

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b> AOT 115	<b>PREFIX NO.</b> 	<b>EFFECTIVE DATE</b> January 2008	<b>NEXT REVIEW DATE</b> January 2009		
<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, Ninth edition, Jean Tannis Dennerll, Phyllis E. Davis, Thomson Delmar Learning, 2005.

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

**COLLATERAL READING:** NONE

**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.

**ABSENCES:** Twenty percent (20%) will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

**MAKE-UP TESTS:** Make-up tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week upon return or it may be dropped a letter grade.

**TARDIES:** A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent from that class.

**ASSIGNED WORK:** If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

**CLASSROOM ETIQUETTE:** An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared for class, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

**STUDENT ID:** It is **Mandatory** for students to wear his/her 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 Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog, Page 16).

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

Textbook  
Audio CDs (if available)  
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 learner 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. provide a medically acceptable abbreviation for phrases, names, or labels
4. supply the correct medical term to properly complete a statement
5. correctly provide the plural form if given a singular form of a medical term
6. correctly provide the singular form if given a plural form of a medical term

7. construct correctly spelled medical terms from word parts and definitions
8. provide the correct phrase, name, or label for a medical abbreviation
9. correctly pronounce each term in a list of medical terms
10. Achieve a percentage score that is acceptable to your respective programs (e.g., medical assistant=80% or higher) on quizzes, midterm, final exam, and any other assignments

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Lecture/discussion  
Audio CDs  
Student Resource CD

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

- |               |     |
|---------------|-----|
| 1. Quizzes    | 80% |
| 2. 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