

Bergen Community College
Division of Health Professions
Medical Office Assistant Program
Course Syllabus

MOA 140 Medical Terminology

Semester and Year:

Course Number: MOA 140

Instructor:

Course Description

This course provides an introduction to the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on the correct pronunciation, spelling, and definition of medical terms, allowing the student to build a professional vocabulary for working in the medical field.

Credits: 3 Lecture Hours: 3

Required Textbook:

The Language of Medicine, Current Edition, by Davi-Ellen Chabner. P

Prerequisite: None

Student Learning Outcomes:

Upon successful completion of this course the student will:

- Develop an understanding of components of medical words, i.e., roots, Combining forms, prefixes, and suffixes.
- Develop an understanding of standard medical abbreviations currently used in routine laboratory reports, in patient care, in pharmaceutical prescriptions, in surgical reports, and in other statistics and communications.
- Develop an understanding of the relationship between medical terms and their synonyms in common lay usage.
- Acquire an ability to spell and pronounce medical words.
- Acquire the ability to discover the meaning of unfamiliar words by analysis of their components.
- Develop an understanding of the language of medicine as found in a variety of practical applications, i.e., histories, consultations, medical journal articles, and operative reports.
- Develop an attitude of perpetual learning as a student of medical terminology.

Means of Assessment

Frequent tests will be administered as follows:

1. Selected chapters, 1 through 17, *The Language of Medicine* - Test on each chapter.
2. Patient care abbreviations – test on abbreviations commonly used in patient care, laboratory results, patient instructions, measurements, diagnoses, and diseases.
3. Application of terminology in various case studies

Course Content

1. Introduction, Basic Word Structure
2. Body Systems
3. Suffixes and Prefixes
4. Digestive System
5. Urinary System
6. Female and Male Reproductive Systems
7. Nervous System
8. Cardiovascular System
9. Respiratory System
10. Musculoskeletal System
11. Skin
12. Endocrine System
13. Practical Applications of Medical Terminology
 - a. Fundamentals of Case History
 - b. Review of Systems, Inventory of Systems, Physical Examination
 - c. Routine laboratory reports
 - d. Abbreviations for patient care
 - e. Pharmaceutical abbreviations
 - f. Examples of case histories, and radiology, pathology, and surgery reports
 - g. Analysis of journal articles and other medical communications

Final Grade Determination:

Grades for the course will be based upon the following criteria:

Tests/Assessments	60 percent
Homework Assignments	20 percent
Activities/Discussions	20 percent

Final Grade Evaluation:

% of Points Earned -	Grade
90% to 100%	A
86% to 89.9%	B+
80% to 85.9%	B
76% to 79.9%	C+
70% to 75.9%	C
60% to 69.9%	D
0% to 59.9%	F

BCC Attendance Policy

All students are expected to attend punctually every scheduled meeting of each course for which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance is maintained by the instructor administrative and counseling purposes.

Information on Academic and Support Services

<http://bergen.smartcatalogiq.com/en/2012-2021/Catalog>

- The program faculty maintains office hours for counseling and is available to provide tutorial assistance to students.
- Students must make appointments in advance to meet with respective instructors.
- Students may also obtain assistance from the College Tutoring Center. Appointments must be made in advance through this center.
- The College has a personal counseling center for those students who may need personal assistance. Appointments are made directly through this center.
- Any problems or concerns or questions should be directed to the course instructor or the student's advisor.

Accommodations for Disabilities

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any students who feels he or she may need an accommodation based on a disability should contact the Office of Special Services.

Americans with Disabilities Act: Students who require accommodations by the Americans with Disabilities Act (ADA) can request support services from the The Office of Specialized Services of Bergen Community College 201/612-5270 or 5269 or via e mail at ossinfo@bergen.edu.

Mental Health and Well Being

Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Bergen Community College has licensed personal counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn about the confidential mental health services available on campus via the Health and Wellness Center.

Available Online and On Campus Resources

Library <https://bergen.edu/library/>

Academic Support – [https://bergen.edu/academics/pathway-scholars-program/academic support](https://bergen.edu/academics/pathway-scholars-program/academic%20support)

The Writing Center and Tutoring Center – L125

<https://bergen.edu/tutoring/writingcenter/>

Online Writing Lab (OWL) www.owl.english.perdue

Free Time Computer Labs

<https://bergen.edu/technologyassistance/computerlabavailability/>

Center for Student Success A-118 (Academic, Career, International and Transfer Counselors)
<https://bergen.edu/center-for-student-success/>

Personal Counseling HS 100

<https://bergen.edu/health-wellness-and-personal-counseling/personalcounseling/>

Instructors retain the right to revise the course syllabus as needed.