

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**

**COURSE OUTLINE**

**Course Outline:**     ANATOMY & PHARMACOLOGY I

**Code No.:**            SPR 218-4

**Program:**             MFmr.Ai SFCRFTARTAI

**Semester:**            THRFE;

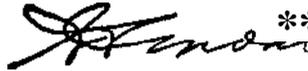
**Date:**                 SFPTFMRFR, 1Q7R

**Author:**

New:

Revision: **X**

**APPROVED:**

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**Chairperson**

**Date**

SAULT COLLEGE

ANATOMY, PHYSIOLOGY AND PHARMACOLOGY for MEDICAL SECRETARIES

Course Description

The course includes normal anatomy, physiology and microbiology as applied to the human body. It also includes names of common drugs and illnesses associated with the human body.

It is designed to enable the medical secretary to become competent in the terminology with which he/she will be using in his/her employment.

General Objectives

1. To gain a basic understanding of the way in which the normal human body is designed to function.
2. To gain a basic understanding of the role of microorganisms in health and disease.
3. To gain some information of the pharmacology associated with preventive, diagnostic and therapeutic uses of drugs in treating common illnesses affecting the human body.
- A. To gain an adequate level of competency in spelling, pronouncing and applying terminology associated with the human body in health and disease.

MARKS

- A - consists of 80-100%, no failures and all assignments completed.  
B - consists of 70-79%, and all assignments completed.  
C - consists of 60-69%, and all assignments completed.  
I - any mark below a C.

TEXTS

1. The Human Body in Health and Disease. - Memmler and Roda (Lippincott)
2. Taber's Medical Dictionary

MARKS CONSIST OF:

1. A short test or assignment at the end of each unit.
2. A final test at the end of each semester.
3. 60% of the term work + 40% of the final test - total mark.

## SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MEDICAL SECRETARY COURSE OUTLINE FOR ANATOMY, PHYSIOLOGY AND PHARMACOLOGY

UNIT #1 Plan of the Human Body

1. To spell, pronounce and state the meaning of anatomical terms relating to the body
2. To use the anatomical terms correctly and appropriately in written and verbal communication
3. To know the cavities of the body
4. To know the organization of the viscera in the human body

## UNIT #2 Cells

1. To know the structure of a typical cell
2. To know the meaning of mitosis
3. To know how osmosis, diffusion and filtration affect the cells and therefore the body
4. To know the meaning of electrolytes
5. To know the 4 main groups of tissue classification
6. To know the 2 categories of membranes
7. To know 2 types of abnormal growth
8. To know the common terms associated with benign and malignant tumours

## ""~UNIT~ #3 Introduction to Pharamcology

1. To be aware of the history of drugs
2. To know the legal controls of drugs
3. To know the sources of drugs
4. To know the functions of drugs
5. To know the basic actions of drugs
6. To know the major routes of administration of drugs
7. To know the action of drugs in the body
8. To be aware of the factors affecting drug administration
9. To know the meaning of Trade name and Generic name
10. To know how to use the Formulary and the CPS
11. To know the meaning of prescription
12. Xe know the common symbols used in writing prescriptions
13. To know the common drugs associated with drug addiction and drug abus<
14. To know the common terminology associated with drug addiction and drug abuse
15. To know the common side effects of drugs
16. To know the meaning of common terminology associated with pharmacolog
17. To be aware of the problems and prevention of accidental poisoning
18. To know the role of the medical secretary when she receives an emerge? phone call that involves poisoning
19. To know some common drugs which are used to prevent illness
20. To know some common drugs which are used as diagnostic aids

UNIT #4 Skeletal System

1. To know the composition of bone
2. To know the main functions of bones
3. To be able to identify the positions of bones
4. To be able to label on a diagram the bones specified #
5. To know the main functions of joints
6. To know the structure of joints
7. To know the classifications of joints
8. To describe briefly the common disorders of bones and joints

UNIT #5 The Muscular System

1. To review the classification of muscle cells
2. To know how muscles work
3. To know the meaning of muscle tone
4. To be able to locate the more important muscles of the body
5. To know the 3 main attachments for muscles
6. To know the different types of movement
7. To describe briefly the common disorders of muscles
8. To know some common drugs which affect the musculoskeletal system

UNIT #6 The Nervous System

1. To know the main functions of the nervous system
2. To know the anatomy and physiology of a typical neuron
3. To know the anatomic classification of the nervous system
4. To know the structure of the brain
5. To know the functions of the brain
6. To know the structure of the spinal cord
7. To know the functions of the spinal cord »
8. To know the structure and function of the meninges
9. To know the function of cerebrospinal fluid
10. To describe briefly the common disorders of the brain and spinal cord
11. To know the names of the cranial nerves
12. To know the names of the spinal nerves
13. To know the main functions of the autonomic nervous system
14. To describe briefly the common disorders of nerves
15. To know some common drugs which affect the nervous system

UNIT #7 The Sensory System

1. To be aware of the various senses and sensory mechanisms
2. To know the structure of the eye
3. To know the function of the eye
4. To know the basic physiology of sight
5. To briefly describe the common disorders of the eye
6. To know the structure of the ear
7. To know the functions of the ear
8. To briefly describe the common disorders of the ear
9. To know the basic physiology of the senses of taste, smell, thirst, hunger, pressure, temperature, touch, pain and position
10. To know some common drugs which affect the sensory system

**UNIT #14 The Reproductive System**

1. To know the structures of the male and female reproductive system and the location for each
2. To know the functions of the structures of the reproductive system
3. To understand the menstrual cycle
4. To know the various methods of birth control
5. To briefly describe the common disorders of the reproductive system
6. To understand conception, development of the embryo and fetus and parturition
7. To briefly describe the common disorders of pregnancy
8. To understand the menopause
9. To know some common drugs which affect the reproductive system

**UNIT #15 Disease and Organisms**

1. To know the terms commonly associated with disease
2. To know the meaning of infection
3. To know the common terms describing microorganisms
4. To know the basic concepts of microbial control
5. To know some common antiseptics, disinfectants and anti-infective drugs