

CCR-1650: TERMINOLOGY FOR THE TRANSCRIBER

Cuyahoga Community College

Viewing: CCR-1650 : Terminology for the Transcriber

Board of Trustees:

May 2023

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1650

Title:

Terminology for the Transcriber

Catalog Description:

Course focuses on terminology used by transcribers in medicine, business, or government.

Credit Hour(s):

3

Lecture Hour(s):

3

Requisites

Prerequisite and Corequisite

ENG-0985 Introduction to College Literacies, or appropriate placement score on English Placement Test.

Note: ENG-0980 Language Fundamentals I taken prior to Fall 2021 will also meet prerequisite requirements.

Outcomes

Course Outcome(s):

Utilize accurate terminology for transcript preparation with a minimum of 95% accuracy.

Objective(s):

- a. Define business-related terminology.
- b. Define government-related terminology.
- c. Define technical terminology.

Course Outcome(s):

Utilize medical terminology for transcript preparation with a minimum of 95% accuracy.

Objective(s):

- a. Define medical terminology.
 - b. Recognize and define common prefixes used in medical terminology.
 - c. Recognize and define common suffixes used in medical terminology.
 - d. Use breakdown of medical prefixes, and suffixes to determine meaning of medical terms.
 - e. Explain the common rules for proper medical term formation, pronunciation, and spelling.
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Methods of Evaluation:

Tests and quizzes

Homework assignments

Course Content Outline:

- a. Business terminology
 - i. Basic business terms
 - ii. Accounting terms
 - iii. Financial terms
 - iv. Marketing terms
- b. Government terminology
 - i. Legislative terms
 - ii. Acronyms
- c. Medical terminology
 - i. Suffixes, prefixes, and combining forms
 - ii. Rules for forming and spelling medical terminology
 - iii. Integumentary system
 - iv. Musculoskeletal system
 - v. Cardiovascular system
 - vi. Blood and lymph systems
 - vii. Respiratory system
 - viii. Nervous system
 - ix. Endocrine system
 - x. Special senses of the eye and ear
 - xi. Gastrointestinal system
 - xii. Urinary system
 - xiii. Reproductive system
 - xiv. Anatomic positions and body planes
 - xv. Anatomical and clinical divisions of the abdomen
 - xvi. Common abbreviations
 - xvii. Drugs and administration
 - xviii. Symptomatic terms
 - xix. Therapeutic terms
 - xx. Procedures and operative terms
 - xxi. Diagnostic tests and terms
 - xxii. Drug classifications
- d. Technical terminology
 - i. Vocabularies dealing with contemporary issues
 - ii. Political terminology
 - iii. Business terminology
 - iv. Computer terminology
 - v. Terminology used by technical experts

Resources

The American Association of Electronic Reporters and Transcribers. *Best Practices Guide Digital/Electronic Reporting and Transcription*. The American Association of Electronic Reporters and Transcribers, 2019. 2019.

Thomas James and Karl Hayes. *Legal Vocabulary And Terminology: How To Master 2000+ Essential Legal Terms And Phrases Explained With Examples In An Easy Way*. 1st. Independently published, 2021. August 2, 2021.

H. Dean McKay. *Business Words you Should Know*. Adams Media, 2008. 2008.

Woodruff, David (ed). *Medical Terminology Made Incredibly Easy (Incredibly Easy! Series®) Medical Terminology Made Incredibly Easy*. 4th ed. Lippincott, Williams, & Wilkin, 2017.

Leyva, José Luis. *The Blue Book of Construction Terminology: English-Spanish Construction Terms* . CreateSpace Independent Publishing Platform, 2017.

Lingo Mastery. *The Great Book of American Idioms: A Dictionary of American Idioms, Sayings, Expressions & Phrases*. Independently published, 2019.

Anthony, Tobias. *A Very Modern Dictionary: 400 new words, phrases, acronyms and slang to keep your culture game on fleek* . Smith Street Books, 2017.

Herold, Thomas and Wesley Crowder. *Financial Terms Dictionary - Investment Terminology Explained*. Independently published, 2017.

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