


Holistic Health Training Ltd

[www.hht.co.nz](http://www.hht.co.nz)

NZQA-Registered Private Training Establishment

MinEd # 7648



Anatomy and Physiology  
for Holistic Bodyworkers ~  
A Distance Learning Course.

Level 5, 50 Credits.  
Prospectus and Information for  
Students.

**Course Title;** Applied Human Anatomy & 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).

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 of course, complete much more quickly than this - it's over to you. It often takes less than 500 hours.

**Delivery;** Distance Learning; full tutor support; The course is delivered via USBs, including a DVD presentation for each Module (optional). Glossaries of all key terms for each Module; Muscle and Skeletal Tables included. Practice exams provided.

**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.

**Delivery Modes;** DIGITAL (USB).

**Resources;**

11 Modules, full colour diagrams.

DVDs for each Module (available on USB).

11 open-book assignments (emailed).

On-line quiz for each Module.

Biographical details of key figures (with Module 2).

11 Glossaries of key terms with each Module.

Booklet with key Greek and Latin terms used in anatomy.

Table with origins, insertions and functions of all major skeletal muscles.

Chart naming and all the bones in the skeleton with pictures.

Practice examination.

Full tutor support via email text or phone.

Fee Summary - structure.	Whole course on flash drive with DVDs.	Whole course on flash drive without DVDs.
In full, in advance.	\$850.00	\$610.00
By instalment.	\$360.00 then 3 payments of \$163.00	\$310.00 then 3 payments of \$100.00.

## On a flash drive, every diagram in the course is in FULL COLOUR on your screen.

The **carbon footprint** of digital media is Way less than for paper copies.

Emailed Assignments will come back to you **typically within 3 days**.

Your course becomes very **portable** ☺ - you can take it with you and plug in your drive any old where, without having to lug around paper copies.

The **cost of postage** is increasing as fast as the quality of delivery is declining; what used to cost \$1.20 (an A4 envelope) now costs \$2.80, and NZ Post has signaled an end to daily deliveries.

The **cost of copying** has increased by 30%. So far we have absorbed this rise, but cannot continue to do so given the rise in postal costs.

All computers these days have multi USB capability. The whole course and all associated written resources fits on an **8 gigabyte drive**, which we supply, and you get to keep. The DVDs are on a 32 gig drive!

For people who really want a **paper copy**, you can print the Module, Assignment, resources etc yourself.

## 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 is ....the 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!!*

## 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. 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.

DVDS (available via disc or USB) are a real asset if you are a "visual" learner, it makes it more like a classroom ☺.

## 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 it's 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.

# Legal Stuff.

## 1. 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 \$30.00 handling and postal charge. This must be within 8 days.

## 2. Complaints.

We 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 few; queries will be replied to on the day they are made, or the next working day.

## 3. 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.

## 4. The Final Examination.

Your final exam is held in a place and at a time that you choose. You nominate a supervisor who meets our criteria (not your Mum or best buddy 😊). We send the exam to them after you have organised the details.

The exam is Open Book, and is a 3-hour paper, and counts for 60% of your total, with the remaining 40% coming from your Assignment results.

You can't access computers or cell-phones, only written material, and the exam must be done as a paper copy ie/ it can't be done digitally.

Should your combined marks not reach 75%, you can re-sit a second exam under the same circumstances.

If you have a disability or medical condition that meets the criteria, extra time can be granted, or the exam can be done in 2 blocks of 2 hours each.

If you dispute your exam result, there is a procedure whereby it can be check-marked against a standard marking master by a second assessor.

There are Grades for passing the exam; 75 -85% = Pass; 85% -95% = Distinction, 95% - 100% = Honours.



## 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 on-line to the bank account number provided on the Registration form.
- b) download the form, scan and email, paying on-line.

**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; HUMPH!**

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. They may also assist with child support if you are on a DPB.

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.