



DEPARTMENT OF NURSING EDUCATION AND HEALTH STUDIES

COURSE OUTLINE – FALL 2014

OA 2511 MEDICAL TERMINOLOGY 1 - 3.0 (3-0-0) 45 hours

INSTRUCTOR: Louise Rawluk

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OFFICE: H230

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OFFICE HOURS: Varies. By appointment

PREREQUISITE/COREQUISITE: No prerequisite or corequisite required.

REQUIRED TEXT:

Leonard, P. (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 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.

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 prior to 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 AND EVALUATION COMPONENTS:

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 6-9 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 10-15 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 2014-2015 for the Academic Regulations that pertain to Examinations and Examination Procedures.

Grades will be assigned based on the Letter Grading System:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
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	PASS
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 OA 2511.

EXAMINATIONS:

This course includes a first, a second and a third 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 2014-2015 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, 2014-2015). 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 2014-2015 Calendar.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1: September 8	Introduction, Course Outline Chapter 1
Week 2: September 15	Chapters 2 and 3
Week 3: September 22	Chapter 4
Week 4: September 29	Chapter 5
Week 5: October 6	Chapters 1 – 5 Exam Chapter 6
Week 6: October 13	No class – Thanksgiving Holiday
Week 7: October 20	Chapters 7 and 8
Week 8: October 27	Chapter 9
Week 9: November 3	Chapters 6 – 9 Exam Chapter 10
Week 10: November 10	No class – Fall Break
Week 11: November 17	Chapter 11
Week 12: November 24	Chapters 12 and 13
Week 13: December 1	Chapters 14 and 15
Week 14: December 8	Chapters 10 – 15 Exam