



COURSE OUTLINE : MOA 181
D Credit – Degree Applicable
COURSE ID 004333
Cyclical Review: November 2021

COURSE DISCIPLINE : MOA
COURSE NUMBER : 181
COURSE TITLE (FULL) : Basic Medical Terminology
COURSE TITLE (SHORT) : Basic Medical Terminology
CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : Medical Terminology
ACADEMIC SENATE DISCIPLINE: Office Technology

CATALOG DESCRIPTION

MOA 181 is a introductory course designed for office positions in the health sciences as a health technician, medical receptionist, or medical secretary. This course includes basic foundational medical terms and components of medical vocabulary building.

CATALOG NOTES

Note: This course may not be taken for credit by students who have completed MOA 182.

Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Prerequisite: None.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				Evaluate compositions for unity, sufficiency of development, evidence, coherence, and variety of sentence structure;	Yes
2				comprehend multi-paragraph reading passages in textbooks;	Yes
3				demonstrate techniques for the independent acquisition of vocabulary beyond word lists provided in the text and other class materials.	Yes

EXIT STANDARDS

- 1 Identify the four key components (root, suffix, prefix, combining form) and three rules that form the basics of understanding medical terminology;
- 2 demonstrate a basic vocabulary and term building
- 3 explain terms for common medical terms used in a medical setting
- 4 Discuss use of Medical terms and definitions in patient care service

STUDENT LEARNING OUTCOMES

- 1 describe common usage of medical terms
- 2 explain medical term components; prefix, root, combining form and suffix
- 3 Develop a beginning vocabulary of medical terms within the medical office

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction to the Language of Healthcare <ul style="list-style-type: none"> • Rules used to build, spell, and pronounce healthcare terms • Introductory word bank of prefixes, suffixes, and combination of forms 	2	0	2
2	Organization of the Human Body <ul style="list-style-type: none"> • Positional and directional vocabulary • Body cavities • Planes of the body 	4	0	4



3	Musculoskeletal System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
4	Integumentary System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
5	The Gastrointestinal System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
6	The Urinary System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
7	Male Reproductive <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
8	Female Reproductive System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
9	Blood, Lymphatic and Immune Systems <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
10	Cardiovascular System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4



11	Respiratory System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
12	Nervous System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
13	Special Senses: Eye and Ear <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
14	Endocrine System <ul style="list-style-type: none"> • Introduction to the system in relation to the body • Determine terms within the system • Define terms and abbreviation 	4	0	4
				54

OUT OF CLASS ASSIGNMENTS

- 1 practice exercises (e.g. exercises describing the various human body systems);
- 2 written reports and medical forms;
- 3 observational experiences (e.g. medical testing tools and models).

METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm examination;
- 3 final examination.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial



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- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Medical Terminology: An Illustrated Guide		Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins Health	9		Cohen, Barbara J.	978197513 6376	2021