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

<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>Other:</td>
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<td></td>
<td></td>
<td>Total:</td>
<td>3</td>
<td>54</td>
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</tbody>
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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.

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:
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