



SYLLABUS

Medical Terminology

Instructor: Mrs. Benson

Room: 305

Phone: 956-271-1600 ext. 4180

Email: Use the "Contact Me" link on teacher page

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Course Description:

The Medical Terminology course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, singular and plural forms, and medical abbreviations. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology.

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.

Course Outcomes:

The objectives of this offering are to:

Serve as a prerequisite for the Healthcare Diagnostics Program of Study, Healthcare Therapeutic Program of Study, Medical Therapy Program of Study, or Nursing Science Program of Study.

Topics Include:

Building a Medical Vocabulary: word parts, prefixes, and 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

Text/Materials/Web:

Introduction to Medical Terminology, 1st or 3rd edition, by Ann Ehrlich & Carol Schroeder

www.icev.com

Required supplies:

- Access to your school email (username and password needed)
- Remind App access
- 1” 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 (any color)
- Blue or Black Ink Pen/Pencil
- Container of hand sanitizer (for your personal use)
- 1 small box of Kleenex tissues (for your personal use)
- One package of 3X5” index cards (any color)
- One box of markers (student choice)

Teaching Methods:

1. Online Lectures: Online lectures will be conducted daily. Every student should be present in their appropriate google classroom. Class starts promptly at the given time and will be recorded. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: All assignments will be assigned via Google Classroom they will have due dates and time. You will be issued a numeric grade.
3. Exams: Exams will be given as a major grade. Quizzes will be given as a minor grade.
4. Projects: Students will be required to complete group and individual projects online and in class.

5. Participation: Student participation will be graded by the level of online participation and attendance.

Grading:

Semester Average:

Minor Grades: 40 %

Bell Ringer, Daily Work, Participation, Quizzes

Major Grades: 60%

Tests and Projects

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 2023-24 in the District Student Handbook for further details.

Course Policies:

Missed Online Classes: All students are responsible to log into their appropriate online classes and visit the day they were out. All lessons will be posted. Any questions about an assignment email instructor.

Assignments: All online assignments will have a due date please make sure to adhere to the due date. You can get a visual of what is due by viewing your google calendar.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper, or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Posting of Grades: All numerical grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it daily. Grades will also be posted in Google Classroom

Class Participation Rules:

1. Be in your seat when the bell rings. **I will dismiss the class.**
2. MT assignments are the **only** work to be done in class. Any other assignments will be picked up.
3. When a visitor is in the room, please show courtesy and respect.
4. You will be responsible for obtaining any missed assignments, notes, or handouts. Current events may be acceptable as extra credit; however, you must make prior arrangements with me.
5. You will not leave the room 10 minutes after the tardy bell has rung nor 10 minutes prior to the next bell.
6. Students will be required to be prompt and be dressed according to district dress code. **District dress code will be strictly enforced** including no piercing and markings.
7. No food or drinks in the classroom except water.
8. Your behavior **AT ALL TIMES** should reflect credit to you and our school.
9. **The use of Cell phones is strictly prohibited.**

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 MT students.

Cost for HOSA membership:

Dues: \$40 (includes national, state and local dues)

Uniform:

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

Please log in to www.hosa.org for competitive events and guideline



***Disclaimer:** 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.*

Es norma del distrito de Sharyland ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

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)

Student Name	Student Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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