

Course Outline:	Medical Terminology and Anatomy & Physiology
Course Code:	OSME 002
Outline Revision Date:	Feb 7, 2011
Program Coordinator:	Cheryl Dill
Course Instructor:	Various
Course Dates:	Various

Course Description:

Acquire a medical terminology vocabulary related to body systems necessary to communicate information in a medical office or hospital environment. Learn and practice the principles of medical words formation, including the basic rules of building medical words, identifying suffixes, prefixes, and combining forms related to the structures and functions of the associated systems of the body. This intensive course, requires approximately 8 hours of homework per week. Text, *The Language of Medicine*, is required. Statement of Course Completion awarded on successful completion. This course is part of the Medical Office Assistant program and a prerequisite for the Hospital Unit Coordinator and Medical Transcription programs. Successful students will be prepared to write the VIHA Medical Terminology exam.

Intended Audience:

Medical terminology is a pre-requisite for employment in many healthcare positions, and is beneficial for those pursuing further education in medically related fields.

Learning Outcomes:

Learners will be able to:

- Understand the meaning of medical words and phrases commonly used in a medical office or similar environment
- Develop a basic understanding of anatomy and pathophysiology
- Use medical words and phrases correctly in written and verbal communication

Methods of Instruction:

Learners will achieve these objectives through a variety of activities including: Assignments from "The Language of Medicine" text or other provided literature Lectures, individual and/or group class exercises, quizzes, and final exam. Option self-directed activities including CD-ROM exercises and online resources for those with a home computer.

Textbooks:

The Language of Medicine, 9th Edition, Davi-Ellen Chabner, BA, MAT
Taber's Medical Dictionary (Plain) 19th Edition or latest edition

GRADE CALCULATION:		FORMAT:	
22 quizzes; 20 of which will be used to calculate grades @ 3% each	60%	Sessions:	24
Final exam	40%	Hours per session:	2.5
Total	100%	Total hours:	60

Course Schedule

SESSION 1: ⌚ Introduction ⌚ Course Objectives ⌚ Course Schedule ⌚ Final Grade Calculation ⌚ Attendance ⌚ Required texts & resources	SESSION 13 ⌚ Blood System / Chapter 13 (text) ⌚ Quiz #12
SESSION 2: ⌚ Overview of Word Structure /Chapter 1 (text) ⌚ Suffixes ⌚ Quiz #1	SESSION 14 ⌚ Lymphatic and Immune Systems /Chapter 14 (text) ⌚ Quiz #13
SESSION 3 ⌚ Prefixes / Chapter 4 (text) ⌚ Quiz #2	SESSION 15 ⌚ Musculoskeletal System / Chapter 15 (text) ⌚ Quiz #14
SESSION 4 ⌚ Terms pertaining to the Body as a Whole / Chapter 2 (text) ⌚ Quiz #3	SESSION 16 ⌚ Musculoskeletal System / Chapter 15 (text) ⌚ Quiz #15
SESSION 5 ⌚ Digestive System, Part 1 / Chapter 5 (text) ⌚ Quiz #4	SESSION 17 ⌚ Skin / Chapter 16 (text) ⌚ Quiz #16
SESSION 6 ⌚ Digestive System, Part 2 / Chapter 5 (text) ⌚ Quiz #5	SESSION 18 ⌚ The Eye and Ear / Chapter 17 (text) ⌚ Quiz #17
SESSION 7 ⌚ Urinary System / Chapter 7 (text) ⌚ Quiz #6	SESSION 19 ⌚ Endocrine System / Chapter 18 (text) ⌚ Quiz #18
SESSION 8 ⌚ Female Reproductive System / Chapter 8 (text) ⌚ Quiz #7	SESSION 20 ⌚ Oncology / Chapter 19 (text) ⌚ Quiz #19
SESSION 9 ⌚ Male Reproductive System / Chapter 9 (text) ⌚ Quiz 8	SESSION 21 ⌚ Radiology, Nuclear Medicine, and Radiation Therapy / Chapter 20 (text) ⌚ Quiz #20
SESSION 10 ⌚ Nervous System / Chapter 10 (text) ⌚ Quiz #9	SESSION 22 ⌚ Pharmacology / Chapter 21 (text) ⌚ Quiz #21
SESSION 11 ⌚ Cardiovascular System / Chapter 11 (text) ⌚ Quiz #10	SESSION 23 ⌚ Psychiatry / Chapter 22 (text) ⌚ Quiz #22
SESSION 12 ⌚ Respiratory System / Chapter 12 (text) ⌚ Quiz #11	SESSION 24 ⌚ FINAL EXAM

Attendance

Attendance is mandatory and will be taken at every class. If you will be unable to attend a class, you will need to leave early, or you will arrive late please advise your instructor at your earliest opportunity.

Final Grade Calculation

Final grades will be the aggregate of grades achieved on the following:

Quizzes 20 X 3 = 60% (Note your two lowest quizzes will be dropped)

Final exam $\frac{40\%}{100\%}$

For example, a student who earned a total quiz grade of 52% and a final exam grade of 36% would receive a final grade of 88% (52% + 36% = 88%).

A passing grade in OSME 002 Medical Terminology and Anatomy & Physiology is 75%.

(Note that this passing grade is different from the general grade scale at Vancouver Island University.)

MUC Grade Scale

Letter Grade	Percentage	Letter Grade	Percentage
A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	65-69
B	83-86	P	Pass
B-	80-82	F	Fail below 65
		N	Student has ceased to attend

Conduct for Quizzes and Exams:

- All quizzes and exams must be completed in black or blue pen. Pencil and White-Out or similar correction fluids/tapes are not allowed.
- Exams are NOT open book, and students may not communicate with others or use resource materials of any kind during exams.
- Please do not make marks of any kind on the left margins of your exams, or make X's or check marks anywhere on your exam. All quiz and exam questions will be based on material in your textbook.
- MAXIMUM of two quizzes can be missed if necessary since only 20 quizzes will be used to calculate that portion of your grade. **If you miss MORE THAN TWO quizzes, you will not have the option of making up those quizzes.**

Optional Resources

The following are *optional* text and Internet resources you may find helpful.

Resources such as these may be found in:

- Health care facilities including hospitals, clinics, or medical offices (for staff use).

- Libraries including Vancouver Island University Library, the Vancouver Island Regional Libraries and Nanaimo Regional General Hospital Library.
- Book stores such as our University Bookstore, Bolen Books, Chapters, Munro's Books, Tanners, etc. Books may also be available online through companies such as Amazon, <http://www.amazon.com>, (prices are \$US), Barnes and Noble, <http://www.bn.com>, (prices are \$US), Chapters, <http://www.chapters.indigo.ca/>, etc.

TEXT RESOURCES

Medical Language Instant Translator, Third Edition. Written by Davi-Ellen Chabner.

The Bantam Medical Dictionary. Published by Bantam. Over 500 pages. Contains more than 10,500 terms and concepts in all major medical and surgical areas compiled by a large team of doctors, specialists, and medical writers.

Black's Medical Dictionary. Published by Madison Books, Incorporated. Over 600 pages. Contains over 5,000+ definitions and descriptions of medical terms and concepts.

Compendium of Pharmaceuticals and Specialties (CPS). Published by Canadian Pharmacists Association. Contains current, extensive information on 3,000+ drugs, an index cross-referencing generic and brand names, etc.

Concise Gray's Anatomy. Published by Wordsworth Editions. A long-standing reference for medical students and professionals, artists, and scientists.

Dorland's Pocket Medical Dictionary. Published by W. B. Saunders Company.

Merck Manual of Medical Information. Published by Pocket Books. Over 1,500 pages. A comprehensive source of information on the human body's normal and diseased functions, written in everyday language.

The Signet-Mosby Medical Encyclopedia. Published by Penguin Books of Canada. 900+ pages. A compilation of definitions, information or prescription and non-prescription medications, and helpful appendices written for the consumer market.

Stedman's Medical Dictionary. Published by Lippincott Williams & Wilkins. 2,000+ pages. Provides a comprehensive, current medical lexicon to medical and allied health professionals.

The Surgical Word Book. Published by W. B. Saunders Company.

INTERNET RESOURCES

<http://www.medic8.com/MedicalDictionary.htm>

An online Medical Dictionary. Enter a medical term; then click on "Search" to see its definition.

<http://www.medbroadcast.com>

A Canadian Web site providing information on health care issues, medical treatments, medications, etc. Click on "Consumer" to view information written for the public.

www.innerbody.com

An interactive human anatomy site. When you click on a system, be sure to scroll down to see other links and animations.