

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA 2511 MEDICAL TERMINOLOGY I (36 HOURS)(1.5 credits)

INSTRUCTOR:	Joyce Tobo
TEXTS:	Medical Terminology A Program Text, 7th ed., by Phyllis Davis, Jean Dennerell and Genevieve Love Smith - 1991. Delmar Publishers.
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 suffixes and prefixes, the root words, and combining forms. It will also assist you to correctly pronounce medical terms correctly and to recall and interpret medical abbreviations.
COURSE OBJECTIVES:	<p>At the completion of Medical Terminology, you will have a working knowledge of basic medical terminology.</p> <p>Specifically, you will:</p> <ol style="list-style-type: none">1. Utilize your knowledge of suffixes, roots and prefixes in defining medical terms.2. Accurately define medical terms.3. Accurately spell medical terms.4. Accurately pronounce medical terms.5. State the approved medical abbreviations.6. State and discuss the common diagnostic, symptomatic and operative terms.7. Apply your knowledge of suffixes, roots, and prefixes in correctly assembling and spelling medical words that you have not been previously taught.

This course was originally taught over a period of 14 weeks at 5 hours a week. This proposal course is for 9 weeks at 4 hours a week.

The reduced class time will require:

1. That the students cover the material more quickly.
2. That class time be utilized very efficiently.
3. That some parts of the course will be eliminated (this will be at the discretion of the instructors).

As one of the goals of the course is to correctly assemble and spell words that have not been taught, not covering everything will still meet the objectives of the course.