



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – WINTER 2016

OA2511 (A3, VC): MEDICAL TERMINOLOGY 1: 3 (3-0-0) 45 hours, 15 Weeks

INSTRUCTOR: Dorothy Dooley BN, RN, MN **PHONE:** 780-539-2891
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OFFICE HOURS: Varies. By Appointment.

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. (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.

DELIVERY MODE(S):

The required course work includes lectures, in-class practice exercises, and textbook chapter readings.

Students will participate in these 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. In-Class Practice Exercises

The purpose of this learning 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 textbook chapters to read on a regular basis. Students are expected to be prepared for class by reading the assigned chapters prior to class.

*****Additional supplementary activities and/or resources are posted on Moodle to assist in reinforcing the course content. *****

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 systems
4. The major organs found in the twelve organ systems
5. The body cavities and their contents
6. 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

LEARNING OUTCOMES:

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

1. Discuss four parts to medical terms
2. Identify suffixes, prefixes, 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

TRANSFERABILITY: Not Applicable

Please consult the Alberta Transfer Guide for more information

(<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) 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/>

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Grades will be assigned based on the Letter Grading System:

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

COURSE SCHEDULE/TENTATIVE TIMELINE: January 6th – April 26th.

[April 13th – Last Day of Classes for OA].

Week 1: January 11	Introduction, Course Outline Chapter 1
Week 2: January 18	Chapters 2 and 3
Week 3: January 25	Chapter 4
Week 4: February 1	Chapter 5
Week 5: February 8	Chapters 1 – 5 Exam Chapter 6
Week 6: February 15	NO CLASS – FAMILY DAY
February 16-19 – WINTER BREAK	
Week 7: February 22	Chapters 7 and 8
Week 8: February 29	Chapter 9
Week 9: March 7	Chapter 10
Week 10: March 14	Chapters 6 – 10 Exam Chapter 11
Week 11: March 21	Chapter 12
Week 12: March 28	Chapters 13 and 14
Week 13: April 4	Chapter 15
Week 14: April 11	Chapters 11 – 15 Exam

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 www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

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 www.gprc.ab.ca/about/administrationlpolicies/**

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