

MASTER COURSE OUTLINE

A. BUSO 1670 Applied Medical Terminology

B. COURSE DESCRIPTION:

This course presents in-depth usage of component medical word parts in the description of disease conditions, signs and symptoms, and diagnostic and operative procedures. Pharmaceutical terminology including brand/trade and generic drug names along with their classifications and use will be covered. This information will come from the Physician's Desk Reference (PDR), the Internet, and other reference materials. Additional topics covered will be characteristics of typical drugs and use of the PDR in location, correct spelling, and proper interpretation of medications in dictated material. Medical abbreviations and formation of foreign plurals will also be studied. This course is part of the Associate in Applied Science Medical Administrative Assistant degree which is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Prerequisites: BUSO1668 and BUSO1660.
(2 Cr – 1 lect, 1 lab)

C. ****Core Theme: Critical Thinking**

D. MAJOR CONTENT AREAS:

- Medical reports
- Medical terminology, its component parts, and correct usage
- Trade/generic drugs for body systems
- Abbreviations for body systems
- Signs, symptoms, diagnostic, oncology, and operative terminology

E. GOAL TYPE, OBJECTIVES AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
**<u>Critical Thinking</u>	Students will be able to gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. apply use of medical terms and abbreviations in medical reports and letters.
<u>CS</u>	demonstrate use of PDR or other pharmaceutical references including the Internet.	1. use PDR, other drug references, and Internet.

<u>CS</u>	identify classification of medication administration.	1. demonstrate knowledge of the variety of ways drugs are administered.
<u>CS</u>	identify sources and bodily effects of medication.	1. identify drug contraindications as well as indications for drugs/prescriptions used.
<u>CS</u>	demonstrate dependability, good attendance and work habits.	1. perform weekly assignments 2. demonstrate memorization of medical abbreviations. 3. meet deadlines.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request. The lease or purchase of a laptop is required for this course.

G. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 12/18/12

AASC Approval date: 01/22/13

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

Riverland