



**I. COURSE DESCRIPTION:**

This basic course will focus on the anatomical structure and function of the human body and related terminology used to describe body parts, structure and function. Related terminology will also include general or symptomatic terms, diagnostic terms, surgical procedures and abbreviations.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Name the body systems  
Potential Elements of the Performance:  
State the systems of the body
  - Cardiovascular
  - Lymphatic
  - Respiratory
  - Digestive
  - Urinary
  - Reproductive
  - Muscular
  - Skeletal
  - Nervous - Central and Peripheral
  - Integumentary
  - Endocrine
  - Immune
2. List the names of the organs involved in each body system  
Potential Elements of the Performance:
  - State the anatomical structures and directional terms.
  - Identify anatomical reference planes.
  - Describe the body regions, cavities and extremities.
  - State body fluids and composition.
3. State the major purpose/function(s) of each body system utilizing appropriate terminology for symptoms, diagnosis and procedures  
Potential Elements of the Performance:
  - State major purpose and function.
  - State the appropriate terms for pathology diagnosis and treatment related to each system.

4. Interpret basic medical language  
Potential Elements of the Performance:
  - Demonstrate an understanding of word building using word roots, combination forms, prefixes and suffixes.
  - Combine word parts to write medical terms.
  - Pronounce medical terms verbally and spell correctly in written work.
  - State the plural forms of medical terms.

### III. TOPICS:

1. Introduction to Medical Terminology
2. Basic Word Structure – suffixes, prefixes, combining forms  
suffixes  
prefixes  
combining forms
3. Introduction to Body Systems
4. Cardiovascular System
5. Digestive System
6. Endocrine System
7. Female Reproductive System
8. Lymphatic System
9. Male Reproductive System
10. Musculoskeletal System
11. Nervous System
12. Respiratory System
13. Skin and Sense Organs
14. Urinary System
15. Medical and Surgical Specialties
16. Common terminology for  
diagnostic tests and procedures  
abbreviations, acronyms and symbols

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Chabner, Davi-Ellen (2005). Medical Terminology 5<sup>th</sup> ed. A Short Course. St. Louis: Elsevier Saunders.

#### ***Recommended Resources:***

Medical dictionary of student's choice.

## V. EVALUATION PROCESS/GRADING SYSTEM:

This course will employ a combination of learning methods consisting of lectures, handouts, written assignments, short quizzes, videos a midterm and a final examination.

Weekly quizzes – 50%  
 Midterm examination – 25%  
 Final examination – 25%

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in the Student Code of Conduct. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Chair's secretary. Students will be required to provide a transcript and course outline related to the course in question.