Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. Medical Administrative Secretary COURSE NO. ADSM1100

NUMBER OF CREDITS: 2

COURSE TITLE: Medical Terminology I

CATALOG DESCRIPTION: Word analysis, spelling, and usage of word roots, prefixes, suffixes, and abbreviations common to the medical profession. Emphasis on understanding, pronouncing, and spelling diagnostic.

AUDIENCE: Students wishing to learn introductory concepts of medical terminology

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area: by meeting the following competencies:

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Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: 1 Semester

THIS COURSE IS USUALLY OFFERED:

Every other year fall spring summer undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:

A. Introduce basic human body structures.

B. Present prefixes, suffixes, word roots, combining forms, and other word parts and how they are used to build medical terms.
C. Review grammar parts and show their relationship to medical language.

D. Present acceptable medical abbreviations and symbols for diagnosis, treatments, weights, measures, and charting.

E. Given definitions, construct and acceptable and correctly spelled medical term (using a current medical dictionary as the standard).

F. Provide an opportunity for the student to assess his or her level of comprehension, spelling skills, and pronunciation skills using medical terminology.

G. Enhance improvement of study skills in medical terminology.

2) THINKING SKILLS:

A. To exercise the ability to put knowledge to work.

B. To exhibit accuracy, neatness, and thoroughness in terminology applications.

C. To exercise the ability to define, pronounce, spell, and work build commonly used medical terms.

3) COMMUNICATIONS SKILLS:

A. Participate in class discussions

B. Cooperative attitude with other students and instructor

4) HUMAN DIVERSITY:

A. To understand the need to communicate with a diverse population

B. The student will gain self-awareness regarding the feelings towards people regardless of culture, values or socioeconomic status.

TOPICS TO BE COVERED: This course is a programmed learning word-building systems approach to the study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, abbreviations, and symbols are included in the content. Emphasis is
placed on word building, spelling, definition, and pronunciation of commonly used material terms.

LIST OF EXPECTED COURSE OUTCOMES:

1. To spell, pronounce, define, identify word parts, and correctly use the term to complete a statement.

2. To construct an acceptable and correctly medical term (using a current medical dictionary as the standard).

3. To provide a medically acceptable abbreviation.

4. To provide correct phrase, name, and symbol.

5. To correctly pronounce medical terms.

LEARNING/TEACHING TECHNIQUES used in the course are:

Collaborative Learning  Problem Solving
Student Presentations  Interactive Lectures
Creative Projects  Individual Coaching
Lecture  Films/Videos/Slides
Demonstrations  Other (describe below)
Lab  Flashcards

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

Reading  Tests  Individual Projects
Oral Presentations  Worksheets  Collaborative Projects
Textbook Problems  Papers  Portfolio
Group Problems  Term Paper
Other (describe below)
EXPECTED STUDENT LEARNING OUTCOMES: The student will be able to achieve a percentage score acceptable to respective program.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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