**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: MDAS 1682

Course Title: Medical Terminology for the Non-Healthcare Provider

Credit Hours 1 credit hour

Prerequisites: None

Division/Discipline: Workforce Training & Community Education

Course Description: Medical Terminology for the Non-Healthcare Provider includes medical terms commonly encountered in the day-to-day activities of non-healthcare employees. Each lesson consists of prefixes, root words and/or suffixes, exercises, pronunciation of terms, and practical applications of words likely seen in registration, admissions, dietary and environmental services.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

1. **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is recommended for non-health related personnel as an orientation course in medical terms. The systems approach provides the basic principles of medical word building. These principles can easily be applied to building a medical vocabulary.

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

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

1. Define the word roots and combining forms used to describe the function and structures of the body systems.
	1. Divide medical terms into their component parts.
	2. Define terms that apply to the structural organization of the body.
	3. Identify terms that describe positions, directions, and planes of the body.
	4. Use these combining forms, prefixes, and suffixes to build medical terms.
2. Define suffixes and prefixes in medical terms.
	1. Divide medical terms into their component parts.
	2. State the meaning of basic combining forms, prefixes, and suffixes of the medical language.
	3. Use these combining forms, prefixes, and suffixes to build medical terms.
3. Comprehend and correctly spell medical terms.
	1. Locate a term in a medical dictionary.
	2. If applicable to area of employment, recognize terms for procedures, tests and abbreviations for
		1. care of cancer patients.
		2. specialties of radiology, nuclear medicine, and radiation therapy, as well as positions for these treatments.
		3. pharmacology and drug dispensing.
4. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS**
5. **TEXTBOOK AND OTHER REQUIRED MATERIALS**
6. **REFERENCES**
7. **METHODS OF INSTRUCTION AND EVALUATION**
8. **ATTENDANCE REQUIREMENTS**
9. **COURSE OUTLINE**