

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b> AOT	<b>PREFIX NO.</b> 115 WEB	<b>EFFECTIVE DATE</b> Fall 2010	<b>NEXT REVIEW DATE</b> Fall 2011		
<b>TITLE:</b> Medical Office Terminology		<b>CREDITS</b> 3	<b>CONTACTS</b>		
			<b>CLASS</b>	<b>LAB</b>	<b>TOTAL</b>
			3	0	3

**PREREQUISITES:** None

**DESCRIPTION:** This course is a study of root derivations of terms and terminology for the medical office.

**TEXTBOOK(S) OR ALTERNATIVE:** Medical Terminology A Programmed Systems Approach, Tenth edition, Jean Tannis Dennerll, Phyllis E. Davis, Delmar Cengage Learning, 2010.

**MATERIALS (specifying those to be purchased by student):**

Textbook - ISBN: 1-1110-8036-4 (Text bundled with Audio CDs)

**COLLATERAL READING:** NONE

**METHOD OF INSTRUCTION:**

This course will cover medical terminology as a systems approach. The online format is designed for the independent learner. Only those students with basic computer skills who are highly motivated and disciplined should enroll in this course.

The course schedules and guidelines will help the student progress through the course. The course has a calendar with specific due dates for assignments, quizzes, and tests. **Please make sure you make reference to this calendar.**

The Moodle portion of this course will become available to the student the first day of class. The Internet format allows the student some flexibility in "class attendance". However, attendance is essential to successful completion of this course. Each student should log on a minimum of three times per week to check for any messages, updates, etc.

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**ACADEMIC HONESTY:**

During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "0" on the work and further disciplinary action. Please refer to the Student Code Book, "Academic Dishonesty" section, pp. 27-28. This applies to online courses also.

ASSIGNMENTS:

All information concerning assignments and due dates can be located on the course "Home Page" under the Weekly Outline section. Any assignment not received by the due date and time will result in a ten (10) point deduction. If assignment is more than 1 week late, it will not be accepted. Technology is not an excuse for a late submission of an assignment.

CHAPTER QUIZZES:

These will be found in the Weekly Outline portion of the "Home Page" for Moodle, but will be taken in the "Quiz" section. Submitting the quiz will constitute a portion of the Assignment and Quiz grade for the course. More instructions will be posted to the site.

CHAPTER TESTS:

Chapter tests must be taken in the Success Center, Room 808, on the Cheraw campus of Northeastern Technical College. Student's ID must be shown to take the test. Success Center hours are posted on the door. For students that are not on the Cheraw campus and would prefer to take the test at one of the other sites (Bennettsville, Pageland or Dillon) please let me know and I can arrange to have the test sent to that campus.

Students must check the course calendar for the test dates. The chapter tests will be available in the Success Center for a period of four (4) days.

If the test is not taken during the specified time frame, the student must contact me regarding make-up. **If a test is not taken during the time frame, 10 points will be deducted from test grade.** After 1 week, you will not be allowed to make up the test. The same guidelines will apply to the comprehensive final at the end of the term.

STUDENT ID:

It is **mandatory** for students to wear his/her student ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):

Textbook  
Audio CDs (bundled with textbooks)  
Student Resource CD

**COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

The course will cover the following topics at the approximate rate of one section per week.

- UNIT 1 The Word-Building System-Introduction to Word Parts
- UNIT 2 Surgical Suffixes, Dermatology, Hematology, and Diagnostic Imaging
- UNIT 3 Oncology and the Central Nervous System
- UNIT 4 Orthopedics, Osteopathy and Body Regions
- UNIT 5 Pathology, Otorhinolaryngology, and Prefixes dys, brady, tachy, poly, syn
- UNIT 6 Urology and Gynecology
- UNIT 7 Gastroenterology
- UNIT 8 Neurology, Psychology, Anesthesiology, and Vascular Terminology
- UNIT 9 Anatomic Terms
- UNIT 10 Surgery, Diabetes, Immunology, Lesions, and Prefixes of Numbers and Direction
- UNIT 11 Descriptive Prefixes, Asepsis, and Pharmacology
- UNIT 12 Prefixes of Location and Medication Administration
- UNIT 13 Respiratory System and Pulmonology
- UNIT 14 Word Parts for Night, Sleep, Split, Skeletal System, and Orthopedics
- UNIT 15 Ophthalmology, Endocrinology, and Medical Specialties

**OBJECTIVES OF COURSE:**

Upon completion of this course, the student will be able to:

1. Spell, pronounce, define, identify word parts, and correctly use medical terms or complete a statement using medical terms
2. Construct an acceptable and correctly spelled medical term, given the definition
3. Use a medically acceptable abbreviation for phrases, names, or labels
4. Define medical terms

5. Construct the plural form if given a singular form of a medical term
6. Construct the singular form if given a plural form of a medical term
7. Construct correctly spelled medical terms from word parts and definitions
8. Recite medical terms

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Lecture/discussion (Online - Reading each chapter and completing worksheets for each chapter)  
Audio CDs (Bundled with Textbook)  
Power Point Slides  
Student Resource CD  
Quizzes

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:** Evaluation will be based on the following:

- |                        |     |
|------------------------|-----|
| 1. Chapter Tests       | 50% |
| 2. Assignments/Quizzes | 30% |
| 3. Final exam          | 20% |

The word building system includes repetition; therefore, material from previous quizzes may be reviewed or included on a subsequent quiz. The final exam is comprehensive.

**GRADING SCALE:** The following grading scale will be observed.

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D
Below 70	= F