

# BC C163: HEALTH INFORMATION TECHNOLOGY: MEDICAL TERMINOLOGY

Item	Value
Curriculum Committee Approval Date	05/18/2007
Top Code	051400 - Office Technology/Office Computer Applications
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)

## Course Description

Introduction to medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes, word roots, and combined word forms. Includes instruction in spelling, definition, and pronunciation.

ADVISORY: BC C104 or ability to use Microsoft Windows. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Analyze specific medical terminology to create medical records or insurance claim forms used in medical facilities.

## Course Objectives

- 1. Spell, define, and pronounce medical terms dealing with body systems, body structure, medical procedures, and pathological conditions.
- 2. Apply knowledge of medical terminology to understand the medical terms in their proper contexts, such as medical reports and records.
- 3. Incorporate the appropriate terminology from patient files and physician notes.
- 4. Analyze medical terminology to produce professional medical documents

## Lecture Content

Writing Terms with Suffixes and Combining Forms Diagnostic Procedures and Therapeutic Systems Organization of the Policy Musculoskeletal System Cardiovascular and Lymphatic Systems Respiratory System Digestive System Urinary System Reproductive System Integumentary System Nervous System and Psychological Disorders Endocrine System

## Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

## Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, projects, and small group activities. Instruction will be supplemented, where appropriate, by digital media presentations resources, guest speakers, and field trips.

## Reading Assignments

Students will complete reading assignments assigned from the textbook, supplemental readings, handouts, Internet resources, and any assignments from the Coastline Library.

## Writing Assignments

Weekly projects, quizzes, discussions, essays and exams demonstrating skills acquired then applied.

## Out-of-class Assignments

A. Review the chapter lectures. B. Review the chapter PowerPoint presentations. C. Complete the exercises in the textbook. D. Complete the practice quizzes. E. Complete the chapter exams

## Demonstration of Critical Thinking

The final exam will include three or four questions on topics relating to the medical specialties covered in the course. These questions might include a definition of the specialty and the professionals who are included in that specialty

## Required Writing, Problem Solving, Skills Demonstration

The final exam is an essay and will include three or four questions on topics relating to the medical specialties covered in the course.

These questions might include a definition of the specialty and the professionals who are included in that specialty. Students will match terms with body system illustrations. Students will listen to the pronunciation of medical terms and will correctly spell the terms.

## Eligible Disciplines

Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

## Textbooks Resources

1. Required French, L. Administrative Medical Assisting - MindTap (2 Term), 8th ed. 9781305859272: Cengage Learning, 2018 Rationale: Author: ISBN-13: 978-1-305-85927-2 ISBN-10: 1-305-85927-8 Edition/ Copyright: 8TH 18 Publisher: Cengage Learning

## Other Resources

1. Medical Dictionary 2. Terms for iPod "The Language of Medicine" 3. Coastline Library