



## **DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES**

### **COURSE OUTLINE – FALL 2015 [A2, VC]**

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

**INSTRUCTOR:** Dorothy Dooley BN, RN, MN    **PHONE:** 780-539-2891  
**OFFICE:** H227    **E-MAIL:** [ddooley@gprc.ab.ca](mailto:ddooley@gprc.ab.ca)  
**OFFICE HOURS:** Varies. By Appointment.

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

#### **REQUIRED TEXT:**

Leonard, P. C. (2014). *Quick & Easy Medical Terminology*. (7th ed.). Missouri: Saunders Elsevier.

#### **RESOURCE MATERIALS:**

Medical Terminology student practice exercises and class activities will be provided by the course Instructor and/or posted on Moodle.

**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.

**CONTACT HOURS:**

OA2511 consists of 3 hours of instructional time per week. Additional hours for independent study and practice required.

**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.

**DELIVERY MODE(S):**

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 prior to class.

**LEARNING OUTCOMES:**

- Preparation for medical-related careers by increasing familiarity with medical terminology.

**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

**UNIVERSITY TRANSFER (If applicable):** Not Applicable

**GRADING CRITERIA:**

Grades will be assigned based on the Letter Grading System:

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>VERY GOOD FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>POOR</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	<b>MINIMAL PASS</b>
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**Note: Unit Clerk students must achieve a final overall average of 60% (C-) or higher in order to pass OA2511.**

## **EVALUATIONS:**

**1) Class participation and attendance will be worth 10% of the final grade.**

**2) First Examination worth 30% of the final grade.**

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

**3) Second Examination worth 30% of the final grade.**

This examination will occur during scheduled class time and will consist of a combination of multiple choice questions from textbook chapters 6-10 inclusive.

**4) Third Examination worth 30% of the final grade.**

This examination will occur during scheduled class time and will consist of a combination of 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 2015-2016 for the Academic Regulations that pertain to Examinations and Examination Procedures at <https://www.gprc.ab.ca/programs/calendar/>

**STUDENT RESPONSIBILITIES:****Important Dates:**

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

**Policies**

Refer to the College Policy on Student Rights and Responsibilities at [www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES](http://www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES)

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the College Student Misconduct: Academic and Non-Academic Policy at [www.gprc.ab.ca/d/STUDENTMISCONDUCT](http://www.gprc.ab.ca/d/STUDENTMISCONDUCT)

**\*\*Note:** all Academic and Administrative policies are available at [www.gprc.ab.ca/about/administration/policies/](http://www.gprc.ab.ca/about/administration/policies/)

**COURSE SCHEDULE/TENTATIVE TIMELINE: September 2<sup>nd</sup> – December 19<sup>th</sup>.**

**[December 8<sup>th</sup> – Last Day of Classes for OA].**

<b>Week 1: September 7</b>	<b>LABOUR DAY - NO CLASSES</b>
<b>Week 2: September 14</b>	Introduction, Course Outline Chapter 1
<b>Week 3: September 21</b>	Chapters 2 and 3
<b>Week 4: September 28</b>	Chapter 4
<b>Week 5: October 5</b>	Chapter 5
<b>Week 6: October 12</b>	<b>NO CLASS – THANKSGIVING HOLIDAY</b>
<b>Week 7: October 19</b>	<b>CHAPTERS 1 – 5 EXAM</b> Chapter 6
<b>Week 8: October 26</b>	Chapters 7 and 8
<b>Week 9: November 2</b>	Chapters 9 and 10
<b>Week 10: November 9</b>	<b>CHAPTERS 6 – 10 EXAM</b> Chapter 11
<b>NOVEMBER 11: REMEMBRANCE DAY – NO CLASSES</b>	
<b>NOVEMBER 12-13: NO CLASSES – FALL BREAK</b>	
<b>Week 11: November 16</b>	Chapter 12
<b>Week 12: November 23</b>	Chapters 13 and 14
<b>Week 13: November 30</b>	Chapter 15
<b>Week 14: December 7</b>	<b>CHAPTERS 11 – 15 EXAM</b>