



## DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

### COURSE OUTLINE – Fall/Winter 2019-20

#### OA2511 (EC): MEDICAL TERMINOLOGY 1: 3 (3-0-0) 45 hours, 15 Weeks

**INSTRUCTOR:** Dalyce Sather-McNabb,  
BScN. RN.

**PHONE:** 780-897-1094 (cell)

**OFFICE:** Online Office

**E-MAIL:** [dsathermcnabb@gprc.ab.ca](mailto:dsathermcnabb@gprc.ab.ca)

**OFFICE HOURS:** By appointment only.

#### CALENDAR DESCRIPTION:

**OA2511 3 (3-0-0) 45 Hours, 15 Weeks**

**Medical Terminology I**

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.

**PREREQUISITE(S)/COREQUISITE:** No prerequisite or corequisite required.

#### REQUIRED TEXT:

Leonard, P. C. (2017). *Quick & Easy Medical Terminology*. (8th ed.). Missouri: Saunders Elsevier.

#### RESOURCE MATERIALS:

Medical Terminology PowerPoint presentations, student worksheets, discussion forums, supplementary learning activities, and course announcements will be available on **Moodle** weekly.

**DELIVERY MODE(S):**

The course will be delivered on-line through GPRC's online course management system (Moodle). This is an asynchronous online course. This means there is no established time when you must log on. However, you must complete the required course work during the specified time each week.

**COURSE OBJECTIVES:**

This course introduces students to:

1. The four parts to medical terms.
  - Suffixes, prefixes, root words and combining forms.
2. Common medical terms and abbreviations.
3. The organization of the body in terms of cells, tissues, organs and body systems.
4. The major organs found in the eleven body systems.
5. The body cavities and their contents.
6. Medical terminology, vocabulary, pathology, diagnostic and therapeutic medical terms related to each body system: musculoskeletal, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, integumentary, nervous, and endocrine systems.

**LEARNING OUTCOMES:**

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

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

## **TRANSFERABILITY:** Not Applicable

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## **EVALUATIONS:**

**1) Discussion Forums are worth 10% of the final grade. [There are 10 Discussion Forums worth 0.66% each]. Refer to Moodle and page 6 of this course outline for due dates.**

The assessment structure for OA2511 indicates that 10% of your final grade will be determined by your participation in the Discussion Forums. Your participation will be measured against the Discussion Forum Rubric Grading Criteria **[Posted on Moodle]**. Keep these criteria in mind as you proceed through the course, and gauge your own efforts toward achieving your full share of this significant portion of your course grade.

The purpose of the Discussion Forum input is to keep each of us focused on the same topic and reinforce the textbook chapter content. You may add to the discussion at any time during the week. To benefit most from this part of the course, you are advised to check in on the discussion several times a week, adding your thoughts and comments to those of others so that the discussion grows as it continues back and forth. Discussion Forum participation is a critical component for reinforcement of the course content. Cooperative and collegial learning is fundamental to this course.

**2) Student Worksheets are worth 15% of the final grade. [There are 15 Student Worksheets worth 1% each]. Refer to Moodle and page 6 of this course outline for due dates.**

The purpose of the student worksheets is to provide students with an opportunity to practice and reinforce the weekly Medical Terminology content. Students are expected to complete each work sheet individually and then self-check them against the provided answer key.

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

Extensions on the student worksheets may be granted and must be negotiated with the instructor prior to the due date and with a date and time specified for late submissions.

**3) Exams are worth 75% of your final grade. [There are 3 Exams worth 25% each]. Exams are Open Book and Timed (1 ½ hours). Refer to Moodle and page 6 of this course outline for due dates.**

**i. First Examination worth 25% of the final grade.**

This examination will consist of 70 multiple choice questions from textbook chapters 1-5 inclusive.

**ii. Second Examination worth 25% of the final grade.**

This examination will consist of 80 multiple choice questions from textbook chapters 6-10 inclusive.

**iii. Third Examination worth 25% of the final grade.**

This examination will consist of 75 multiple choice questions from textbook chapters 11-15 inclusive.

**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.** Please refer to the *Grande Prairie Regional College* calendar 2019-20 for the Academic Regulations that pertain to Examinations and Examination Procedures at <https://www.gprc.ab.ca/programs/calendar/>

## GRADING CRITERIA:

Grades will be assigned based on the Letter Grading System:

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Descriptor
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	VERY GOOD FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	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: Unit Clerk students must achieve a final overall average of 60% (C-) or higher in order to pass OA2511.**

## COURSE SCHEDULE/TENTATIVE TIMELINE

<b>Week 1</b>		Course Orientation Chapter 1 Student Worksheet Due Discussion Forum Due
<b>Week 2</b>		Chapters 2 and 3 Student Worksheet Due Discussion Forum Due
<b>Week 3</b>		Chapter 4 Student Worksheet Due Discussion Forum Due
<b>Week 4</b>		Chapter 5 Student Worksheet Due Discussion Forum Due
<b>Week 5</b>	<b>EXAM</b>	<b>Chapters 1 – 5 Exam</b> Chapter 6 Student Worksheet Due Discussion Forum Due
<b>Week 6</b>		Chapter 7 Student Worksheet Due Discussion Forum Due
<b>Week 7</b>		Chapter 8 Student Worksheet Due Discussion Forum Due
<b>Week 8</b>		Chapter 9 Student Worksheet Due Discussion Forum Due
<b>Week 9</b>		Chapter 10 Student Worksheet Discussion Forum Due
<b>Week 10</b>	<b>EXAM</b>	<b>Chapters 6 – 10 Exam</b> Chapter 11 Student Worksheet Due Discussion Forum Due
<b>Week 11</b>		Chapter 12 Student Worksheet Due Discussion Forum Due
<b>Week 12</b>		Chapter 13 Student Worksheet Due Discussion Forum Due pm
<b>Week 13</b>		Chapter 14 Student Worksheet Due Discussion Forum Due
<b>Week 14</b>		Chapter 15 Student Worksheet Due Discussion Forum Due
<b>Week 15</b>	<b>EXAM</b>	<b>Chapters 11 – 15 Exam</b>

## **STUDENT RESPONSIBILITIES:**

### **Important Dates:**

Information about the last day to change registrations (add/drop courses and/or withdraw) are available on the GPRC website.

### **Policies**

Refer to the College Policy on Student Rights and Responsibilities at <https://www.gprc.ab.ca/about/administration/policies/fetch.php?ID=69>

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**\*\*Note:** all Academic and Administrative policies are available on the same page.