

I. COURSE DESCRIPTION:

A. Department Information:

Division: Business & Information Technology
Department: Computer Information Technology
Course ID: CIT 044
Course Title: Medical Office Terminology
Units: 3
Lecture: 3 hours
Laboratory: None
Prerequisite: None

B. Catalog and Schedule Descriptions:

The course covers the origin, correct spelling, pronunciation, meaning, and current use of medical terms and their application to medical records and reports. (Formerly OIS 167)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One.

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of the course, the student should be able to:

- A. identify and use medical professional jargon.
- B. research and become acquainted with basic anatomy insofar as it is necessary in understanding medical terminology.
- C. recognize the repetitious use of word stems, prefixes, and suffixes.
- D. identify and use the proper spelling and pronunciation of medical terms.

IV. CONTENT

- A. Introduction to Course
 1. Health-care practitioners
 2. Medical Specialties
 3. Medical Records
 4. Medical Reports
- B. Medical Word Components
 1. Word roots
 2. Suffixes
 3. Prefixes
- C. Body Structure
 1. Cells
 2. Tissues
 3. Organs
 4. Systems
 5. Organism
- D. Integumentary System
 1. Skin
 2. Appendages of the skin
 3. Skin Lesions
 4. Oncology
- E. Gastrointestinal System
 1. Oral and Buccal Cavity
 2. Stomach
 3. Intestines
 4. Ulcers
- F. Genitourinary System
 1. Urinary System

- 2. Oncology
- G. Respiratory System
 - 1. Internal respiration
 - 2. External respiration
 - 3. Pulmonary diseases
- H. Cardiovascular System
 - 1. Vascular system
 - 2. Heart
 - 3. Coronary artery disease
 - 4. Infective endocarditis
- I. Musculoskeletal System
 - 1. Skeletal system
 - 2. Muscles
 - 3. Bones of upper extremities
 - 4. Bones of lower extremities

V. METHODS OF INSTRUCTION:

- A. Assignments of related reading; for example, journals and news items regarding medicine
- B. Lecture
- C. Charts and handouts
- D. Discussion

VI. TYPICAL ASSIGNMENTS

- A. Reading, writing, problem solving or performance
 - 1. Read the chapter on musculoskeletal system. Be prepared for a quiz on major prefixes, roots, suffixes and abbreviations related to the skeleton.
 - 2. For practice, write down the names of the major roots related to the skeleton and the definition of each major root five times each.

VII. EVALUATION(S)

- A. Methods of Evaluation
 - 1. Determine that the following medical terms are spelled correctly, if it is spelled incorrectly, write the correct form in the space provided. In addition, write the definition for each term in the space provided.
 - 2. Quizzes
 - a. Typical Quiz question
 - b. The combining form for "thrust" is
 - 1. reticul/o ii. diffus/o iii. osm/o iv. ton/o
- B. Frequency of Evaluations
 - 1. Weekly chapter quizzes
 - 2. Midterm
 - 3. Final exam

VIII. TYPICAL TEXT(S)

Ettinger, Alice G. and Wood Robert and Burch Pamala F. Medical Terminology for Health Careers, St. Paul, MN: EMC Paradigm, 2001.

Masters, Regina M. and Gyls Barbara. Medical Terminology Specialties, Philadelphia, PA: F. A. Davis Company, 2003.

White-Wilson, Marilyn. Basic Medical Terminology Concepts. Upper Saddle River, NJ: Prentice Hall, 2001.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS: Two high-density, double-sided 3.5" disks

San Bernardino Valley College
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