School of Business and Leadership

MOA 102

Basic Anatomy, Physiology, and Pharmacology for the Medical Office Assistant

Term: Winter 2026

Number of Credits: 3

Course Outline

INSTRUCTOR	Chris Young	**OFFICE HOURS**	TBD
OFFICE	TBD	**CLASSROOM**	Lecture: A2605
E-MAIL	christopher.young@yukonu.ca	**CLASS TIME**	Lecture: M/W 1:00 – 2:20 pm
TELEPHONE	TBD	**CRN**	20259
In Person, **Synchronous**. Jan 05 – April 17th, 2026.			

COURSE DESCRIPTION

This course will prepare students with the basic knowledge on Human Anatomy, Physiology, and Pharmacology. Students will be introduced to the functions, interrelation of organs, disease processes and the effects of medication on body systems. The course will also present information on different methods of drug administration, drug groups and drug interactions. The knowledge that they gain from this course will help them work efficiently and assist physicians on their day-to-day clinic operations. This will also help them understand and provide support to their vulnerable clients. This course will not equip the MOA to answer patient's questions regarding their illness/medications but is to provide insight into why patients may be exhibiting certain symptoms at the time of the office visit. Indigenous ways of healing, alternative medications and over the counter medications will be integrated into each module.

COURSE REQUIREMENTS

Prerequisite(s): None

LEARNING OUTCOMES

Upon successful completion of the course, students will have the following skills:

- Classify each body organ, describe each of their functions and the body systems they belong to
- Match each diagnosis to a medical specialty
- Explain how medications are administered, absorbed and excreted
- Recognize the signs and symptoms of a medication overdose
- List the common side effects of frequently prescribed medications
- Identify and remove unconscious bias toward indigenous and alternative medication

COURSE FORMAT

Weekly breakdown of instructional hours

Students will attend two 1.5-hour classes per week during the semester.

Delivery format

Face to face

EVALUATION

In Class Tasks (Open Book)	20 %
Assignments	25 %
Midterm Exam	20 %
Research Assignment	10 %
Final Exam	25 %
Total	**100%**

Research Assignment/Seminar

A Research Assignment will give students an opportunity to explore a topic of their choice that is relevant to the course content. Topics must be approved by the instructor. Students may choose to complete a written report or a visual presentation. The combined research assignment is worth 10% of the final mark in the course.

Exams

There is one Midterm Exam, worth 20% of the final mark in the course.
There is a Final Exam, worth 25% of the final mark in the course.

Rewrites
A rewrite for a failing grade on an examination (less than 50%) may be permitted at the instructor's discretion. These examinations will be written no earlier than two weeks after the date of the original examination. The mark will be recorded whether it is higher or lower than the original. However, a maximum mark of 65% will be awarded. A student who misses an examination will receive a mark of zero for that examination but may be permitted a rewrite. Exceptions may be made if a student receives prior permission from the instructor, or if the student faces an emergency. Some form of documentation of the emergency may be required.

Students will complete authentic assessments.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS AND LEARNING MATERIALS

Course resources will be provided to students on Moodle.
Laptops or desktops will be provided in class for student use.

For students using their own computers or laptops, they will require the following:

- Windows-based PC* (desktop or laptop) that is less than five years old
- Webcam (built-in or external), speakers or headphones, and a microphone
- Desktop or laptop computer installed with up-to-date internet browsers and web-conferencing software (Zoom, MS Teams, etc.).
- Current operating system - Windows 11
- Fast, wired broadband internet connection

*Chromebooks are not sufficient, and Mac products are not compatible with the Microsoft-based software used in this program and may put students at a disadvantage to successfully complete the program.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from any Yukon University program, all students are required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr to complete the core competency requirement.

ACADEMIC INTEGRITY

Students are encouraged to contribute toward a positive and supportive environment, and Academic dishonesty will not be tolerated. Please refer to YukonU's Academic Regulations and Procedures for details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Module	Description
1. Introduction to basic anatomy	Human anatomy basics
2. Introduction to basic pharmacology	Pharmacology principles and the relationship to disease progression
3. Introduction to basic physiology	Physiological process in body functions
4. Head and Neck	Head and neck region
5. Heart and Lungs	Cardiac and pulmonary functions
6. Gastrointestinal	Stomach, colon, and appendix
7. Liver	Importance of the liver to regulate glucose and excrete toxins.
8. Pancreas	Pancreas and glucose production and digestion
9. Genitourinary	Genitourinary system and the importance in regulating body fluids and protein
10. Reproductive	Reproductive health will be explored
11. Blood	How blood is used to perfuse and maintain healthy cells
12. Bone	Importance of healthy bones to facilitate healthy bodies
13. Capstone	A final look at all the body systems and their interconnection