MOA182 : Medical Terminology for Body Systems

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA182
Course Title (CB02) :	Medical Terminology for Body Systems
Department:	MOA
Proposal Start:	Spring 2025
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:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000579618
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 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 to showcase the use of medical terminology in patient care service.
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)

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

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
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.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	3	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	54
Studio	0

Total	90

Course Out-of-Class Hours

Lecture	72
Laboratory	0
Studio	0
Total	72

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

Advisory

MOA180 - Health Information Management & HIPAA Standards (in-development)

Objectives
- 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.
- Describe regulatory, accreditation, licensure and certification standards related to health information to medical records in the acute-care hospital setting.
- Explain national and state regulatory and accreditation requirements for quality and performance standards.

AND

Advisory

BUSAD106 - Written Business Communications (in-development)

Objectives
- Solve problems and accomplish tasks through written communication.
- Respond to correspondence originated by others and originate correspondence.
- Choose appropriate language designed to enhance human relations and build goodwill.
- Evaluate and critique composition according to standards of effective technical writing.
- Paraphrase, summarize, and document information from research sources.
- Devise opinions and recommendations as responses to work in business-related fields.
- Select appropriately evaluated information from informative sources to support conclusions or recommendations for business reports and essays.
- Proofread, edit, and revise composition.

OR

Advisory

ESL141 - Grammar And Writing IV

Objectives
- 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.

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives
- Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format.
- Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Discussion

Methods of Instruction	Demonstrations

Methods of Instruction	Presentations

Out of Class Assignments

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

Methods of Evaluation	Rationale

Exam/Quiz/Test	Quizzes
Writing Assignment	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)
Exam/Quiz/Test	Midterm examination
Exam/Quiz/Test	Final examination

Textbook Rationale

This is the textbook we have been using for the past 7 years - as such since we have not grown any new body parts or organs - this is a great cost effective book that I use for both high school seniors and college students it also offers an ebook with a downloadable PDF in the online classroom.

Textbooks

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

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.

Spell and pronounce medical terms used in medical offices.

Demonstrate medical terms, and definitions for each body system.

Explain terms for common diagnostic and therapeutic interventions for each body system.

SLOs

Apply the correct medical terminology to clinical records and medical reports.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
MOA Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office
	Explain health data and clinical documentation principles, standards and guidelines
MOA ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Identify knowledge of Medical terminology within the human body system
MOA ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Identify knowledge of medical terminology within the body system
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.
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.

Develop an advanced vocabulary of medical terms for body systems.

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.
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	Explain health data and clinical documentation principles, standards and guidelines
MOA ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Identify knowledge of Medical terminology within the human body system
MOA ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Identify knowledge of medical terminology within the body system
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 the guidelines of SOAP chart within clinical records and patient care.

Expected Outcome Performance: 70.0

MOA ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.
	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.
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Course Content

Lecture Content

Introduction to the Language of Healthcare (5 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
- Positional and directional vocabulary)
- Body cavities
- Planes of the body

Musculoskeletal System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Integumentary System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

The Gastrointestinal System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

The Urinary System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Reproductive System Terms (5 hours)
- Male & Female
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Blood, Lymphatic and Immune System Terms (3 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Cardiovascular System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Respiratory System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Nervous System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Mental and Behavioral Health (3 hours)
- Role of the DSM-IV (Diagnostic and Statistical Manual of Mental Disorders)
- Definitions of mental and behavioral health, pathology, diagnostic procedures, and therapeutic interventions

Special Senses: Eye and Ear Terms (4 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures

- Therapeutic and drug classifications

Endocrine System Terms (2 hours)
- Anatomical & symptomatic
- Diagnostic & operative procedures
- Therapeutic and drug classifications

Total hours: 36

Laboratory/Studio Content

Electronic Patient Chart and Patient Medical Chart (11 hours)
- Data entry of patient medical chart
- Review Medical Terminology
- Disease and Diagnosis
- Procedure and Therapy

Medical Chart Documentation, Terminology as a Medical Language (11 hours)
- Medical Terminology definition
- Standards and Guidelines
- Chart for accuracy
- Chart for consistency

Retrieve Medical Chart, follow up and referral (10 hours)
- Managing orders and referrals
- Laboratory Procedures
- Pathology Services
- Pharmacy Administration

Medical Chart data content management (11 hours)
- Chart Management
- Extracting Meaningful use of content
- Health Data and information Management
- Report access and development

Patient Chart as Medical Coding (11 hours)
- Medical Terminology & Coding
- Anatomy and Physiology
- Pathology and Pharmacology

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