

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 (2009). Medical Terminology 5th ed. A Short Course. St. Louis: Elsevier Saunders.

Recommended Resources:

Body Spectrum Electronic Anatomy Colouring Book accompanies text

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.

Chapter quizzes – 75%
Final examination – 25%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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.

Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI. SPECIAL NOTES:

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.

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.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

Disability Services:

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

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 *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”,
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.