

2/3/2025

DATE

BUS DIVISION



REQUIRED COURSE



NEW COURSE



ELECTIVE COURSE



REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	MCS-041	TITLE: (30 Characters Max)		Medical Office Terminology							
SEM CR HRS:	3	Lecture:	3	Lab:	0			ECH:	3		
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0	Work-based Learning	0	WBL ECH:	0	
COURSE PCS #	12 - 51.0707		IAI Code		N/A		Contact Hours (Minutes/Week)				
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 Wks	300
Prerequisites:	None										
Corequisites:	None										
Catalog Description: (40 Word Limit)	A medical professional's course in medical terminology. Students will receive word parts going over primary terms, then review structure and functions of the body systems so they can relate those to medical specialists, pathology, diagnostics and treatment procedures.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Introduction to medical terminology	3			
The human body in health and disease	3			
The skeletal system	3			
The muscular system	3			
The cardiovascular system	3			
The lymphatic and immune systems	3			
The respiratory system	3			
The digestive system	3			
The urinary system	3			
The nervous system and mental health	3			
Special senses: the eyes and ears	3			
Skin: the integumentary system	3			
The endocrine system	3			
The reproductive systems	3			
Diagnostic, procedures, nuclear medicine and pharmacology	3			
TOTAL	45	0	0	0

EVALUATION

QUIZZES <input checked="" type="checkbox"/>	EXAMS <input checked="" type="checkbox"/>	ORAL PRES <input type="checkbox"/>	PAPERS <input type="checkbox"/>
LAB WORK <input type="checkbox"/>	PROJECTS <input checked="" type="checkbox"/>	COMP FINAL <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

COURSE MATERIALS

TITLE:	Medical Terminology for Health Professionals
AUTHOR:	Ehrlich, Schroeder, Ehrlich, Schroeder
PUBLISHER:	Cengage Health Care
VOLUME/EDITION/URL:	9th Edition
COPYRIGHT DATE:	2021

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction to medical terminology	3	1. Identify the roles of the four types of word parts used in forming medical terms. 2. Recall word parts to analyze familiar medical terms. 3. Describe the steps in locating a term in a medical dictionary or online resource. 4. Define, spell, and pronounce the primary terms introduced.
The human body in health and disease	3	1. Define anatomy and physiology and the uses of anatomic reference systems to identify the anatomic position plus body planes, directions and cavities. 2. Identify the major organs and functions of the body systems. 3. Define, spell, and pronounce the primary terms used to describe pathology, the modes of transmission, and the types of diseases.

The skeletal system	3	<ol style="list-style-type: none"> 1. Identify and describe the major functions and structures of the skeletal system. 2. Describe three types of joints. 3. Label the axial and appendicular skeletons. 4. List the medical specialists who treat disorders of the skeletal system.
The muscular system	3	<ol style="list-style-type: none"> 1. Describe the functions and structures of the muscular system, including muscle fibers, fascia, tendons and three types of muscle. 2. Define, pronounce, and spell the primary terms related to the pathology and the diagnostic and treatment procedures of the muscular system. 3. Define, pronounce, and spell the primary terms related to muscle movements. 4. Explain how the muscles are named.
The cardiovascular system	3	<ol style="list-style-type: none"> 1. Describe the heart in terms of chambers, valves, blood flow, heartbeat and blood supply. 2. Discuss the three different types of blood vessels. 3. Describe the major functions of the three different types of blood vessels. 4. Compare the pulmonary and systemic circulation. 5. Identify the major components of blood and the functions of each component.
The lymphatic and immune systems	3	<ol style="list-style-type: none"> 1. Identify the medical specialists who treat disorders of the lymphatic and immune systems. 2. Define, spell, and pronounce the primary terms related to the structures, functions, pathology; diagnostic, and treatment procedures of the lymphatic and immune systems. 3. Describe the major functions and structures of the lymphatic and immune systems.
The Respiratory System	3	<ol style="list-style-type: none"> 1. Describe the major functions of the respiratory system. 2. Name the structures of the respiratory system. 3. Define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the respiratory system.
The digestive system	3	<ol style="list-style-type: none"> 1. Identify and describe the major structures and functions of the digestive system. 2. Describe the processes of digestion, absorption and metabolism. 3. Define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of digestive system.
The urinary system	3	<ol style="list-style-type: none"> 1. Identify and describe the major functions and structures of the urinary system. 2. Identify the medical specialists who treat disorders of the urinary system. 3. Define, pronounce, and spell the primary terms related to the pathology and the diagnostic and treatment procedures of the urinary system.
The nervous system and mental health	3	<ol style="list-style-type: none"> 1. Describe the functions and structures of the nervous system. 2. Identify the major divisions of the nervous system. 3. Describe the structures of the major divisions of the nervous system by location and function. 3. Identify the medical specialists who treat disorders of the nervous system. 4. Define, spell, and pronounce the primary terms related to the pathology and the diagnostic and treatment procedures of the nervous system and mental health disorders.

Special senses: the eyes and ears	3	<ol style="list-style-type: none"> 1. Describe the functions and structures of the eyes and their accessory structures. 2. Define, spell, and pronounce the primary terms related to the structures, functions, pathology and diagnostic and treatment procedures of the eyes and vision. 3. Describe the functions and structures of the ears. 4. Define, spell, and pronounce the primary terms related to the structures and function, pathology, diagnostic and treatment procedures of the ears and hearing.
Skin: the integumentary system	3	<ol style="list-style-type: none"> 1. Identify and describe the functions and structures of the integumentary system. 2. Identify the medical specialists associated with the integumentary system. 3. Define, spell, and pronounce the primary terms related to the structures and function, pathology, and diagnostic and treatment procedures of the skin.
The endocrine system	3	<ol style="list-style-type: none"> 1. Describe the role of the endocrine glands in maintaining homeostasis. 2. Name the functions of the primary hormones secreted by the endocrine glands. 3. Define, pronounce, and spell the primary terms related to the pathology and the diagnostic and treatment procedures of the endocrine glands.
The reproductive systems	3	<ol style="list-style-type: none"> 1. Identify and describe the major functions and structures of the male reproductive system. 2. Define, spell, and pronounce the primary terms related to the pathology and treatment procedures of the male reproductive system. 3. Identify the major functions and structures of the female reproductive system. 4. Define, spell, and pronounce the primary terms related to the pathology and treatment procedures of the female reproductive system and a woman during pregnancy, childbirth, and postpartum.
Diagnostic, procedures, nuclear medicine and pharmacology	3	<ol style="list-style-type: none"> 1. Describe the vital signs recorded for most patients. 2. Define, spell, and pronounce the primary terms associated with basic examination procedures and positions. 3. Describe the uses of nuclear medicine in diagnosis and treatment. 4. Describe the common types of complementary and alternative therapies and their uses.
45		

Outcomes*	At the successful completion of this course, students will be able to:
Course Outcome	Define and recognize medical word suffixes, prefixes, and combining forms
Course Outcome	Review medical terms by identifying the word components
Course Outcome	Demonstrate proficiency in pronouncing medical terminology
Primary Laker Learning Competency	Creative Thinking & Problem Solving: Students think creatively to solve problems.
Secondary Laker Learning Competency	Communication: Students communicate through the exchange of information.

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.