

**EFFECTIVE: JANUARY 2010**  
**CURRICULUM GUIDELINES**

**A.** Division: **Education** Effective Date: **January 2010**

**B.** Department / Program Area: **Commerce & Business Admin. / Office Administration** Revision ☐ New Course ☒ **X**

If Revision, Section(s) Revised:  
Date of Previous Revision:  
Date of Current Revision:

**C:** **OADM 1451** **D:** **Medical Terminology I** **E:** **1**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description:  This is a BCCampus on-line provincial course. In Medical Terminology I, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems.		
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Online learning</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>6 hours per week</b>  Number of Weeks per Semester:  <b>5 Weeks X 6 Hours per Week = 30 Hours</b>	<b>H:</b> Course Prerequisites:  <b>(OADM 1104 and OADM 1107) or equivalent</b>	
	<b>I:</b> Course Corequisites:  <b>Nil</b>	
	<b>J:</b> Course for which this Course is a Prerequisite:  <b>OADM 1452 and OADM 1456</b>	
	<b>K:</b> Maximum Class Size:  <b>24</b>	
<b>L:</b> PLEASE INDICATE:  <div style="display: flex; align-items: center;"> <input type="checkbox"/> Non-Credit  <input checked="" type="checkbox"/> College Credit Non-Transfer  <input type="checkbox"/> College Credit Transfer: </div> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a> )		

**M: Course Objectives / Learning Outcomes:**

Upon completion of this course, you will be able to:

- distinguish, pronounce, spell, and give meanings for suffixes, prefixes, and roots of medical terms
- form plurals of singular medical terms
- form singulars of plural medical terms
- analyze words by dividing them into component parts
- use combining forms, suffixes, and prefixes to build medical words
- define medical terms that apply to the structure and function of the human body
- identify the body cavities and recognize the organs contained within those cavities
- locate and identify the anatomic and clinical divisions of the abdomen and back
- describe terms that relate to position, direction, and planes of the body
- identify the functions of the different types of blood cells in the body
- correctly pronounce and spell medical terms

**N: Course Content:**

The following course content will be covered:

1. Overview of system
2. Basic anatomy, physiology, and related terms
3. Common combining forms, prefixes, and suffixes
4. Use of component parts to build medical words
5. Pronunciation of medical words

**O: Methods of Instruction:**

Communications between instructor and students will be conducted online using the course email, bulletin board and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction. The assigned readings, together with the reinforcement exercises, are the principal learning activities. Additional materials and resources are available online.

**P: Textbooks and Materials to be Purchased by Students:**

*Language of Medicine*, latest edition, Chabner, Davi-Ellen, W.B. Saunders Company.

*Medical Language Instant Translator*, latest edition, Chabner, Davi-Ellen, W.B. Saunders Company.

*Dorland's Illustrated Medical Dictionary*, latest edition, Dorland, Saunders Elsevier.

Recommended Text / Materials

Supplementary material online

Note: These books may be purchased through your local college bookstore. If they are unavailable, please contact your instructor

**Q: Means of Assessment:**

There is an online test at the end of each unit of study as well as a comprehensive final exam. Graded assignments include proofreading exercises and Internet research.

Quizzes	50%
Spelling tests (from dictation)	15%
Final Exam	<u>35%</u>
	<u>100%</u>

Note: The letter grade assigned will be determined by the college at which you are registered.

**R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR**

The course is open to PLAR by:

1. Portfolio presentation and/or
2. Challenge exam.

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Course Designer: **Wayne Ratcliffe**

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Education Council / Curriculum Committee Representative

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Dean / Director: **Robert Buller**

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Acting Registrar: **Brenda Walton**