



SEPTEMBER 2003
CURRICULUM GUIDELINES

A: Division: **Instructional** Effective Date: September 2003

B: Department/ **Commerce & Business Admin.** New Course Revision

Program Area: **Office Administration**

If Revision, Section(s) Revised: **H, J**

Date Last Revised: January 1993:

Date of Current Revision: **A, B, F, G, I, K, O, P, Q, R**
February 2003

C: OADM 114 D: ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY I E: 3

Subject & Course No.	Descriptive Title	Semester Credits									
<p>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.</p>											
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lecture</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 4 Hours</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 4 Hours Per Week = 60 Hours</p>	<p>H: Course Prerequisites:</p> <p>English 11 with a grade of "C" or better or equivalent.</p> <p>I. Course Corequisites:</p> <p>Nil</p> <p>J. Course for which this Course is a Prerequisite:</p> <p>OADM 214 and OADM 401</p> <p>K. Maximum Class Size:</p> <p>35</p>										
<p>PLEASE INDICATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 5px;">Non-Credit</td> <td style="width: 50px;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/></td> <td style="padding-left: 5px;">College Credit Non-Transfer</td> <td></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="padding-left: 5px;">College Credit Transfer:</td> <td style="padding-left: 20px;">Requested <input type="checkbox"/> Granted <input type="checkbox"/></td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>			<input type="checkbox"/>	Non-Credit		<input checked="" type="checkbox"/>	College Credit Non-Transfer		<input type="checkbox"/>	College Credit Transfer:	Requested <input type="checkbox"/> Granted <input type="checkbox"/>
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M: Course Objectives/Learning Outcomes

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.

N: 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
- 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

- 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

O: Methods of Instruction
Lecture of anatomy, physiology and medical terminology.

P: Textbooks and Materials to be Purchased by Students
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.

Q: Means of Assessment	
Quizzes (Minimum of three)	40%
Mid-term Examination	30%
Final Examination	<u>30%</u>
	<u>100%</u>
R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR	

Course Designer(s): **Susan Rathborne**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**