



Grande Prairie Regional College

Unit Clerk Certificate Program

Department of Nursing Education & Health Studies

OA 2511

MEDICAL TERMINOLOGY I

A2

FALL 2010 COURSE OUTLINE

Originally developed by Shonda Holt RN, BScN for the Unit Clerk program 2007

Revised by Deena Honan RN, BScN 2009

Revised by Louise Rawluk RN, BScN, MN August 2010

Department of Nursing Education and Health Studies
Course Outline – Fall 2010
OA 2511 3.0 (3-0-0) 45 hours

COURSE INSTRUCTOR:

Instructor: Louise Rawluk RN, BScN, MN

Phone: 539-2037 (office)

Office: H230

E-mail: lorawluk@gprc.ab.ca

OFFICE HOURS:

Office hours vary. Please consult the individual instructor for details.

PREREQUISITE/COREQUISITE:

No prerequisite or corequisite required.

REQUIRED TEXT:

Leonard, P. (2011). *Quick & Easy Medical Terminology*. (6th ed.). Missouri: Saunders Elsevier.

RESOURCE MATERIALS:

Medical Terminology Workbook practice exercises will be provided by the Instructor or posted on Moodle.

CALENDAR STATEMENT:**OA 2511 3.0 (3-0-0) 45 Hours**

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 and to recall and interpret medical abbreviations.

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 prefixes and suffixes. Students will also learn root words and combining forms. It will assist you to correctly pronounce medical terms and to recall and interpret medical abbreviations. The structure and function of anatomy, organs and body systems will also be introduced.

CREDIT:

OA 2511 3.0 (3-0-0)

CONTACT HOURS:

OA 2511 consists of 3 hours of instructional time per week. Additional hours for independent study and practice required.

Fall Semester:

Course Schedule: September 2 – December 7, 2010

Classes are scheduled for: Mondays 6:00 – 9:00 pm

Classroom location: A314



DELIVERY MODES:

The course work includes lectures, individual work, and in-class practice exercises.

Students will participate in a number of activities to assist in meeting the objectives of the course:

1. Class Attendance

The course material will be presented in a lecture style along with learning activities developed to enhance the student's understanding. Regular classroom attendance is expected. The purpose of the class time is to develop the student's ability to understand medical terminology. In class, students will learn to recognize medical words by identifying Greek and Latin suffixes and prefixes, root words and combining forms.

2. Individual Practice Work

The purpose of this activity is to provide students with an opportunity to practice Medical Terminology understanding, strategies and techniques in class under the guidance and supervision of the course instructor. The instructor will provide regular practice exercises which the students are asked to complete. Students are expected to complete each practice exercise and answer the questions as provided by the course instructor. Students are encouraged to work individually to complete their practice exercises.

Students are responsible for their own learning and therefore must communicate with the instructor any misunderstandings or uncertainties about the material covered in class.

3. Assigned Reading

Students will be assigned readings and assigned chapters on a regular basis. Students are expected to be prepared for class by reading the assigned readings or chapters before class.

COURSE OBJECTIVES:

Upon successful completion of this course, the student will be able to:

1. Discuss four parts to medical terms
2. Identify root words and combining forms
3. Identify common medical terms and abbreviations
4. Identify the organization of the body in terms of cells, tissues, organs and systems
5. List the major organs found in the twelve organ systems
6. List body cavities and their contents
7. Discuss medical terminology, vocabulary, pathology, diagnostic and therapeutic medical terms related to each system: Integumentary, musculoskeletal, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic and hematic, reproductive, and nervous systems

GRADING CRITERIA:

Course Evaluation Components:

- 1) Class participation and attendance will be worth 10% of the final grade.**
- 2) Class quizzes will be worth 15% of the final grade.**
- 3) First Examination worth 25% of the final grade.**

This examination will occur during scheduled class time and will consist of a combination of multiple choice, matching and short answer questions from textbook chapters 1-5 inclusive.

- 4) Second Examination worth 25% of the final grade.**

This examination will occur during scheduled class time and will consist of a combination of multiple choice, matching and short answer questions from textbook chapters 6-9 inclusive.

- 5) Final Examination worth 25% of the final grade.**

This examination will occur during scheduled class time and will consist of a combination of multiple choice, matching and short answer questions from textbook chapters 10-14 inclusive.

Note: Failure to complete a class quiz will result in a grade “0” for that quiz.

Failure to complete any course examination will result in a grade “0” for that examination. The Instructor must be notified prior to the examination in cases of illness or extenuating circumstances and special arrangements will be made in order to accommodate these students.

Grades will be assigned based on the Letter Grading System:

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|--|---------------------------|------------------------------|---|
| GRADING CONVERSION CHART | | | |
| <i>Alpha Grade</i> | <i>4-point Equivalent</i> | <i>Percentage Guidelines</i> | <i>Designation</i> |
| <i>A⁺</i> | <i>4.0</i> | <i>90 – 100</i> | <i>EXCELLENT</i> |
| <i>A</i> | <i>4.0</i> | <i>85 – 89</i> | |
| <i>A⁻</i> | <i>3.7</i> | <i>80 – 84</i> | <i>VERY GOOD</i> <i>FIRST CLASS STANDING</i> |
| <i>B⁺</i> | <i>3.3</i> | <i>77 – 79</i> | |
| <i>B</i> | <i>3.0</i> | <i>73 – 76</i> | <i>GOOD</i> |
| <i>B⁻</i> | <i>2.7</i> | <i>70 – 72</i> | |
| <i>C⁺</i> | <i>2.3</i> | <i>67 – 69</i> | <i>SATISFACTORY</i> |
| <i>C</i> | <i>2.0</i> | <i>63 – 66</i> | |
| <i>C⁻</i> | <i>1.7</i> | <i>60 – 62</i> | |

These are considered passing grades in OA 2511 and Unit Clerk courses.

These are NOT considered passing grades in OA 2511 and Unit Clerk courses.

| | | | |
|----------------------|------------|----------------|--|
| D⁺ | 1.3 | 55 – 59 | POOR |
| D | 1.0 | 50 – 54 | MINIMAL PASS |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

Note: In order to pass OA 2511:

The student must achieve a final overall average of 60% (C-) or higher.

EXAMINATIONS:

This course includes class quizzes, a first exam, a second examination and a final examination.

STUDENT RESPONSIBILITIES AND IMPORTANT POLICIES:

Important Dates:

Information about last day to change registrations and dropping courses are available on the GPRC website.

Policies

Please refer to the *Grande Prairie Regional College* calendar 2010-2011 for specific policies that may pertain to this course.

STATEMENT ON PLAGIARISM AND CHEATING:

We expect honesty from our students. This demands that the contribution of others be acknowledged (GPRC Calendar, 2010-2011). Penalties will be given according to the degree of the plagiarism or cheating. If you are unsure whether an action is plagiarism or not, please consult your course instructor.

Cheating refers to dishonest conduct such as speaking during an exam, bringing written material not authorized by the course instructor, tampering with grades, or consciously aiding another student to cheat.

Please refer to your rights and responsibilities in the *Grande Prairie Regional College* 2010-2011 Calendar.

COURSE SCHEDULE/TENTATIVE TIMELINE:

| | |
|-----------------------------|--|
| Week 1: September 6 | Labour Day. No classes. |
| Week 2: September 13 | Introduction, Course Outline, Chapter 1 |
| Week 3: September 20 | Chapters 2 and 3 |
| Week 4: September 27 | Chapters 4 and 5 |
| Week 5: October 4 | Chapters 1 – 5 Exam Chapter 6 |
| Week 6: October 11 | Thanksgiving Day. No classes. |
| Week 7: October 18 | Chapter 7 |
| Week 8: October 25 | Chapter 8 |
| Week 9: November 1 | Chapter 9 |
| Week 10: November 8 | Chapters 6 – 9 Exam Chapter 10 |
| Week 11: November 15 | Chapter 11 |
| Week 12: November 22 | Chapter 12 |
| Week 13: November 29 | Chapters 13 and 14 |
| Week 14: December 6 | Chapters 10-14 Exam |

