



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

OA 2511 G3

Course number and name should be in the same format as the college calendar i.e.
BA1020 3(3-1-0)UT Business Communications II

Instructor Lynn Stevenson

Phone 532-3616

None

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lynn.stevenson@pchr.ca

**Office
Hours**

Before class for 1 hour in the
classroom or by
appointment

Prerequisite(s)/corequisite(s):

none

Required Text/Resource Materials:

Medical Terminology – A Short Course, 4th Edition, W.B.Saunders

Description: (This will be the course description as per the college calendar)

[Type a description of the course here.]

Credit/Contact Hours: 3 credits, 45 hours

Delivery Mode(s):

lecture and assignments

Objectives:

1. Utilize knowledge of suffixes, roots and prefixes of basic medical terms and abbreviations.
2. Define, spell and pronounce basic medical terms.
3. State and discuss common diagnostic, symptomatic and operative terms.

Transferability:

"[Enter transferability of course here.]" unknown

Grading Criteria: (As per Course Outline Policy - Instructors must disclose methods used to convert course work into final grades.)

Chapter quizzes	30%
Spelling	20%
Assignments	15%
Midterm exam	10%
Final exam	25%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS

D	1	50 – 54	
F	0	0 – 49	FAIL

Course Schedule/Timeline:

Enter week, topic for the week, and required reading in the appropriate columns below. Use the TAB key to move around in the table. To insert rows, click on the table and then on the **Table** menu, point to **Insert** and click on the **Row** action you want to take. To delete rows, click on the table and then on the **Table** menu, point to **Delete** and click on **Rows**.

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1 & 2	Chapter 1	Chapter 1
3 & 4	Chapter 2	Chapter 2
5 & 6	Chapter 3	Chapter 3
7	Midterm exam	Chapter 1 – 3
Week 8 & 9	Body systems	Body systems
10 & 11	Chapter 4	Chapter 4
12 – 13	Chapter 5	Chapter 5
Final exam	Everything covered	Chapter 1-5 & body systems

Examinations:

Classroom on the last day of classes

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.