

**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 1452** **D:** **Medical Terminology II** **E:** **3**

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F:</b> Calendar Description:  This is a BCCampus on-line provincial course. Medical Terminology II is a continuation of Medical Terminology I and introduces anatomy and physiology related to the main systems of the body.								
<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>15 Weeks X 6 Hours per Week = 90 Hours</b>	<b>H:</b> Course Prerequisites:  <b>(OADM 1104 and OADM 1107) or equivalent, and OADM 1451</b>							
	<b>I:</b> Course Corequisites:  <b>Nil</b>							
	<b>J:</b> Course for which this Course is a Prerequisite:  <b>OADM 1453 and OADM 1456</b>							
	<b>K:</b> Maximum Class Size:  <b>24</b>							
<b>L:</b> PLEASE INDICATE:  <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a>)</p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
<input type="checkbox"/>	Non-Credit							
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**M: Course Objectives / Learning Outcomes:**

Upon completion of this course, you will have reliably demonstrated the ability to:

1. Demonstrate an understanding of the anatomical terms, physiology, pathology, and diagnostic tests for the following systems:
  - Digestive system
  - Urinary system
  - Female and male reproductive systems
  - Nervous system, senses
  - Eye and ear
  - Cardiovascular system
  - Respiratory system
  - Blood system
  - Lymphatic and immune systems
  - Musculoskeletal system
  - Skin
  - Endocrine system
2. Define and spell correctly the common disorders, diagnostic tests, and abbreviations pertaining to the above body systems.

**N: Course Content:**

For each unit (body system) 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 related to the digestive system
4. Use of component parts to build medical words
5. Pronunciation of medical words
6. Common diseases involving this system
7. Common diagnostic tests and abbreviations
8. Analysis of various medical reports

**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-Allen, W.B. Saunders Company.

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

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

Recommended Text / Materials

Supplementary material online

**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	40%
Midterm Exam	20%
Assignment (diagnostic tests)	20%
Final Exam	<u>20%</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**