



## **EFFECTIVE: JANUARY 2010** **CURRICULUM GUIDELINES**

**A.** Division: **Education** Effective Date: **January 2010**

**B.** Department / **Commerce & Business Admin. /**  
Program Area: **Office Administration**

Revision

New Course

If Revision, Section(s)

Revised:

Date of Previous Revision:

Date of Current Revision:

**C:** **OADM 1451**

**M: Course Objectives / Learning Outcomes:**

Upon completion of this course, you will be able to:

- distinguish, pronounce, spell, and give meanings for suffixes, prefixes, and roots of medical terms
- form plurals of singular medical terms
- form singulars of plural medical terms
- analyze words by dividing them into component parts
- use combining forms, suffixes, and prefixes to build medical words
- define medical terms that apply to the structure and function of the human body
- identify the body cavities and recognize the organs contained within those cavities
- locate and identify the anatomic and clinical divisions of the abdomen and back
- describe terms that relate to position, direction, and planes of the body
- identify the functions of the different types of blood cells in the body
- correctly pronounce and spell medical terms

**N: Course Content:**

The following course content will be covered:

**Q: Means of Assessment:**

There is an online test at the end of each unit of study as well as a comprehensive final exam. Graded assignments include proofreading exercises and Internet research.

Quizzes	50%
Spelling tests (from dictation)	15%
Final Exam	<u>35%</u>
	<u>100%</u>

Note: The letter grade assigned will be determined by the college at which you are registered.

**R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR**

The course is open to PLAR by:

1. Portfolio presentation and/or
2. Challenge exam.

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Course Designer: **Wayne Ratcliffe**

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Education Council / Curriculum Committee Representative

Dean / Director: **Robert Buller**

Acting