

Course Name: Medical Terminology and Anatomy & Physiology
Course ID/Dates OSME 002: S21W01: Jan 11-Apr 25, *Final Exam Apr 26-May 7*
I21W05: May 3-Aug 15, *Final Exam Aug 16-27*
I21W08: Aug 23-Dec 5, *Final Exam Dec 6-17*

Course Instructor: Shelley Trimblett (sheltrim@telus.net)

Course Coordinator: Erin Johnson (erin.johnson@viu.ca)

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.

This course will prepare you to write the VIHA Medical Terminology test. **A Statement of course completion is awarded on completion with minimum 75% grade.** A 75% grade is required to meet the prerequisite for the VIU Programs; Hospital Unit Coordinator, Medical Device Reprocessing Technician Certificate and Medical Office Assistant Certificate.

Intended Audience:

Medical terminology is a prerequisite 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 boards, online quizzes and final exam. Optional self-directed activities include internet learning links as well as textbook exercises and activities.

Textbook: Approximately \$200.00

Text can be purchased online through the Campus Store in Nanaimo at this link - [Campus Store](#)

Required Text: The Language of Medicine-12th Edition (textbook with user guide and access code)

Author: Davi-Ellen Chabner ISBN 0-323-55148-3

EXAM FEES: All costs associated with having the final exam invigilated are at the student's expense. VIU's cost of invigilation is \$25.00.

REFUND POLICY: You must withdraw 2 weeks before the course starts to be eligible for a refund.

***** You will receive online course access instructions from the course coordinator about a week before the course begins *****

OSME 002 – Medical Terminology and Anatomy & Physiology Course Schedule
S21W01: Jan 11-Apr 25, I21W05: May 3-Aug 15, I21W08: Aug 23-Dec 5
Exams: Apr 26–May 7 Exams: Aug 16-27 Exams: Dec 6-17

<p>Week 1: W01 -Jan 11 W05- May 3 W08 -Aug 23</p> <ul style="list-style-type: none"> • Course orientation, Glossary <p>MODULE 1</p> <ul style="list-style-type: none"> • Overview of Word Structure - Chapter 1 <p align="center">IN EACH MODULE YOU WILL HAVE Reading/Activities/Quizzes & Module exam</p>	<p>WEEK 9: W01- Mar 8 W05- Jun 28 W08 –Oct 18</p> <p>MODULE 12</p> <ul style="list-style-type: none"> • Respiratory system-Chapter 12
<p>WEEK 2: W01 -Jan 18 W05- May 10 W08 -Aug 30</p> <p>MODULE 2</p> <ul style="list-style-type: none"> • Terms pertaining to the Body as a Whole -Chapter 2 	<p>WEEK 10: W01- Mar 15 W05- Jul 5 W08 –Oct 25</p> <p>MODULE 13</p> <ul style="list-style-type: none"> • Blood system-Chapter 13 <p>MODULE 14</p> <ul style="list-style-type: none"> • Lymphatic and immune systems-Chapter 14
<p>WEEK 3 W01 -Jan 25 W05- May 17 W08 –Sep 6</p> <p>MODULE 3</p> <ul style="list-style-type: none"> • Suffixes-Chapter 3 	<p>WEEK 11: W01- Mar 22 W05- Jul 12 W08 –Nov 1</p> <p>MODULE 15</p> <ul style="list-style-type: none"> • Musculoskeletal system-Chapter 15
<p>WEEK 4: W01 –Feb 1 W05- May 24 W08 –Sep 13</p> <p>MODULE 4</p> <ul style="list-style-type: none"> • Prefixes -Chapter 4 <p>MODULE 7</p> <ul style="list-style-type: none"> • Urinary system-Chapter 7 	<p>WEEK 12: W01- Mar 29 W05- Jul 19 W08 –Nov 8</p> <p>MODULE 16</p> <ul style="list-style-type: none"> • Skin-Chapter 16 <p>MODULE 17</p> <ul style="list-style-type: none"> • Sense Organs: The Eye and Ear- Chapter 17
<p>WEEK 5: W01 –Feb 8 W05- May 31 W08 –Sep 20</p> <p>MODULE 5</p> <ul style="list-style-type: none"> • Digestive system -Chapter 5 <p>MODULE 6</p> <ul style="list-style-type: none"> • Digestive system and additional suffixes-Chapter 6 	<p>WEEK 13: W01- Apr 5 W05- Jul 26 W08 –Nov 15</p> <p>MODULE 18</p> <ul style="list-style-type: none"> • Endocrine system- Chapter 18
<p>WEEK 6: W01- Feb 15 W05- Jun 7 W08 –Sep 27</p> <p>MODULE 8</p> <ul style="list-style-type: none"> • Female reproductive system-Chapter 8 <p>MODULE 9</p> <ul style="list-style-type: none"> • Male reproductive system-Chapter 9 	<p>WEEK 14: W01-Apr 12 W05- Aug 2 W08 –Nov 22</p> <p>MODULE 19</p> <ul style="list-style-type: none"> • Oncology -Chapter 19 <p>MODULE 20</p> <ul style="list-style-type: none"> • Radiology and nuclear medicine-Chapter 20
<p>WEEK 7: W01 –Feb 22 W05- Jun 14 W08 –Oct 4</p> <p>MODULE 10</p> <ul style="list-style-type: none"> • Nervous system-Chapter 10 	<p>WEEK 15: W01- Apr 19 W05- Aug 9 W08 –Nov 29</p> <p>MODULE 21</p> <ul style="list-style-type: none"> • Pharmacology -Chapter 21 <p>MODULE 22</p> <ul style="list-style-type: none"> • Psychiatry- Chapter 22
<p>WEEK 8: W01 –Mar 1 W05- Jun 21 W08 –Oct 11</p> <p>MODULE 11</p> <ul style="list-style-type: none"> • Cardiovascular system-Chapter 11 	<p>FINAL EXAMS: You must arrange to have your final exam proctored within these two weeks.</p> <p align="center"><i>S21W01: Apr 26-May 7, I21W05: Aug 16-27 I21W08: Dec 6-17</i></p>

Format:

GRADE CALCULATION		FORMAT:	
22 graded module exams, 20 of which will be used to calculate grades @ 3% each	60%	Weeks:	15
Final Exam	40%	Modules:	22
Total	100%	Hours per module:	2.75
		Total hours:	60

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 graded module exams, please advise your instructor by email at your earliest opportunity.

Final Grade Calculation:

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

Graded module exams 20 X 3% = 60% (Note: your two lowest marks will be dropped)

Final Exam = 40%
 Course Total 100%

Important to note:

A Statement of course completion will be issued if you achieve a 75% final calculated grade. The grade you achieve will be on your VIU transcript under Professional Development & Training.

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
		UW	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 graded module exams can be missed if necessary since only 20 module exams will be used to calculate that portion of your grade. **If you miss more than two module exams, you will not have the option of making up those tests.**

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.
- Bookstores such as our University Bookstore, Bolen Books, Chapters, Munro's Books, Tanners, etc. Books may also be available online through companies such as Amazon, Barnes and Noble, Chapters, etc.

Text Resources:

Medical Language Instant Translator, 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 and 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 Website providing information on health care issues, medical treatments, medications, etc.

<http://www.innerbody.com>