



**DEPARTMENT OF NURSING EDUCATION & HEALTH STUDIES
COURSE OUTLINE – WINTER 2014**

OA 2511 MEDICAL TERMINOLOGY – 3.0 (3-0-0) 45 HOURS

INSTRUCTOR: Kim Staples **PHONE:** (780) 539-2756
OFFICE: H131 **E-MAIL:** kstaples@gprc.ab.ca

OFFICE HOURS: Office hours vary. Please email instructor to request a time.

PREREQUISITE(S)/COREQUISITE:

No prerequisite or co requisite required.

REQUIRED TEXT:

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

RESOURCE MATERIALS:

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

CALENDAR DESCRIPTION: 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.

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 before class.

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

TRANSFERABILITY:

**** 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

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART/GRADING CRITERIA			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	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	MINIMAL PASS
D	1.0	50 – 54	
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.

EVALUATIONS/EXAMINATIONS:

1) Class quizzes will be worth 25% of the final grade.

Note: Class quizzes are given during class time. Only students who are in attendance of that class will be given the opportunity to write the quiz. A student who is not in attendance for that class will not be given an opportunity to write the missed quiz. Failure to complete a class quiz will result in a grade "0" for that quiz.

2) 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.

3) 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.

4) Third 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.

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 2012-2013 for the Academic Regulations that pertain to Examinations and Examination Procedures.

STUDENT RESPONSIBILITIES:

Important Dates:

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

Last day to withdraw from course with a “W” is **March 7, 2014**

Policies

Please refer to the *Grande Prairie Regional College* calendar 2013-2014 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, 2013-2014). 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* 2013-2014 Calendar.

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/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week One	January 13	Course Outline, Chapter 1
Week Two	January 20	Chapters 2 and 3
Week Three	January 27	Chapters 4 and 5
Week Four	Feb 3	Chapters 1 – 5 Exam
Week Five	Feb 10	Chapter 6
Week Six	Feb 17	Reading Week
Week Seven	Feb 24	Chapter 7
Week Eight	March 3	Chapters 8 and 9
Week Nine	Mar 10	Chapters 6 – 9 Exam
Week Ten	Mar 17	Chapters 10 & 11
Week Eleven	Mar 24	Chapters 12 & 13
Week Twelve	Mar 31	Chapter 14
Week 13	April 7	Review class
Week 14	April 14	Chapters 10- 14 Exam