

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

Spring 1989
(5949)

OA 351 MEDICAL TERMINOLOGY I (75 Hours)

INSTRUCTOR: T.B.A.

OFFICE HOURS: See posting outside instructor's office.

TEXTS:

1. Miller and Keane, Encyclopedia and Dictionary of Medicine, Nursing and Allied Health, W.H. Saunders Company, Third Edition
2. Chabner, The Language of Medicine, W.H. Saunders, Third Edition

PREREQUISITE: Departmental acceptance into the Medical Secretarial Program

COURSE DESCRIPTION: This course provides you with a background in medical terminology. Greek and Latin suffixes, prefixes and root words are studied and are applied to the digestive, urinary, male and female reproductive, nervous, and cardiovascular systems.

COURSE OBJECTIVES: At the completion of Medical Terminology I, you will have a working knowledge of basic medical terminology related to the systems studied.

Specifically, you will:

1. Achieve a final average of at least 70%.
2. Utilize your knowledge of suffixes, roots and prefixes in defining medical terms.
3. Utilize your knowledge of anatomy and physiology in defining medical terms.
4. Accurately define medical terms.
5. Accurately spell medical terms.
6. Accurately pronounce medical terms.
7. State the approved medical abbreviations.

8. State and discuss the common diagnostic, symptomatic and operative terms.
9. Apply your knowledge of suffixes, roots, and prefixes in correctly assembling and spelling medical words that you have not been previously taught.

LEARNING STRATEGIES:

This course is delivered by lecture with student discussion and questioning expected. Classroom activities are outlined below:

1. Review of the previous day's material as required.
2. Discussion and review of assignments as required.
3. Introduction of new material.
4. Classroom work as assigned.
5. Dictation of medical terms.
6. Chapter quizzes.

GRADING:

Assignments and exams will be marked for content and format, neatness and accuracy, with deductions for spelling and errors in grammar and will be returned usually within one week.

The student is responsible for material missed. Late assignments or failure to attend scheduled exams will automatically be recorded as zero unless previous arrangements have been made with the instructor or the instructor is made aware of extenuating circumstances. The student is expected to contact her instructor prior to missing a class.

ATTENDANCE/PUNCTUALITY:

Regular and punctual attendance is necessary to enable the student to do well. It is also necessary to provide a cohesive and positive atmosphere within the class. You are expected to attend each class. Please refer to Page 4 of the department's student handbook for further information.

MARK ALLOCATION:

Chapter tests	45%
Midterm	20%
Final Test	30%
Class Participation & Attendance	<u>5%</u>
	100%