



**COURSE OUTLINE : MOA 182**  
**D Credit – Degree Applicable**  
**COURSE ID 005235**  
**Cyclical Review: November 2021**

**COURSE DISCIPLINE :** MOA  
**COURSE NUMBER :** 182  
**COURSE TITLE (FULL) :** Medical Terminology for Body Systems  
**COURSE TITLE (SHORT) :** Medical Terminology for Body Systems  
**ACADEMIC SENATE DISCIPLINE:** Office Technology

**CATALOG DESCRIPTION**

MOA 182 is designed to familiarize students interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Students learn the roots, prefixes, suffixes, and word combinations. The course provides a comprehensive overview of each body system's common medical terms. In addition, students become familiar with anatomy, physiology, and disease processes as well as therapeutic measure for each. The course utilizes SOAP (Subjective, Objective, Assessment and Plan) - as a tool show case use of medical terminology in patient care service.

Total Lecture Units:2.00

Total Laboratory Units: 1.00

**Total Course Units: 3.00**

Total Lecture Hours:36.00

Total Laboratory Hours: 54.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 90.00**

**Total Out-of-Class Hours: 72.00**

Recommended Preparation: ENGL 100, ESL 141, or BUSAD 106, or equivalent and MOA 180.



**ENTRY STANDARDS**

	Subject	Number	Title	Description	Include
1	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
2	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;	Yes
3	ENGL	100	Writing Workshop	write an argumentative essay that addresses the topic, is directed by a thesis statement, uses appropriate textual evidence, develops logical interpretations, and concludes with some compelling observations;	Yes
4	ENGL	100	Writing Workshop	write an argumentative essay that integrates the ideas of others (i.e., authors) through paraphrasing, summarizing, and quoting with correct citation techniques;	Yes
5	ENGL	100	Writing Workshop	write an argumentative essay that generates novel ideas (those that add to the conversation rather than repeating the author's ideas) related to the topic and the readings;	Yes
6	ESL	141	Grammar and Writing IV	Compose a 400 to 450-word thesis-based essay which:  (a) summarizes and cites appropriately a reading passage provided as a prompt,  (b) includes a clear thesis statement,  (c) uses evidence to support the thesis,  (d) shows clear organization into an introduction, body, and conclusion, and  (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.	Yes
7	BUSAD	106	Written Business Communications	Solve problems and accomplish tasks through written communication;	Yes
8	BUSAD	106	Written Business Communications	respond to correspondence originated by others and originate correspondence;	Yes
9	BUSAD	106	Written Business Communications	choose appropriate language designed to enhance human relations and build goodwill;	Yes
10	BUSAD	106	Written Business Communications	evaluate and critique composition according to standards of effective technical writing;	Yes



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11	BUSAD	106	Written Business Communications	paraphrase, summarize, and document information from research sources;	Yes
12	BUSAD	106	Written Business Communications	devise opinions and recommendations as responses to work in business related fields;	Yes
13	BUSAD	106	Written Business Communications	select appropriately evaluated information from informative sources to support conclusions or recommendations for business reports and essays;	Yes
14	BUSAD	106	Written Business Communications	proofread, edit, and revise composition.	Yes
15	MOA	180	Health Information Management & HIPAA Standards	Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;	Yes
16	MOA	180	Health Information Management & HIPAA Standards	describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting;	Yes
17	MOA	180	Health Information Management & HIPAA Standards	explain national and state regulatory and accreditation requirements for quality and performance standards.	Yes
18	MOA	180	Health Information Management & HIPAA Standards	Describe the many areas on the delivery of health care that are affected by HIPAA standards.	Yes
19	MOA	180	Health Information Management & HIPAA Standards	Explain reasons for the Health Insurance Portability and Accountability Act of 1996.	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 ability to spell and pronounce medical terms used in medical offices;
- 3 demonstrate medical terms, and definitions for each body system;
- 4 explain terms for common diagnostic and therapeutic interventions for each body system.

**STUDENT LEARNING OUTCOMES**

- 1 Develop an advanced vocabulary of medical terms for body systems;
- 2 Apply the medical terminology to clinical records and medical reports
- 3 Explain the guidelines of SOAP chart within clinical records and patient care



**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Introduction to the Language of Healthcare <ul style="list-style-type: none"> <li>• Rules used to build, spell, and pronounce healthcare terms</li> <li>• Introductory word bank of prefixes, suffixes, and combination of forms</li> <li>• Organization of the Human Body</li> <li>• Positional and directional vocabulary</li> <li>• Body cavities</li> <li>• Planes of the body</li> </ul>	5	0	5
2	Musculoskeletal System Terms <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
3	Integumentary System Terms <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
4	The Gastrointestinal System Terms <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
5	The Urinary System Terms <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
6	Reproductive System Terms <ul style="list-style-type: none"> <li>• Male &amp; Female</li> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	5	0	5
7	Blood, Lymphatic and Immune System Terms <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	3	0	3



8	<b>Cardiovascular System Terms</b> <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
9	<b>Respiratory System Terms</b> <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
10	<b>Nervous System Terms</b> <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2
11	<b>Mental and Behavioral Health</b> <ul style="list-style-type: none"> <li>• Role of the DSM-IV (Diagnostic and Statistical Manual of Mental Disorders)</li> <li>• Definitions of mental and behavioral health, pathology, diagnostic procedures, and therapeutic interventions</li> </ul>	3	0	3
12	<b>Special Senses: Eye and Ear Terms</b> <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	4	0	4
13	<b>Endocrine System Terms</b> <ul style="list-style-type: none"> <li>• Anatomical &amp; symptomatic</li> <li>• Diagnostic &amp; operative procedures</li> <li>• Therapeutic and drug classifications</li> </ul>	2	0	2



14	Lab Content			
	Electronic Patient Chart and Patient Medical Chart			
	<ul style="list-style-type: none"> <li>• Data entry of patient medical chart</li> <li>• Review Medical Terminology</li> <li>• Disease and Diagnosis</li> <li>• Procedure and Therapy</li> </ul>			
	Medical Chart Documentation, Terminology as a Medical Language			
	Retrieve Medical Chart, follow up and referral	0	54	54
	<ul style="list-style-type: none"> <li>• Managing orders and referrals</li> <li>• Laboratory Procedures</li> <li>• Pathology Services</li> <li>• Pharmacy Administration</li> </ul>			
	Medical Chart data content management			
	<ul style="list-style-type: none"> <li>• Chart Management</li> <li>• Extracting Meaningful use of content</li> <li>• Health Data and information Management</li> <li>• Report access and development</li> </ul>			
	Patient Chart as Medical Coding			
	<ul style="list-style-type: none"> <li>• Medical Terminology &amp; Coding</li> <li>• Anatomy and Physiology</li> <li>• Pathology and Pharmacology</li> </ul>			
15		0	0	0
				<b>90</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 practice exercises (e.g. exercises describing the various human body systems);
- 2 written reports and medical forms (e.g. complete report on selected disease, diagnosis, intervention and therapy using electronic medical charts).



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**METHODS OF EVALUATION**

- 1 quizzes;
- 2 lab assignments (e.g use software Electronic Health Record application to review several records and navigate medical charts to located patient data using Medical Terminology).
- 3 midterm examination;
- 4 final examination.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Medical Terminology: A Programmed Learning Approach to the Language of Health Care	Required	Philadelphia: Lippincott Williams & Wilkins		Print	Willis, Marjorie C	978-0781792837	2008