

A. Division: APPLIED PROGRAMS Date: January, 1993

B. Department: COMMERCE AND BUSINESS ADMINISTRATION New Course:

Revision of Course

Dated: June, 1991

C. OADM 114 D. ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY I E. 3  
 Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:  
 This course is designed to teach the medical language by the study of prefixes, suffixes, root words, abbreviation and pronunciation of words. Anatomy and physiology are included in order to increase the understanding of the medical vocabulary. Terminology will better enable the medical office assistant student to prepare for work in all medical environments including the preparation of the student for medical transcription.

Summary of Revisions:  
 (Enter date and Section Revised)

1988-05-20  
 Sections A,B,C,F,  
 G,J,K,N,O,P,Q,R

G. Type of Instruction:	Hrs. Per Week/ Per Semester
Lecture	<u>4</u> Hrs.
Laboratory	_____ Hrs.
Seminar	_____ Hrs.
Clinical Experience	_____ Hrs.
Field Experience	_____ Hrs.
Practicum	_____ Hrs.
Shop	_____ Hrs.
Studio	_____ Hrs.
Student Directed Learning	_____ Hrs.
Other (Specify)	_____ Hrs.
<b>Total</b>	<b><u>4</u> Hrs.</b>

H. Course Prerequisites:

I. Course Corequisites:

J. Courses for which this Course is a Pre-requisite:  
OADM 202 and OADM 214

K. Maximum Class Size:  
35

1991-05-15  
 Section N

1993-01-25  
 Sections A,B,F,G  
 I,K,O,P,Q,R

L. College Credit Transfer   
 College Credit Non-Transfer   
 Non-Credit

M. Transfer Credit: Requested   
 Granted   
 (Specify Course Equivalents or Unassigned Credit as Appropriate)  
 U.B.C.  
 S.F.U.  
 U. Vic.  
 Other

Avery S. Dugas  
 Course Designer(s)  
[Signature]  
 Director/Chairperson

[Signature]  
 Divisional Dean  
[Signature]  
 Registrar

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**NAME AND NUMBER OF COURSE**

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**N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

Memmler, Ruth and Dena Wood. The Human Body in Health & Disease, 7th Ed. Philadelphia: Lippincott.

Workbook to accompany above text.

Chabner, Davi-Ellen. The Language of Medicine, 4th Ed. Philadelphia: W.B. Saunders.

NOTE: These two texts are also used for OADM 214.

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Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;  
Q. Method of Instruction; R. Course Evaluation

**O. COURSE OBJECTIVES**

The student will be able to:

1. Define the rules necessary to study and use medical terminology.
2. Describe body organization from the cellular level to the systems level.
3. Describe the diagnosis, control and treatment of transmissible disease processes.
4. Describe the basic anatomy, physiology and disorders of the digestive, urinary, reproductive, nervous, and respiratory systems.
5. Use the vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of words pertaining to the above systems.

**P. COURSE CONTENT****1.0 Introduction to Medical Terminology**

- 1.1 component parts of medical words
- 1.2 meaning of basic combining forms, prefixes and suffixes
- 1.3 use of component parts to build medical words
- 1.4 pronunciation of medical words

**2.0 Introduction to Anatomy and Physiology**

- 2.1 composition of the cell
- 2.2 types of tissues and membranes
- 2.3 dorsal and ventral cavities and associated organs
- 2.4 anatomical and clinical divisions of the body
- 2.5 positions, directions and planes

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**NAME AND NUMBER OF COURSE****P. COURSE CONTENT Continued****3.0 Introduction to the Disease Process**

- 3.1 causes and predisposing causes of disease
- 3.2 incidence of disease
- 3.3 communicable, epidemic, and endemic disease
- 3.4 diagnosis and treatment of disease
- 3.5 infection and modes of transmission
- 3.6 pathogenic organisms
- 3.7 cross-infection
- 3.8 microbial control - community and medical environment

**4.0 Digestive System**

- 4.1 vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of words pertaining to the digestive system
- 4.2 basic anatomy of the digestive and accessory structures
- 4.3 common disorders of the digestive system
- 4.4 process of digestion

**5.0 Metabolism, Nutrition, and Body Temperature**

- 5.1 catabolism, anabolism
- 5.2 food for energy
- 5.3 minerals and vitamins
- 5.4 practical aspects of nutrition
- 5.5 metabolic rate
- 5.6 heat loss, production and temperature regulation
- 5.7 fever, hypothermia

**6.0 Urinary System**

- 6.1 vocabulary, root words, prefixes, suffixes, abbreviations and pronunciation of words
- 6.2 organs of the urinary system
- 6.3 structure of the kidneys
- 6.4 physiology of the kidney
- 6.5 function of the kidney
- 6.6 common disorders of the urinary system
- 6.7 urine and urinalysis
- 6.8 body fluids

**7.0 Reproductive System**

- 7.1 vocabulary, root words, prefixes, suffixes, abbreviations and pronunciation of terms
- 7.2 basic anatomy of the reproductive systems
- 7.3 physiology of the reproductive systems
- 7.4 common diseases pertaining to the reproductive systems
- 7.5 sexually transmitted diseases
- 7.6 menstrual cycle and pregnancy
- 7.7 disorders of pregnancy
- 7.8 menopause, contraception

NAME AND NUMBER OF COURSEP. COURSE CONTENT Continued

## 8.0 Nervous System

- 8.1 vocabulary, root words, suffixes, prefixes, abbreviations
- 8.2 nerve cell - structure and function
- 8.3 central nervous system - structure, function and disorders
- 8.4 peripheral nervous system - structure, function and disorders
- 8.4 autonomic nervous system - structure, function and disorders

## 9.0 Special Senses

- 9.1 vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation
- 9.2 structure of the eye
- 9.3 refraction
- 9.4 infections, eyestrains, and eye defects
- 9.5 structure of the ear
- 9.6 physiology of hearing
- 9.7 common disorders of the ear
- 9.8 special sense organs - taste, and smell
- 9.9 general senses - pressure, temperature, touch pain and position

## 10.0 Respiratory System

- 10.1 vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation
- 10.2 organs of the respiratory system
- 10.3 physiology of respiration
- 10.4 common diseases of the respiratory system
- 10.5 medical terms describing abnormal respirations

Q. METHOD OF INSTRUCTION

Lecture of anatomy, physiology and medical terminology.

R. COURSE EVALUATION

Quizzes (Minimum of three)	40%
Mid-term Examination	30%
Final Examination	<u>30%</u>
	100%
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