

**Course Outline:** **Medical Terminology and Anatomy & Physiology**  
**Course Code:** OSME 002  
**Course Instructor:** Shelley Trimblett  
**Course Dates:** 15 weeks (24 sessions)

**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 Hospital Unit Coordinator and Medical Office Assistant program and a prerequisite for the Medical Transcription program. 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: Interactive online activities and case studies, online discussion board, and online quizzes and final exam. Optional self-directed activities include internet learning links as well as textbook exercises and activities.

**Textbooks:**

*The Language of Medicine*, 8<sup>th</sup> Edition, Davi-Ellen Chabner, BA, MAT  
*Taber's Medical Dictionary* (Plain) 19<sup>th</sup> Edition or latest edition

**Format:**

<b>GRADE CALCULATION:</b>		<b>FORMAT:</b>	
22 quizzes; 20 of which will be used to calculate grades @ 3% each	60%	Weeks:	15
Final exam	40%	Sessions:	24
Total	100%	Hours per session:	2.5
		Total hours:	60

## Course Schedule

<p><b>Week 1 - MODULE 1:</b></p> <ul style="list-style-type: none"> <li>⌚ Course Orientation</li> <li>⌚ Glossary</li> <li>⌚ Syllabus:             <ul style="list-style-type: none"> <li>⌚ Course Description</li> <li>⌚ Course Schedule</li> <li>⌚ Participation</li> <li>⌚ Final Grade Calculation</li> <li>⌚ Required texts &amp; resources</li> </ul> </li> </ul>	<p><b>Week 8 – MODULE 14:</b></p> <ul style="list-style-type: none"> <li>⌚ Blood System</li> <li>⌚ Quiz #13</li> </ul> <p><b>Week 8 – MODULE 15:</b></p> <ul style="list-style-type: none"> <li>⌚ Lymphatic and Immune Systems</li> <li>⌚ Quiz #14</li> </ul>
<p><b>Week 2 - MODULE 2:</b></p> <ul style="list-style-type: none"> <li>⌚ Overview of Word Structure</li> <li>⌚ Quiz #1</li> </ul> <p><b>Week 2 - MODULE 3:</b></p> <ul style="list-style-type: none"> <li>⌚ Suffixes</li> <li>⌚ Quiz #2</li> </ul>	<p><b>Week 9 - MODULE 16:</b></p> <ul style="list-style-type: none"> <li>⌚ Musculoskeletal System</li> <li>⌚ Quiz #15</li> </ul> <p><b>Week 9 - MODULE 17:</b></p> <ul style="list-style-type: none"> <li>⌚ Musculoskeletal System</li> <li>⌚ Quiz #16</li> </ul>
<p><b>Week 3 - MODULE 4:</b></p> <ul style="list-style-type: none"> <li>⌚ Prefixes</li> <li>⌚ Quiz #3</li> </ul> <p><b>Week 3 - MODULE 5:</b></p> <ul style="list-style-type: none"> <li>⌚ Terms pertaining to the Body as a Whole</li> <li>⌚ Quiz #4</li> </ul>	<p><b>Week 10 - MODULE 18:</b></p> <ul style="list-style-type: none"> <li>⌚ Skin</li> <li>⌚ Quiz #17</li> </ul> <p><b>Week 10 - MODULE 19:</b></p> <ul style="list-style-type: none"> <li>⌚ The Eye and Ear</li> <li>⌚ Quiz #18</li> </ul>
<p><b>Week 4 - MODULE 6:</b></p> <ul style="list-style-type: none"> <li>⌚ Digestive System, Part 1</li> <li>⌚ Quiz #5</li> </ul> <p><b>Week 4 – MODULE 7:</b></p> <ul style="list-style-type: none"> <li>⌚ Digestive System, Part 2</li> <li>⌚ Quiz #6</li> </ul>	<p><b>Week 11 - MODULE 20:</b></p> <ul style="list-style-type: none"> <li>⌚ Endocrine System</li> <li>⌚ Quiz #19</li> </ul> <p><b>Week 11 - MODULE 21:</b></p> <ul style="list-style-type: none"> <li>⌚ Oncology</li> <li>⌚ Quiz #20</li> </ul>
<p><b>Week 5 - MODULE 8:</b></p> <ul style="list-style-type: none"> <li>⌚ Urinary System</li> <li>⌚ Quiz #7</li> </ul> <p><b>Week 5 – MODULE 9:</b></p> <ul style="list-style-type: none"> <li>⌚ Female Reproductive System</li> <li>⌚ Quiz #8</li> </ul>	<p><b>Week 12 - MODULE 22:</b></p> <ul style="list-style-type: none"> <li>⌚ Radiology, Nuclear Medicine, and Radiation Therapy</li> <li>⌚ Quiz #21</li> </ul>
<p><b>Week 6 – MODULE 10:</b></p> <ul style="list-style-type: none"> <li>⌚ Male Reproductive System</li> <li>⌚ Quiz #9</li> </ul> <p><b>Week 6 – MODULE 11:</b></p> <ul style="list-style-type: none"> <li>⌚ Nervous System</li> <li>⌚ Quiz #10</li> </ul>	<p><b>Week 13 - MODULE 23:</b></p> <ul style="list-style-type: none"> <li>⌚ Pharmacology</li> <li>⌚ Quiz #22</li> </ul>
<p><b>Week 7 – MODULE 12:</b></p> <ul style="list-style-type: none"> <li>⌚ Cardiovascular System</li> <li>⌚ Quiz #11</li> </ul> <p><b>Week 7 - MODULE 13:</b></p> <ul style="list-style-type: none"> <li>⌚ Respiratory System</li> <li>⌚ Quiz #12</li> </ul>	<p><b>Week 14 - MODULE 24:</b></p> <ul style="list-style-type: none"> <li>⌚ Psychiatry</li> <li>⌚ Quiz #23</li> </ul> <p><b>Week 15 - MODULE 25:</b></p> <ul style="list-style-type: none"> <li>⌚ <b>FINAL EXAM</b></li> </ul>

## Participation

Participation is mandatory and will be monitored throughout your online course. If you are unable to log onto your course to complete the required activities, please advise your instructor by course email 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.)

## VIU Grade Scale

Letter Grade	Percentage	Letter Grade	Percentage
A+	90-100	C+	64-67
A	85-89	C	60-63
A-	80-84	C-	55-59
B+	76-79	D	50-54
B	72-75	P	Pass
B-	68-71	F	0-49
		N	Student has ceased to attend and did not write final exam.

## Conduct for Quizzes and Exams:

- All quizzes and exams will be completed online.
- Exams are time-limited. Students may not communicate with others during exams.
- 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 on 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](http://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.