MOA181 : Basic Medical Terminology

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA181
Course Title (CB02) :	Basic Medical Terminology
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.20) Medical Office Technology *
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000575747
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	MOA 181 is an 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. Note: This course may not be taken for credit by students who have completed MOA 182.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

• Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

C-ID	Area	Status	Approval Date	Comparable Course
HIT	Health Information Technology	Approved	12/07/2022	HIT 103 X - Medical Terminology

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108

Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite: None.

Entry Standards

Entry Standards

Evaluate compositions for unity, sufficiency of development, evidence, coherence, and variety of sentence structure.

Comprehend multi-paragraph reading passages in textbooks.

Demonstrate techniques for the independent acquisition of vocabulary beyond word lists provided in the text and other class materials.

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Multimedia

Methods of Instruction	Demonstrations

Out of Class Assignments

- Practice exercises (e.g. exercises describing the various human body systems)
- Written reports and medical forms
- Observational experiences (e.g. medical testing tools and models)

Methods of Evaluation	Rationale
Exam/Quiz/Test	Quizzes
Exam/Quiz/Test	Midterm examination
Exam/Quiz/Test	Final examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Cohen, Barbara J.	Medical Terminology: An Illustrated Guide	Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins Health	2021	9781975136376

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Identify the four key components (root, suffix, prefix, combining form) and three rules that form the basics of understanding medical terminology.

Demonstrate a basic vocabulary and term building.

Explain terms for common medical terms used in a medical setting.

Discuss use of Medical terms and definitions in patient care service.

SLOs

Describe common usage of medical terms.
Expected Outcome Performance: 70.0

ILOs Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
MOA Medical Front Office - Certificate	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.
MOA Medical Front Office - A.S. Degree Major	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.

Explain medical term components; prefix, root, combining form and suffix.
Expected Outcome Performance: 70.0

MOA Medical Front Office - A.S. Degree Major	Acquire the basic communication skills.
	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.
MOA Medical Front Office - Certificate	Acquire the basic communication skills.
	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.
ILOs Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

Develop a beginning vocabulary of medical terms within the medical office.
Expected Outcome Performance: 70.0

MOA Medical Front Office - Certificate	Acquire the basic communication skills.
	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.

MOA Medical Front Office - A.S. Degree Major	Acquire the basic communication skills.
	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.
ILOs Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

Course Content

Lecture Content

Introduction to the Language of Healthcare (2 hours)
- Rules used to build, spell, and pronounce healthcare terms
- Introductory word bank of prefixes, suffixes, and combination of forms

Organization of the Human Body   (4 hours)
- Positional and directional vocabulary
- Body cavities
- Planes of the body

Musculoskeletal System   (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Integumentary System (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

The Gastrointestinal System   (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

The Urinary System   (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Male Reproductive (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Female Reproductive System (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Blood, Lymphatic and Immune Systems (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Cardiovascular System (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Respiratory System (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Nervous System (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Special Senses: Eye and Ear (4 hours)

- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Endocrine System (4 hours)
- Introduction to the system in relation to the body
- Determine terms within the system
- Define terms and abbreviation

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value