MEDICAL TERMINOLOGY

<u>**COURSE SYLLABUS**</u>
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Course Description

This course will offer the opportunity to explore various medical careers. You will participate in investigation of various health careers through written material, interviews, and guest speakers. Upon successful completion of the course, you may receive Tech Prep credit in Medical Terminology at Anoka Hennepin, St. Cloud Technical College and other community/technical colleges. You will also have the opportunity to become a member of the vocational student organization, HOSA (Health Occupation Students of America).
Length=1 Trimester 1 credit

Units

The course is the organized in nine units. Each unit will focus on various body systems and the health/medical careers that directly relate to the area of study.

Textbook

Gylys. Barbara. (2010) MEDICAL TERMINOLOGY SIMPLIFIED, 4th edition. Philadelphia, PA, F.A. Davis. **Texts will stay in the classroom unless checked out.**

Materials

- 3-ring binder (1- 1 ½") with pockets and loose paper for note taking
- 5 Packs of 3x5 notecards

Course Outcomes

1. Identify the organs and structures of the body systems.
2. Define the word roots and combing forms used to describe the organs and structures.
3. Define suffixes and prefixes in medical words.
4. Build and analyze thousands of medical words.
5. Understand the meaning of new medical words by defining the elements.
6. Master pronunciation and spelling of medical terms.
7. Create case studies using medical terms.
8. Interpret case studies from medical terms.

Classroom Policies

- Respect: others right to learn, teach, talk, listen, and participate! I expect all people in this room will act responsibly and respectfully. Never put others or yourself down!! We will uphold the school's "It All About Respect" rules.
- Book bags/purses, etc. will not be allowed on the desktops. Please hang them on your chair or set them on the floor during class time.
- Absences and Tardies: as per school policy. If you are absent, it is your job to get

materials from those absences and catch up per school policy. Do not assume that I will track you down upon return to hand you your assignments. Please ask me what you have missed.

- o Assignments and due dates will be posted and up-held. If there is an issue with the due dates, talk to me <u>before</u> the day it is due so that we can agree on a due date adjustment.
- o If you are absent on a review day, plan on taking the test anyway. New material wasn't covered, so you should be ready for your test.
- o If you choose to retake a test, you are only able to receive the highest grade of a "C" on that test. You may only retake one test per trimester.
- o Late work will be accepted with the highest grade possible at 50%.

<u>Tech Prep</u>

Any student scoring an average of an 80% for all Unit Tests is eligible for Tech-Prep. Tech-Prep is <u>Technical College</u> credits given for Medical Terminology (2 credits) when a student has proven that she/he can successfully complete this course with at least an 80% on tests taken for this subject. The advantages of graduation from high school with some college credits are obvious: it saves time and money. It also looks good on your resume and/or job application. Of course, in addition to earning college credit, you will be earning high school credits as well (1 credit per course).

The instructor has the right to withhold Tech Prep credit from any student for reasons of plagiarism, cheating or other inappropriate behavior.

<u>Evaluation of Learning</u>

The course outcomes are converted to points/percentages and to grades. The grades will be:

A=90-100%
B=80-89%
C=70-79%
D=60-69%
F=below 60%