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

**OA 2511 MEDICAL TERMINOLOGY I**

**INSTRUCTOR:** Lynn Stevenson

**TEXTS:** Medical Terminology A Short Course, 2<sup>nd</sup> Edition, W.B. Saunders, A  
Harcourt Health Science Company.

**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:** At the completion of Medical Terminology, you will have a working knowledge of basic medical terminology.

Specifically, you will:

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 most frequently utilized 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.

<b>GRADING:</b>	Theory Quizz each class	50%
	Spelling and Pronunciation	40%
	Final Exam	10%

**ATTENDANCE:** Daily attendance is essential for successful completion of course material. In order to complete this course, you must attend daily and complete all major assignments.

Attendance is mandatory; attendance will be taken at each class. If you are ill, please call your instructor and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 29)

**ASSIGNMENTS:** Assignments and tests are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed. Assignments and tests missed will be recorded as 0. Test marks missed may, by immediate consultation with your instructor, be added to the final exam grade.

Academic dishonesty (see calendar, p. 27) will not be tolerated.

**Winter 2001**