



Holistic Health Training Ltd

www.hht.co.nz

NZQA-Registered Private Training Establishment

MinEd # 7648

Applied Human Anatomy and
Physiology for Holistic Bodyworkers

Level 5, 50 credits

Prospectus and Information for
Students.

Course Title: Applied Human Anatomy and Physiology for Holistic Bodyworkers

Qualification: HHT Ltd - Certificate in Applied Human Anatomy for Holistic Bodyworkers

NZQA Level: 5

Credits: 50

Hours: 500 (9 hours per week, part-time one year, or 4.5 hours per week 2 years).

However, there are no "deadlines" for the programme, and if your Life changes so you are unable to complete within a one or two year time frame, we can put you on "hold". You can also, of course, complete much more quickly than this - it's over to you ☺ It usually takes people much less than 500 hours - NZQA tends to "dumb things down".

Delivery: Distance Learning; full tutor support, CD/DVD learning aids available; glossaries of all key terms for each Module are included.

Assessment: One Assignment per Module (11 Modules), open book ~ 40% of your total mark comes from your combined assessment results.

Final exam - 3-hour paper, open book, supervised by your nominated supervisor, counts for 60% of your final total.

Fees.

1. Payment in full on registration -

11 Modules, all written materials, Manuals, Assignments and Assessments, includes Module 1 DVD presentation; **\$600.00**

Additional DVDs are then optional to purchase @ \$25.00 per Module.

CDs are optional to purchase @ \$15.00 per Module.

Course Payment in full on registration including all 11 DVDs;
\$850.00

2. Payment by instalment;

Initial payment \$305.00 (includes Mod 1 DVD).

Instalments are then payable 5 times;

* when you return Assignment 1, you pay for Modules 2 and 3 - without DVD \$59.00, with DVDs \$109.00.

* When you return Assignment 3, you pay for Modules 4 & 5 - without DVD \$59.00, with DVDs \$109.00.

* When you return Assignment 5, you pay for Modules 6 & 7 - without DVD \$59.00, with DVDs \$109.00.

* When you return Assignment 7, you pay for Modules 8 & 9 - without DVD \$59.00, with DVDs \$109.00.

* When you return Assignment 9, you pay for Modules 10 & 11 - without DVD \$59.00, with DVDs \$109.00.

You can also choose to get the DVDs at any point - if you get stalled, for example, or need a bit of extra motivation ☺

See p9 for details about funding assistance from WINZ.

Course Description ~ Quick Module-by Module Summary.

Module 1; Reference Anatomy: Systems and Organisation in the body;
Homeostasis.

Module 2; Cells and Tissues.

Module 3; Organs and Organ Systems.

Module 4; Bones, Joints and Principles of Joint Movement.

Module 5; Muscles ~ the big and small pictures.

Module 6; The Upper Limb.

Module 7; The Lower Limb.

Module 8; The Spine, Muscles of the Back and Abdominal Region and of
Respiration.

Module 9; The Skull; its composition and its contents; Nervous Systems.

Module 10; The Special Senses.

Module 11; Common medical presentations and potential contraindications to
bodywork.

Modules have lots of diagrams, pictures and explanations in "everyday"
language so it's easy to understand. Each Module includes a supplement
with key diagrams reproduced *in full colour*.

There are also stories, funny bits of trivia and "human" stuff to make
the information far more interesting than just dry old bones and
creaky old joints.

Tutors are available by email, phone, text or via your Modules to assist
should you get stuck.

Resources to help you achieve the course.

1. Support by email, phone or text from your tutor - all queries answered within 24 hours.
2. Study Guide (comes with the Introductory Module).
3. Comprehensive Module booklet containing all the information you need to complete the Assignment.
4. A Reference List with all the Greek and Latin root words to help you decipher the language of anatomy - hugely helpful 😊
5. Colour diagrams as a supplement for each Module.
6. DVD presentation (optional after Module One).
7. Glossary of all key terms for each Module.
8. A practice exam after you have completed all your assignments.
9. Muscle charts covering all the key muscles in the course (comes with Module 4).
10. A fun supplement - "Anatomists are people too!" - pics and bios of the key anatomists mentioned in the course - comes with Module Six.

Course Outline ~ Details.

Module One; Reference Anatomy, Terms of Movement, Organisation and Homeostasis.

This Module introduces you to the "basics" of A&P - the standard terms of reference all health providers use to describe the body - where it is, what's in it, what its doing when it moves, what an observer is looking at. It covers the levels of organisation within a human body from cellular to organism. We have a sneak preview of the 12 major functional systems in the body, and look at the vital concept of homeostasis - the internal balance mechanisms that operate to keep us well and healthy through an awesome system of dynamic cooperation and interaction.

Module Two; Cells and Tissues.

Our next step is to look at the smallest functional units in the body - the cells and combinations of cells that make up tissues. We look briefly at the four major tissue types - nervous, muscular, epithelial and connective. Our focus is on connective tissues - the fascia and membrane systems that pervade every crevice of the body.

Module Three; Organs and Organ Systems.

Moving on up through layers of organisation, we now focus on the major organs in the body (except the brain). There are 12 cooperating organ systems, and each one is described - both the organs that make it up, and how it works with other organ systems to contribute to whole-organism function.

Module Four; Bones and Joints - Structure and Function.

Module Four zooms in on our bony structures - the skeleton. We look at the classification of different bone types, and also at bony landmarks - important pointers for manual therapies that help us locate and identify what we are experiencing in hands-on work. We examine joints - the meeting places of bones - and also the key principles of skeletal muscle function that enable us to function.

Module Five; Muscles - the little picture and the big picture.

A knowledge of the operation of skeletal muscle is essential for hands-on therapy. Our focus moves from the very tiny biochemical processes that generate muscle contractions at a microscopic level, right up to the "whole muscle" view - what muscle does what?

Module Six; - The Upper Limb.

A detailed study of the shoulder, the arm, the forearm, hands and fingers are the topics of this Module. We look at bones and bony landmarks, muscles and the functions of the upper limb, applying all the general principles and knowledge learned in the first 5 Modules.

Module 7;- The Lower Limb.

This Module mirrors the previous one except that we focus on the lower limb - the pelvic girdle, thigh, knee, lower leg, foot and toes.

Module 8; The Spine, and structures of the ventral and dorsal abdominal walls.

By the time you get to this Module, you will know exactly what and where the dorsal and ventral abdominal walls are! This Module takes a close-up look at the remarkable feature that is the human spine, the spinal cord and nerves, and surrounding structures.

Module 9; The Skull; its composition and its contents.

At the end of this Module you will have had a glimpse at what goes on in your head - and truly remarkable it is too. We look at the gross and microscopic structures and functions of the human brain and the Nervous Systems.

Module 10; The Special Senses, and muscles of the face and neck.

Ever wondered just how you see? Did you know that the human eye can detect the light from a single candle at 2 kilometres? Ever thought about how it is you can hear? This Module explains the operation of our special senses, and takes in the muscles that permit us to hear sounds, and see, smell, speak, smile and swallow.

Module 11. Common Medical Presentations and Contraindications to Bodywork.

A contraindication occurs when the therapy or intervention you are proposing will make a medical or health condition worse. Not better, not the same, but worse. It is essential that bodyworkers are familiar with many of the common health presentations that prevail in New Zealand, and are aware of the ones where caution is a good idea. This Module also gives you information about how and where to access more detailed information about many of these conditions.

Did you know.....

The body has more than 700 muscles. The smallest, *superior rectus*, is the size of a few strands of dental floss. The largest, *gluteus maximus*, is - well, have a look in a mirror! Dental floss it ain't!

The human body has 206 bones. The biggest, the *femur*, is 1/4 of your total body height.

The smallest, *stapes* in the middle ear, would fit easily onto 1/4 of your little finger nail.

The largest organ in the body isthe skin.

If you spread out your lungs they would cover a tennis court.

More than 100 substances are transported around the body in the blood.

All of the blood in your body passes through the kidneys to be filtered once every 5 minutes.

The average body is 75% water.

The cortex covering your brain is only 1mm thick.
But if you unraveled it, the surface area is 6 times greater than the inside of your skull.

In 1 cubic mm (a pin-head) of blood there are 5 million red blood cells. 5 Million!!

Legal Stuff.

Refunds.

NZQA Student Fee Protection policy requires us to put your fees into a "holding pattern" for 8 days. If in that time you decide the course won't suit you, you can return all material and get a full refund less \$20.00 copying and postal charge. This must be within 8 days. The DVD must be unopened.

Complaints.

We also have to have a Complaints Policy, and Independent Complaints Authority. If you would like to see details of these before you register, please ask.

PS - since we registered with NZQA in 2004, we've never had a complaint 😊

We don't get complaints because we are straight up, deal with you openly and with a sense of humour, and respond promptly to all contacts. You will usually get marked assignments back within a week, and queries will be replied to on the day they are made, or the next working day.

Theft.

If you pass course material to other, or copy stuff and let others use it, or (heaven forbid) use it to teach others, we will be Jolly Cross and will take action against you under Intellectual Property Laws.

Registration.

If you decide to enrol for this course, (and we hope you do!) please either;

- a) download the registration form off the website, print and post, paying either on-line or by enclosed cheque;
- b) download the form, scan and email, paying on-line;
- c) detach the attached registration form and post, paying either on-line or by enclosed cheque to;

*Holistic Health Training Ltd
33 School Rd, Mahana,
RD1 Upper Moutere, Nelson 7173*

If you have any further queries, please contact us;

www.hht.co.nz, info@hht.co.nz, phone 03 5432268,txt 027 222 1491

Assistance with funding;

We are NZQA approved and accredited. However in 2009, the government changed eligibility for TIAs and will only approve Level 3 and below, which frankly beggars belief. However, if you have a sympathetic Case Manager, it might still be worth approaching WINZ if you are on a benefit.

We are not TEC-funded, because it's fantastically expensive to comply with their rules. If we were TEC funded we would need to add \$1000.00 to course fees to cover compliance costs!

This really isn't fair for the majority of students who don't get loans. We have decided to keep fees low in everyone's interests, and make the payments achievable.

This means that this course will not qualify you for a Studylink student loan, sorry.

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~ NZQA-Registered Private Training Establishment.
Ministry of Education # 7648/GST # 85 -019 - 856
www.hht.co.nz

Applied Anatomy and Physiology for Holistic Bodyworkers.

Name;.....

Full postal address for course material (please include post-code);

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Phone/s;.....

Email;.....

Please tell me how you found out about the course so we can tell which advertising works.

.....

Payment; Cheque enclosed, or paid on-line (please specify)

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(see the Fees page on the website or Prospectus for instalment options)

Please make cheques payable to Holistic Health Training Ltd.

Student Fee Protection account; ASB Richmond 12 - 3158 - 0086653 - 00.

Please identify your payment.

The above information is protected by the Privacy Act and will not be made available to any other party except NZQA, or check/relief markers, should this be necessary.

Signed;.....**Date;**.....

Please send the completed form with your payment to;

Holistic Health Training Ltd,

33 School Rd, Mahana,

RD1 Upper Moutere, Nelson 7173.

Please put a return address on the envelope and use your Post-code.

You will receive the Introductory Module, Module One and Assignment, Module One DVD and other resources within a week.

DVDs and CD's

Just how do you say gastrocnemius?

Watch a DVD presentation of each Module, using skeletons and live models, or listen to the whole course on CD.

Pop a CD in your car stereo and revise while you drive. Watch a DVD while you do the ironing (what??)

Watching the DVD helps with:

- * visual learning;
- * 3-D learning;
- * motivation and interest;
- * pronunciation;

Listening to CD's helps with:

- pronunciation;
- revision while you garden or walk the dog;
- learning via a second tier (other than reading);
- people with a visual impairment - for example, eyestrain.

Fees:	DVDs	\$25.00 per Module (Module One is included free with your course fees).
	CDs	\$15.00 per Module.

You can specify on your Module One assignment if you want further DVDs included with Modules 2 & 3. If you would like CD's, please let us know. Pay as you go, or follow the Instalment plan in the Prospectus.

Email for more details, info@hht.co.nz or visit the website www.hht.co.nz

Student Profile.

The Ministry of Education asks all education providers to collect data about their student populations so they can build up a picture of who is studying what. This also helps to keep lots of bureaucrats employed.

Completion of this form is entirely voluntary. I do not retain the information - it is simply logged onto an anonymous database and then I ping it off to the bean-counters at the Ministry once a year. No names or addresses are sent.

If you want to complete this form and send it with your registration, it will likely keep some chappie in Wellington employed for about ten minutes.

1. *Please circle the group that fits your age.*

Under 20. 20 - 30. 30 - 40. 40 - 50. 50 - 60. 60 - 70. 70 +

2. Are you male female (circle)

3. Please describe your ethnicity (how you regard yourself).

4. *Please describe your highest educational qualification - say, School Certificate, NCEA Level 2, tertiary qualifications like National Certificates, or any trade Quals you may have.*

5. *Please circle your current employment situation - choose from the following.*

Self employed full-time

Self-employed part-time

Unemployed

Beneficiary

Employed full-time

Employed part-time

Employed casually or seasonally

Full-time student

Full-time care-giver

Part-time care-giver