

**Columbia College**  
**Introduction to Health Care Medical Terminology (CPNP010)**  
**Lecture 1**  
**Course Outline**

Semester Dates: January 04 - March 12, 2016

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Dr. Pheba Liz George BSc, MSc, PhD

Email: phebag@columbia.ab.ca

Class Time: 9:30 AM to 1:30 PM (Sat.)

Room: 4-170

Credit: Non Credit Course

Prerequisite: None

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Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

**Course Description:**

In this course the student will be introduced to medical language common to most health care professionals. The student will learn basic rules as to how medical terms are formed. This will include learning and recognizing common word roots, prefixes and suffixes, abbreviations, and definitions. Medical terms will be related to body structure, body systems, common therapeutic and diagnostic procedures, as well as selected specialty areas. (40 hrs)

**Learning Outcomes:**

As a result of active participation in these sessions, a student can expect to:

- Understand basic rules as to how medical terms are formed.
- Distinguish the meaning of medical terms by analyzing their prefixes, suffixes and word roots.
- Identify the most common prefixes, suffixes and word roots.
- Recognize the importance of correct spelling of medical terms.
- Discuss importance of using caution with abbreviations.
- Recognize, define, spell and pronounce basic medical terms and abbreviations related to body organization and each body system.
- Recognize, define, spell and pronounce medical terms and abbreviations related to selected specialty areas – pharmacology and oncology.

## Course Format:

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class. Be a positive and co-operative team member.

## Required Textbooks and Equipment:

Fremgen, B.F. and Frucht, S.S. (2012). Medical Terminology, A Living Language, 5<sup>th</sup> Edition. Pearson Education, Inc. Upper Saddle River, NJ

College Prep Medical Terminology Workbook.

## Recommended Readings and Resources:

*Students may access these sources from the College and from home.*

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>  
Username: cc-library  
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calg145?db=SP00>  
Password: cclibrary09

*Further Recommended Readings and Resources:*

Textbook Companion Website as per facilitator's instructions

## Homework Assignment Due for the First Class:

**Prior to first class, please read:**

- Fremgen et al (2012) Chapter 1 and complete the practice exercises at the end of the chapter.

## Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Student Preparation and Engagement	Beginning of each class	5%
Quizzes	Daily	30%
Midterm Exam	Class 5	25%
Final Exam	Class 10	40%

Please note that all homework and assignments are due at the beginning of each class.

## Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

### *Marking and Grading Conversion:*

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

**The passing grade for Columbia College Practical Nurse applicants is a B+.**

## Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5

## Requesting an Examination Deferral:

If you are not able to do an exam on the scheduled date, you may request that the exam be deferred to another date. The fee for a Deferred Exam is \$50 plus facilitation costs for a minimum cost of \$100.00.

## Attendance Requirements:

Please come to each class on time and stay to the end of the class.

## Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

**Student Conduct:**

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

**Appeals:**

Please refer to the *Student Appeal Policy (ADM-P177)*.

**Students with Temporary or Permanent Disabilities:**

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing [disabilityservices@columbia.ab.ca](mailto:disabilityservices@columbia.ab.ca). The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

**Student Support:**

Tutoring is available as a fee-based service.

## Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class Session	Topics	Pre-Class Readings
1 January 9	<p><b>Overview of Medical Terminology 101</b></p> <ul style="list-style-type: none"> <li>• Syllabus</li> <li>• How to use the textbook</li> <li>• Online access</li> </ul> <p><b>Introduction to Medical Terminology</b></p> <ul style="list-style-type: none"> <li>• Building medical terms from 4 different word parts: word root, prefix, suffix and combining vowel</li> <li>• Pronunciation</li> <li>• Spelling</li> <li>• Singular and plural endings</li> <li>• Abbreviations</li> <li>• Medical record and healthcare settings</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 1 (pp. 1-20)</li> </ul>
2 January 16	<p><b>Body Organization</b></p> <ul style="list-style-type: none"> <li>○ Levels of body organization</li> <li>○ Body planes, regions and cavities</li> <li>○ Directional and positional terms</li> <li>○ Related word building and abbreviations</li> </ul> <p><b>Integumentary System</b></p> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the Integumentary system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 2 (pp. 21-48)</li> <li>• Chapter 3 (pp. 49-82)</li> </ul>
3 January 23	<p><b>Musculoskeletal System</b></p> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the musculoskeletal system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul> <p><b>Cardiovascular System</b></p> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the cardiovascular system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 4 (pp. 83-136)</li> <li>• Chapter 5 (pp. 137-176)</li> </ul>
4 January 30	<p><b>Blood and the Lymphatic and Immune Systems</b></p> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the cardiovascular system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul> <p><b>Respiratory System</b></p> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the respiratory system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 6 (pp. 177-216)</li> <li>• Chapter 7 (pp. 217-254)</li> </ul>

5 February 6	<b>Review Classes 1-4</b> <b>MIDTERM EXAM</b> • Material from classes 1- 4	• Review chapters 1-7
6 February 13	<b>Digestive System</b> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the digestive system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul> <b>Urinary System</b> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the urinary system</li> <li>○ Related word building, vocabulary and abbreviation</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul>	• Chapter 8 (pp. 255-294) • Chapter 9 (pp. 295-328)
7 February 20	<b>Reproductive System</b> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the reproductive system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul> <b>Endocrine System</b> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the endocrine system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul>	• Chapter 10 (pp. 329-376) • Chapter 11 (pp. 377-408)
8 February 27	<b>Nervous System</b> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the nervous system</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul> <b>Special Senses: The Eye and Ear</b> <ul style="list-style-type: none"> <li>○ Anatomy and physiology of the eye and ear</li> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul>	• Chapter 12 (pp. 409-444) • Chapter 13 (pp. 445-488)
9 March 5	<b>Special Topics: Pharmacology and Oncology</b> <ul style="list-style-type: none"> <li>○ Related word building, vocabulary and abbreviations</li> <li>○ Related pathologic, diagnostic and therapeutic medical terms</li> </ul> <b>Review Classes 1-9</b>	• Chapter 14 (pp. 489-498, pp. 526-530) • Review Chapters 1-14
10 March 12	• <i>.Final Exam- location to be determined. 2 hr. exam</i>	• Chapters 1 to 14