

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION F.94
COURSE OUTLINE

OA 2510 MEDICAL TERMINOLOGY I (75 HOURS)

INSTRUCTOR: Joyce Tobo

TEXTS: Medical Terminology A Program Text, 6th ed., by Phyllis Davis, Jean Dennerell and Genevieve Love Smith - 1991, Delmar Publishers.

COURSE DESCRIPTION: This course provides you with a background in medical terminology. It will assist you to recognize medical words by identifying Greek and Latin suffixes and prefixes, the root words, and combining forms. It will also assist you to correctly pronounce medical terms correctly and to recall and interpret medical abbreviations.

COURSE OBJECTIVES: At the completion of Medical Terminology, you will have a working knowledge of basic medical terminology.

Specifically, you will:

1. Utilize your knowledge of suffixes, roots and prefixes in defining medical terms.
2. Accurately define medical terms.
3. Accurately spell medical terms.
4. Accurately pronounce medical terms.
5. State the approved medical abbreviations.
6. State and discuss the common diagnostic, symptomatic and operative terms.
7. Apply your knowledge of suffixes, roots, and prefixes in correctly assembling and spelling medical words that you have not been previously taught.

MEDICAL TERMINOLOGY COURSE SCHEDULE

WEEK	DATES	TEST	CONTENT FOR NEXT CLASS
Week #1	Sept. 6		How to Work the Program; The Word Building System; How to Study Medical Terminology
	Sept. 8	#1 1-119	120 - 260 Extremities, colours, cells, blood, heart, EKG, X-ray, sonography, surgical suffixes... Review activities 1, 2, 3.
Week #2	Sept. 12	#2 1-260	261 - 372 Head, skull, brain, spinal cord, meninges, EEG, development, tumours ... Review activities 4, 5, 6.
	Sept. 14	#3 261-372	373 - 497 Bone, cartilage, tendons, joints, teeth, body, regions and cavities, centesis, bladder, ad, ab, hydro... Review activities 7, 8, 9.
Week #3	Sept. 20	#4 1-497	498 - 604 Microorganisms, ear, nose, stones, gallbladder, tachy, brady, breathing, eating, digesting ... Review activities 10, 11, 12.
	Sept. 22	#5 498-604	605 - 705 Muscle, vessels, nerves, blood, thrombi, male and female reproductive systems, ptosis, pexy... Review activities 13, 14, 15.
Week #4	Sept. 27	#6 1-705	706 - 762 Urinary system, lungs, fungi, rrhaphy, rrhagia... Review activities 16, 17, 18.
	Sept. 29	#7 706-762 plus Spelling #1 (1 - 372)	763 - 821 Digestive system and accessory organs ... Review activities 19, 20, 21.
Week #5	Oct. 4	#8 1-821	822 - 866 Veins, arteries, muscles, aesthesia, sound, hearing, speech, movement, para... Review activities 22, 23, 24.
	Oct. 6	#9 822-866 plus Spelling #2 (373 - 604)	867 - 922 Vision, neurology, psychology, diagnosis, prognosis, tripsy... Review activities 25, 26, 27.

Week #6	Oct. 11	#10 1-922	923 - 958 Heat, micro, macro, digits, poly, syn... Review activities 28, 29, 30.
	Oct. 13	#11 923-958 plus Spelling #3 (605 - 762)	959 - 1051 Directions and planes of the body, organs, aerobics, anaerobic, phobic, phobic, a, dys, eu, pseudo, menses... Review activities 31, 32, 33.
Week #7	Oct. 18	#12 1-1051	1052 - 1107 Laparoscopy, fever, sweating, glucose, prefixes: ecto, meso, retro, para... Review activities 34, 35, 36.
	Oct. 20	#13 1052-1107 plus Spelling #4 (763 - 866)	1108 - 1135 Immunity, para, grvida, prefixes: auto, nuli, multi, numbers... Review activities 37, 38.
Week #8	Oct. 26		Case Study
	Oct. 28		Medical Transcription
Week #9	Nov. 2	Test 1-1135	Narcotics, necrosis, equal, unequal, prefixes of place: ex, de, ab, dia, per, peri, cirum... Review activities 39, 40, 41.
	Nov. 4	Test 1136-1224	Prefixes, homo, hetero, sym, super, supra, epi, extra, infra, sub,meta, ultra, ex, anti, contra, trans... Review activities 42, 43.
Week #10	Nov. 9	Test 1-1306	in, mal, uni, bi, tri, semi, hemi, con, dis, post, ante, pre, retro, intra... Review Activities 44, 45.
	Nov. 11	Test 1307-1376	Formation of plurals ... Review activities 46, 47.
Week #11	Nov. 16	Test 1-1385	Respiratory system, left, right, feet, hands, vessels, neonatal, neoplasm... Review activities 48, 49, 50.
	Nov. 18	Test 1396-1472	Night, sleep, ankylo, phoro, stasis, schizo, schisto, schisis, skeletal system... Review activities 51, 52, 53

Week #12	Nov 23	Test 1-1550	Spinal column, eye, nails, hair endocrine system, medical specialities... Review activities 54, 55, 56.
	Nov. 25	Test 1551-1674	
Week #13	Nov. 29	Test ABB. I	Abbreviations - Part II Review
	Dec. 1	Test ABB. II Spelling #10 (1473 - 1674)	
Week #14	Dec. 8	FINAL (1108 - 1674)	

	#	Per Test	Total Marks
Class Tests	23	30	690
Spelling Tests	10	10	100
Final Exam	1	190	190
Transcription Exercise	1	10	10
Case Study	1	10	<u>10</u>

Final Mark

$$1000 + 10 = 100\%$$

**GRANDE PRAIRIE REGIONAL COLLEGE
GRADING SYSTEM**

GRADE POINT	%EQUIVALENT	DESIGNATION
9	90 - 100	
8	80 - 89	EXCELLENT
7	72 - 79	
6	65 - 71	GOOD
5	57 - 64	
4	50 - 56	PASS
3	45 - 49	FAIL
2	26 - 44	
1	0 - 25	