BTEC 253 Medical Terminology

Credit Hours: 3

Scheduled hours per week

> Lecture: # 3
> Lab: #
> Other: e-course

Catalog Course Description: This course is an introduction to and working knowledge of the spelling, pronunciation, and meaning of terms commonly used in the medical field.
Prerequisites:

Corequisites: None

Course Learning Outcomes:

Students should be able to know:

The Structure of Medical Language

- Identify the five skills of medical language communication.
- Describe the origins of medical language.
- Recognize common Latin and Greek singular nouns and form their plurals.
- Describe characteristics of combining forms, suffixes, and prefixes.
- Give the medical meaning of common word parts.
- Build medical words from word parts and divide medical words into word parts.
- Spell and pronounce common medical words.
- Describe the format and contents of common medical documents.

The Body in Health and Disease

- Describe approaches used to organize information about the human body.
- Identify body directions, body cavities, body systems, and medical specialties.
- Analyze various categories of diseases.
- Describe techniques used to perform a physical examination.
- Describe categories of healthcare professionals and settings in which health care is provided.
- Give the medical meaning of word parts related to the body, health, and disease.
- Build medical words about the body, health, and disease from word parts and divide and define words.
- Spell and pronounce medical words about the body, health, and disease.

Students will:

- Identify the structures of the following systems; describe common diseases, conditions, laboratory and diagnostic procedures for each system; describe the process of the systems; know the medical meaning of word parts related to the systems; build words from word parts and divide and define words pertaining to the systems; Spell and pronounce words from these systems; and analyze the medical content and meaning of reports based on each system:

Gastroenterology	**Pulmonology**	**Cardiology**
Hematology and Immunology	**Orthopedics Skeletal System**	**Dermatology**
Orthopedics Muscular System	**Neurology**	**Urology**
Male Reproductive System	**Gynecology and Obstetrics**	**Endocrinology**
Ophthalmology	**Otolaryngology**	

Topics to be studied:

The structure of Medical Language - Medical Language and Communication, the beginning of medical language, medical word singular and plural nouns, medical words and word parts, medical records, abbreviations and career

focus.
The body in health and disease -Body planes, body directions, body cavities, quadrants, regions, anatomy and physiology, microscopic to macroscopic, medical specialties, disease categories, onset, course, and outcome of disease, healthcare professionals, and healthcare settings.

In addition to topics listed above, students will learn the anatomy and physiology, diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures, drug categories and abbreviations for each of the above listed medical specialties.

Relationship of Course to Program or Discipline Learning Outcomes:

Associate of Applied Science in Business Technology (BTEC) Program Outcomes:	
At the conclusion of the AAS in Business Technology program, students will:	
Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.	X
Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information.	X
Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.	
Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.	
Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.	
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.	X
Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.	

Relationship of Course to General Education Learning Outcomes:	
Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	
Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	

The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
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Special projects or requirements of the course:

Examinations, Quizzes, homework assignments, online companion for textbook, medical report with presentation; student must pass with a C to receive credit for Medical Office Certificate.

Additional information:

Medical terminology will include lectures, guest speakers, class discussions, team work, case studies, films, video tapes, Internet research, etc.

Students must pass this course with a "C" or better to receive the Medical Office Assistant or Insurance Certificate. BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

Prepared by:

Carol C. Thomas, Professor

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