



# Medical Terminology Course Syllabus

**Instructor:** Mrs. Kristina Pantoja, RN

Room: C305

Office Hours: 2:30pm- 3:30pm

956-271-1600 ext. 4180

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**Tutoring:** Tuesday and Thursday 7:30am-8:00am and after school by appointment

## **Textbook:**

*Introduction to Medical Terminology, 1<sup>st</sup> or 3<sup>rd</sup> edition*, by Ann Ehrlich & Carol Schroeder

## **Required Materials:**

**Due Date: 1<sup>st</sup> week of school**

- 1.5 - 2 inch binder / dividers (word parts, medical vocabulary, learning exercises, internet activities, review time assignments, quizzes, tests, misc. assignments)
- Spiral or notebook paper (college-ruled preferred)
- Highlighter
- Blue or Black Ink Pen/Pencil
- Container of hand sanitizer (for your personal use)
- 1 small box of Kleenex tissues (for your personal use)

## **Course Outline:**

The PHS *Medical Terminology* course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, plus medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology, and treatment of the major body systems. To pursue a career in the health science industry, students should learn to reason, think critically, make decisions, solve problems, and communicate effectively. Students should recognize that quality health care also depends on the ability to work well with others.

The health science industry is comprised of diagnostic, therapeutic, health informatics, support services, and biotechnology research and development systems that function individually and collaboratively to provide comprehensive health care. Students should identify the employment opportunities, technology, and safety requirements of each system. Students are expected to learn the knowledge and skills necessary to pursue a health science career through further education and employment.



Professional integrity is dependent on acceptance of ethical and legal responsibilities. Students are expected to employ ethical and legal responsibilities, recognize limitations, and understand the implications of their actions. Career and Technical Education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.

**Topics include:**

Building of medical terms—word parts, prefixes, suffixes  
Definition, spelling, and correct pronunciation of medical terms  
Body planes and directions  
Common medical abbreviations, acronyms, and eponyms  
Terms related to the major functions and structures of the body systems  
Terms related to the pathology, diagnostic and treatment procedures of the body systems  
Medical specialists who treat the disorders of the body systems

**Grading Policy:**

40% grade: Minor assignments (daily work, homework, quizzes, lab work, participation)  
60% grade: Major assignments (tests, reports/research/essays, projects/presentations)

As per SISD policy, any missed work is the student's responsibility. You will be responsible for obtaining any missed assignments, notes or handouts. Current events are acceptable as extra credit.

**Assignment Make-up Policy:**

**Unexcused** absences are not acceptable. Daily tasks will often be assigned which are due by the end of the class meeting. Task completion is also part of a student's Professionalism grade. **All** types of assignments, both major and minor assignments, missed or not turned in due to an **unexcused** absence cannot be made up, will receive a 0, and will negatively affect the Professionalism grade. This includes Midterm and Final exams.

However, work missed due to an **excused** absence can be made up. But it is always the student's obligation to make arrangements with the instructor to complete the missed assignment(s). This missed work must be made up at the rate of one day for one day missed, with a maximum of five days allowed. Make-up quizzes or tests will generally be in a different format. If the missed work was a **major** assignment, however, the student may upon request receive an extra 3 days to complete it. Work due, but not turned in on time because of an **excused** absence, is due on the day the student returns to school. An exception may be made for students giving advance notice of absence by turning work in early or immediately upon return. Please refer to the "Sharyland ISD Grading Procedures" for 2018-19 in the District Student Handbook for further details.

**Class Rules:**

- Be in your seat and ready to work when the bell rings.
- Take care of your personal business between classes. You have 7 minutes.
- You will not leave the room 10 minutes after the tardy bell has rung nor 10 minutes prior to the next bell.
- Put cell phones away. Follow school policy. Be compliant.
- I will be the one to dismiss class at the end of the class period.
- Show respect to the teacher and allow fellow students to learn.
- No food or drinks (except water) are allowed in the classroom.
- No sales of food or commodities allowed.
- HSTE assignments are the only work to be done in class.
- When a visitor is in room, please show courtesy and respect.
- Raise your hand to be recognized. Do not blurt out comments and interrupt the lesson.
- Remember that your behavior should reflect credit to you and your school at all times.

## **ACKNOWLEDGMENT OF SYLLABUS AND CLASS RULES**

### **Medical Terminology**

**I have read and understand these rules, including the District grading policies, and agree to abide by them. I will do my best to uphold these requirements.**

(I have reviewed the rules with my son/daughter)

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**Student Name****Student Signature****Date**

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**Parent/Guardian Name****Parent/Guardian Signature****Date**

It is the policy of Sharyland ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.



### **Leadership Activities:**

Health Occupations Students of America (HOSA) is the student organization that provides leadership development on the local, area, state, and national level. Participation enables the student to grow personally and to network with other students in a method similar to a professional organization. HOSA provides opportunities to learn citizenship and participate in community service projects. HOSA is co-curricular and some leadership activities will be conducted within the classroom setting.

Membership is **optional** but **highly recommended** for HST students.

Annual cost for HOSA membership: \$30  
(this fee pays for your national, state and local dues and online test)

### **Uniforms:**

- Ladies: Navy blue skirt/pant suit, white blouse, dark hosiery, closed shoe
- Gentlemen: Navy blue suit, white collared shirt, maroon tie, dress shoe

Competitive Events: Please log in to [www.hosa.org](http://www.hosa.org) for competitive events and guidelines