used in the course:
Multiple choice
True/false
Matching items
Completion
Other category:
None

The basis for assigning students grades in the course:
Writing assignments: 20% - 60%
Problem-solving demonstrations: 20% - 60%
Skill demonstrations: 20% - 60%
Objective examinations: 20% - 60%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:
Required:
Rice, Jane, Medical Terminology: A word building approach, Pearson, 2012. Or other appropriate college level text.
Reading level of text, Grade: 12th 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: I
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