



Grande Prairie Regional College

Unit Clerk Certificate Program
Department: Nursing

OA 2511

Medical Terminology

Winter 2008

Developed by:

Shonda Klatt RN, Melanie Hamilton MN, RN
Winter 2007

Instructor	Deena Honan	Phone	539-2805 (office)
Office	H201	E-mail	dhonan@gprc.ab.ca
Office Hours	Tuesday 1300 - 1600 or by appointment		

Course Description

OA 2511 Medical Terminology (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 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. An introduction to the structure and function of anatomy, organs and body systems will also be introduced.

Course Objectives

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

1. Discuss four parts to medical terms
2. Describe root words and combining forms
3. Identify common medical terms and abbreviations
4. Identify documents found in a patients chart or medical record
5. Discuss the organization of the body in terms of cells, tissues, organs and systems
6. List the major organs found in the twelve organ systems
7. List body cavities and their contents

8. 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

Required Resources

Leonard, P. C. (2007). *Quick and easy medical terminology* (5th ed.). St. Louis: Saunders.

Assignments and Evaluation

All tests will occur during scheduled class time and consist of multiple choice, fill in the blank, and matching.

Quizzes – (10 in total)	25%
Mid Term Exam	35%
Final Exam	45%

Schedule

Week	
1 (January 8)	Introduction, Course Outline, Chapter 1
2 (January 15)	Chapter 2
3 (January 22)	Chapter 3 - 4
4 (January 29)	Chapter 5 - 6
5 (February 5)	Chapter 7 and Parts of the Chart
6 (February 12)	Chapter 8 - 9
7 (February 19)	Reading Break
8 (February 26)	Mid – Term Exam / Medical Abbreviations/Parts of the chart
9 (March 4)	Chapter 10 and Parts of the Chart
10 (March 11)	Chapter 11
11 (March 18)	Chapter 12 – 13
12 (March 25)	Chapter 14 and Parts of the Chart
13 (April 1)	Medical Abbreviations and Review
14 (April 8)	Final Exam

Delivery Modes

The material will be presented in a lecture style with activities set up to practice the material covered. Please communicate with the instructor any misunderstandings or uncertainties about the material covered in class.

Regular classroom attendance is expected. Please do not be late. You are expected to read the assigned chapters before class.

Grading Conversion Chart

Alpha Grade	Designation
A+	Excellent
A	Excellent
A-	First Class Standing
B+	First Class Standing
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Satisfactory
D+	Minimal Pass
D	Minimal Pass
F	Fail

Plagiarism

The penalty for plagiarism is severe. It may result in expulsion of the program and the institution or may result in a failing grade.

Please refer to the GPRC website on plagiarism:

www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf