

Health Science Program

Course Title: Medical Terminology

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Course Description: Medical Terminology is a one-credit course that is designed for students to develop health care specific knowledge for a career in the medical field. The course uses an integrated approach for teaching the language of medicine to the health care student by incorporating medical terminology with anatomy and physiology and the disease process. This method has been proven to be a logical and effective method of learning the language of medicine.

Course Fees: The course fee is \$26.00; the fee is due by Wednesday, February 14, 2018. In accordance with school policy, students eligible for reduced lunches pay \$13.00 and free lunches are exempt from paying the fee. It is the student's responsibility to inform the teacher and provide documentation of their eligibility.

Parents may pay the Health Science course fee online at www.MyPaymentsPlus.com using a credit card or debit card. This system also allows parents to access their student's account (even if parents are not paying online) to view available areas needing payment.

CTSO: HOSA – Future Health Professionals

HOSA (Health Occupations Students of America) is an integral, co curricular component of each health science education course. This organization serves as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

All students are encouraged to join HOSA. Membership is optional, not required. There has been a professional leadership component added to the health science curriculum which will count as part of the student's grade. Health Science students have the option of becoming an integral part of HOSA or choosing to read 3 books suggested by HOSA, Inc. HOSA dues are \$20.00 per year. If the student wants to receive professional leadership points the fees and application must be received on or before September 30, 2016. For further information see *Professional Development/Leadership*.

Prerequisites: None

Essential Question: What medical terminology is essential for success as a health care professional in the 21st century?

Program Goals:

1. Develop a body of knowledge common to all health care careers.
2. Meet learning needs of all health science students.

- Promote character growth and development including human relations, good work habits, positive attitudes toward fulfillment of responsibilities and establishment of ethical values.
- Develop the skills of logical thinking, communication, problem solving, and decision making.

Course Goals:

Upon completion of this course the student will learn how to:

- Utilize basic components of words to create medical terms.
- Differentiate medical terminology based on body organization.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the integumentary system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the musculoskeletal system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the cardiovascular system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the blood, lymphatic, and immune system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the respiratory system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the digestive system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the urinary system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the female reproductive system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the male reproductive system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the endocrine system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the nervous system.
- Demonstrate understanding of medical terminology relating to the anatomical structures of the special senses system.

Instructional Philosophy: The Health Science philosophy is to provide an environment for developing proper skills, knowledge, safety habits, work ethics and pride in achievements. Students will be expected to meet all of the course goals and to demonstrate their understanding of the underlying concepts.

Lecture, videos, computers, demonstration, questions and answer, laboratory, guest speakers, field trips and hands-on application will be utilized as instructional methods. The course requires students to use academic skills, such as science, and language arts. Students will be expected to take part in discussions, work in groups, work individually, and complete homework assignments. All assignments are to be completed on time. All homework assignments are due upon entering the class. If an assignment is not turned in at the assigned time **10 points** will be deducted for each day the assignment is late.

Please note that all students in the Health Science Program are exposed to all aspects of the human body. This information may be in the form of videos, speakers, assignments, or field trips. ALL materials in the classroom are important for student learning. If you have concerns regarding

learning activities, please contact me by email. Failure to respond in writing will automatically submit your approval.

Text and Materials: A variety of resources will be utilized in the classroom. The student will be utilizing the core textbook Medical Terminology for Health Professions by Ann Ehrlich & Carol L. Schroder in the classroom and the interactive software StudyWare. Textbooks can be checked out at the end of the day for make-up work but must be returned prior to 1st block the next morning. All textbooks will be returned prior to taking the final exam. If a textbook is not returned the student will be responsible for paying for the book.

An eLearning resource that will be utilized in the classroom and at home is Today's Class. Students will be enrolled in a variety of online courses in which quizzes and final tests are automatically graded. Today's Class allows me to monitor the progress of students as they proceed through these courses, which include content ranging from basic theory to advanced services and procedures. Animations and interactive games and procedures ensure that students stay engaged and retain knowledge better, and students proceed through courses at their own pace and are presented with content in manageable sections. This comprehensive approach helps me better prepare students to meet common core requirements for testing while also preparing them for future careers.

Students will also be using Health Science laptops and iPads in the classroom. Students who damage or do not use the technology appropriately will lose their privileges for using the equipment.

Essential Functions of the Students:

In order to successfully complete this course, the student must be able to:

1. Read on grade level.
2. Complete assignments independently and successfully.
3. Follow and apply basic safety requirements.
4. Collect and analyze data, use critical thinking skills and problem solving.
5. Use and care for medical equipment and supplies safely.
6. Prepare and type written reports and use effective written and oral communication.
7. Use a variety of technology equipment: computers, monitors, simulators, iPads, etc.

Attendance/Make up Work: The school policy will apply. **It is the student's responsibility to make up work upon returning from an absence and schedule make up times with the instructor at the instructor's convenience.** Exams given during the absence must be made up within three days of returning to class. Assignments given during the absence must be made up within one day of returning to class, unless special permission is granted. However, if a student is absent on an exam day/assignment day and the exam/assignment was scheduled prior to the student being absent, the student will make-up the exam/assignment upon returning to class. Students who miss an exam may be given a fill-in-the-blank exam without a word bank.

Students who miss class due to school related activities must make arrangements with the instructor prior to the absence. Advanced assignments and tests/exams will be turned in and taken prior to the time of absence.

- * **It is the student's responsibility to check with their classmates and iNow to see what assignments they missed during their absence.**
- * **Failure to make up work/exams during the allotted time will result in a zero.**

Course Requirements:

1. Complete reading, written assignments and tests.
2. Perform a variety of healthcare skill for instructor evaluation.

Assessment Procedures: Student assessment will be determined from exams, homework assignments, classroom assignments, course projects, etc. A comprehensive final exam will be given at the end of the semester. Exams (60%), assignments – homework, class work, pop quizzes, etc. (40%) will constitute 80% of the student's final grade. The comprehensive final exam will comprise 20% of the student's final grade.

Grading Scale:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	59 and below
I	=	Incomplete
NC	=	No Credit (due to excessive absences)

Students Expectations: Students are expected to study and come prepared for class each day, to listen for instructions and follow instructions, show respect to the teacher and classmates at all times, to place all materials (computers, iPads, etc.) in assigned locations and connect for recharging prior to leaving the classroom, and to clean up after themselves. Misconduct will not be tolerated. The school code of conduct policy will apply.

The classroom disciplinary process is as follows:

1. Verbal warning – may be assigned to stay after school or report before school for conference
2. Parent notification attempted
3. Referral to administration

Classroom Expectations and Procedures:

1. All rules, procedures, and policies in the EHS Student Handbook will apply to this course and classroom.
2. Class begins when you enter the door.
 - a. Once you are in the classroom, you are IN the classroom.
 - b. No gum is allowed in the room (spit it OUT in the trash can).
 - c. Turn in any homework assignment/project in the appropriate box. All homework assignments are due at the beginning of class (placed your Block's basket upon entering the classroom). If an assignment is not turned in at the assigned time (at the beginning of class) 10 points will be deducted for each day the assignment is late.
 - d. Check the board the class assignment/bellringer.
 - c. Gather your materials.

- d. Take your seat.
 - e. Nothing should be on your table top except the materials that apply to what is being taught a that day in this class.
 - f. Begin your assignment.
 - g. Students are not permitted to work on other academic class assignments. If students are found to be working on other class assignments during health science class, the student will be written up for disciplinary action.
3. BYOD – The Health Science classroom is blessed to have state of the art equipment. The classroom has iPads and laptops for each student. Therefore, at present time students do not need their own device. Cell phones will be turned **OFF** and placed in a location designated by the teacher. Parents **ARE NOT** to call or text the student during class time. In an emergency the school phone number is 347-2640. The cell phone is not to be touched unless prior permission is given by the instructor. Other devices will need to be kept in the student’s locker. If for some reason the class requires the use of a student cell phone, students will:
- a. always log on to the BOE network.
 - b. not text anyone.
 - c. not social network.
 - d. only perform school related searches.
4. See Health Science Classroom Expectations Handout

Safety Rules:

1. Do not use equipment that is damaged or does not start to run properly; notify the instructor.
2. DO NOT lift objects that are too heavy. Keep back straight, knees bent, and get help as necessary.
3. Walk, do not run and watch for wet floors.
4. Wash hands often.
5. Wear proper equipment for handling infectious and/or hazardous materials.
6. Dispose of infectious wastes/hazardous materials properly.
7. Use caution when handling liquids/fluids or chemicals, wipe spills immediately with proper equipment.
8. Do not handle electrical equipment with wet hands.
9. When driving, obey all traffic safety laws and wear a seat belt.

Field Trips and/or Guest Speakers

During each field trip or guest speaker the following guidelines are to be followed.

1. Students are to pay attention to what the speaker has to say.
2. DO NOT talk, sleep, socialize or do work of any kind while the guest is present.
3. Respond to questions posed by the speaker and have questions for the speaker.
4. Applaud at the end of the presentation and make an effort to thank the speaker or tour guide.
5. A write-up of guest speakers or field trips may be assigned following the presentation.

6. Missed guest speakers and field trips must be made up through completion of a 2 page, 12 font, typewritten paper of a subject assigned or related to the speaker/field trip missed.

Conferences:

I welcome the opportunity to answer questions and concerns as well as share my own. Parent-teacher conferences may be scheduled during my planning period. These conferences may be done in person or by phone. You may schedule a conference by contacting me through email @ vrobertson@enterpriseschools.net. In-person conferences must be monitored by an administrator or counselor and will be set up through the guidance department. Throughout the term I will also be contacting parents to share information or news that is occurring in the classroom.

Course Outline:

WEEK 1	Chapter 1 Introduction to Medical Terminology <i>Assignment:</i> Study Chapter 1 and complete the Learning Exercises.
WEEK 2	Chapter 2 The Human Body in Health and Disease <i>Assignment:</i> Study Chapter 2 and complete the Learning Exercises.
WEEK 3	Chapter 3 The Skeletal System <i>Assignment:</i> Study Chapter 3 and complete the Learning Exercises.
WEEK 4	Chapter 4 The Muscular System <i>Assignment:</i> Study Chapter 4 and complete the Learning Exercises.
WEEK 5	Chapter 5 The Cardiovascular System <i>Assignment:</i> Study Chapter 5 and complete the Learning Exercises.
WEEK 6	Chapter 6 The Lymphatic and Immune Systems <i>Assignment:</i> Study Chapter 6 and complete the Learning Exercises.
WEEK 7	Chapter 7 The Respiratory System <i>Assignment:</i> Study Chapter 7 and complete the Learning Exercises.
WEEK 8	Chapter 8 The Digestive System <i>Assignment:</i> Study Chapter 8 and complete the Learning Exercises.
WEEK 9	Chapter 9 The Urinary System <i>Assignment:</i> Study Chapter 9 and complete the Learning Exercises.
WEEK 10	Chapter 10 The Nervous System <i>Assignment:</i> Study Chapter 10 and complete the Learning Exercises.
WEEK 11	Chapter 11 Special Senses: The Eyes and Ears <i>Assignment:</i> Study Chapter 11 and complete the Learning Exercises.
WEEK 12	Chapter 12 Skin: The Integumentary System <i>Assignment:</i> Study Chapter 12 and complete the Learning Exercises.
WEEK 13	Chapter 13 The Endocrine System <i>Assignment:</i> Study Chapter 13 and complete the Learning Exercises.

WEEK 1	Chapter 1 Introduction to Medical Terminology <i>Assignment:</i> Study Chapter 1 and complete the Learning Exercises.
WEEK 14	Chapter 14 The Reproductive Systems <i>Assignment:</i> Study Chapter 14 and complete the Learning Exercises.
WEEK 15	Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology <i>Assignment:</i> Study Chapter 15 and complete the Learning Exercises.
WEEK 16	Comprehensive Medical Terminology Review Section <i>Assignment:</i> Complete the Comprehensive Medical Terminology Review exercises and practice test, and be prepared to take part in class review activities. <i>Assignment:</i> Complete the Comprehensive Medical Terminology Review StudyWARE™ activities.
EXAM WEEK	Final Examination