

Medical Terminology

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Book Website: <http://mhhe.com/medterm3e>
School Website: <http://www.southsevierhigh.org/medical-terminology.html>

Textbook *Medical Terminology, Language for Health Care, 3rd ed.*, 2010 by Thierer, Nelson, Ward, and Young.

Supplemental Medical Terminology – Student CD-ROM (Windows only)
Medical Terminology – Audio CD-ROM 1 and 2
Online Medical Dictionary - <http://www.nlm.nih.gov/medlineplus/medlineplusdictionary.html>

Grading

	Sem 1
CTE Skills	20%
Final Written Exam	40%
Assignments	20%
Quizzes	20%

Course Description:

Medical Terminology is a one-semester course that helps students understand the Greek- and Latin-based language of medicine and healthcare. Emphasis is placed upon word roots, suffixes, prefixes, abbreviations, symbols, anatomical terms, and terms associated with movements of the human body. This course also stresses the proper pronunciation, spelling, and usage of medical terminology. This class is helpful to anyone considering going into science or the healthcare field.

College Credit:

This course is offered for concurrent enrollment (CE) credit through Snow College. Juniors, Seniors, and selected Sophomores with permission may take this course for college credit. Register for this course at snow.edu/ce. The course is called NURP1000, and is an elective credit. Instructor approval is required to get college credit, so talk with your instructor prior to registering. In order to get college credit, you must pass the state CTE examination with 80% or higher. If you do not get 80% on the final exam, then you will get an "F" on your college transcript. You may still get a passing high school grade if your final grade with your final exam score added is 60% or higher.

Utah CTE Standards and Objectives:

This course is a Utah Career Technology Education (CTE) course and students who complete skills requirements may receive associated certification in Medical Terminology. See skills requirements below:

01 Students will define medical terms.

- 01.01 Recognize word construction and dissection.
- 01.02 Apply word building and definitions.
- 01.03 Give the meanings of a set of prefixes.
- 01.04 Give the meanings of a set of word roots.
- 01.05 Give the meanings of a set of suffixes.

01.06 Interpret and extract information from realistic medical documents.

01.07 Use medical reference books to find information about medical terms.

01.08 Apply medical terminology to a real-life setting.

02 Students will interpret and apply medical abbreviations.

- 02.01 Interpret and apply identified medical abbreviations.
- 02.02 Interpret identified medical symbols.

03 Students will define anatomical terms.

- 03.01 Recognize and apply identified anatomical terms.
- 03.02 Define terms associated with the planes of the body.
- 03.03 Describe anatomical position as a reference point for describing areas of the body.

04 Students will define terms associated with movement.

- 04.01 Describe and apply identified terms associated with movement.
- 04.02 Define directional terms

Chapter Outline:

Chapter 1	Learning Terminology	Chapter 12	The Blood System
Chapter 2	Prefixes and Suffixes in Medical Terms	Chapter 13	The Lymphatic and Immune Systems
Chapter 3	Body Structure	Chapter 14	The Digestive System
Chapter 4	The Integumentary System	Chapter 15	The Endocrine System
Chapter 5	The Musculoskeletal System	Chapter 16	The Sensory System
Chapter 6	The Cardiovascular System	Chapter 17	Human Development
Chapter 7	The Respiratory System	Chapter 18	Terms in Oncology
Chapter 8	The Nervous System	Chapter 19	Diagnostic Imaging, Radiation, Surgery
Chapter 9	The Urinary System	Chapter 20	Terms in Psychiatry
Chapter 10	The Female Reproductive System	Chapter 21	Terms in Dental Practice
Chapter 11	The Male Reproductive System	Chapter 22	Terms in Pharmacology
		Chapter 23	Terms in Alternative Medicine

Utah CTE Skills Requirements

In order to receive Utah CTE certification in Medical Terminology, students must complete the following:

1. Interpret and extract information from realistic medical documents

Students should be given a variety of simulated medical documents and must show that they are able to interpret and extract medical information from them.

2. Use medical reference books

Students must show that they are able to appropriately use a medical reference book(s) to find related information.

3. Apply medical terminology to a real-life setting

Students must show that they can appropriately use medical terminology in a “real-life” setting. Examples might be defining medical terms heard in a television show or read in a newspaper article.

4. Completion of a written final examination

Students will take a state examination at the end of the semester. Students who pass (80% or better) will receive a certificate of completion from the State of Utah, and college credit if previously registered with Snow College.

BEING SUCCESSFUL

You are expected to act like a competent and responsible student in my class. Failure to maintain a high level of discipline and increased study habits may result in loss of credit, and in some cases being dropped from the course. I do not tolerate immature behavior! I expect you to act your age and to be anxiously involved in the class and the learning process. Do not do anything in my class that would detract from the learning atmosphere of the classroom.

General class etiquette must be observed during class time. This includes being respectful and courteous to the instructor and fellow students, and actively participating. Acting disrespectful in any manner to the instructor or other students will be met with strict consequences that may include a drop in grade, disciplinary action by the teacher or principal, and removal from the course. In your communications with fellow students and the instructor, exhibition of the following is prohibited: anger, sarcasm, swearing, derogatory or racial comments, sexual innuendos or harassment, threats of violence or retaliation, and any other behavior deemed inappropriate by the instructor. When the bell rings, you are expected to be quiet and ready to learn.

High school is a busy time where you will be engaged in many activities that will take you away from your learning time. You will need to find ways to balance out-of-class activities such as athletics, clubs, etc. Understand that your day-to-day class work is MORE IMPORTANT than all the other activities that you do.

This course will be move quickly and it will be your responsibility to get your work done. We will not stop, slow down, or make exceptions for those students that are lazy, sleepy, bored, or otherwise disinterested. You will find yourself getting behind very quickly if you choose to exhibit any of these behaviors. Also, just because you miss class due to athletics or other school activities, don't expect any special treatment. You will need to keep up your work regardless of how much you miss class. **There will be NO exceptions to this rule!**

FLASHCARDS

There are three sets of flashcards that you are to use for study purposes during this course. The flashcards are available on the Internet, they may be printed, or you may assess them via iPod/iPad/Android/iPhone etc. We will use the flashcards in class on a daily basis. You may use your electronic devices in class during our study of the flashcards only, and only when the teacher says it is appropriate. The online website is **quizlet.com**. For iPod/iPad/iPhone the app is called **flashcardlet** or **quizlet**. Mr. Brady will demonstrate how to use the cards online, and how to access them on mobile devices.

YOUR RIGHTS

In this class you have the right to:

1. A safe learning environment that is free from physical or verbal abuse, intimidation, or harassment, including any and all forms of sexual harassment, obscenity, indecent, or inconsiderate behavior.
2. Report any and all problems or concerns to the teacher without feeling intimidated or afraid that your grade or standing will suffer.
3. Receive a meaningful and useful education. This means that the teacher will be well prepared, have a variety of learning activities available, and will not waste time by giving you meaningless "busywork".
4. Have a learning environment that is free of drugs and alcohol.
5. Get the help you need from the teacher in order to learn the subject matter. Do not be afraid to ask the teacher for help at any time.
6. Know what your grade is at any time. Just ask. Your grades will be posted a minimum of once per week.
7. Make choices and to express your own thoughts and ideas. Be yourself and to have fun while learning.

POLICIES AND PROCEDURES CONTRACT

This class will use Classroom Dojo, which is a classroom management tool that allows the teacher to award or punish a student, based on behavior and preparedness. Following the rules and being prepared helps your grade, whereas violating the rules and not being prepared hurts your grade. In general, for every point lost in Classroom Dojo equates to a loss of 1% off your total grade.

- Materials:** You will have access to an iPad on a daily basis. You may choose to use the iPad for taking notes. Many assignments will also be done on the iPad. You must also bring with you a writing utensil and a notebook. If you must borrow a writing utensil, then you will be required to give up a shoe or your cell phone as collateral.
- Quieting:** When the bell rings, you are expected to be quiet. The student(s) who violate this rule will lose points in Classroom Dojo. You are required to raise your hand if you have questions. Failure to do so will also cost you points.
- Tardies:** A tardy has occurred when the bell rings and you are not in your seat. You will also get a tardy if you attempt to line up at the door prior to the bell ringing at the conclusion of class. Not only will you receive a tardy, but you will also lose points in Classroom Dojo. The third tardy will cost you one hour of restitution and one hour per tardy after that. The fifth tardy will bring about a parent meeting. The sixth tardy will cost you 5 hours of restitution.
- Absences:** You are required to keep up on all your work, regardless of being absent. See late work policy below. School policy says that you are absent if you miss more than 15 minutes of class time. On the 5th absence parents/guardians will be notified. On the 6th absence, you will be required to make up time by attending restitution. As per district policy, after 10 absences you will lose all credit for the class.

- Late work:** Late work will not be accepted! You will have one (1) extra day for each day you are absent to make up assignments. You have two (2) days to make up any missed tests, quizzes, laboratories, or projects. After that, your work will not be accepted and you will receive a zero on that assignment. Exceptions will be made under special or extreme circumstances, and these will be determined by the teacher. One late assignment will be forgiven per semester.
- Extra credit:** The only extra credit given for this course is for taking extra notes when watching episodes of "House".
- Leaving class:** Leaving class is not allowed unless it is an absolute emergency or if you have been called to the office. You must carry a hall pass with you. You will be given two free passes per quarter. After that, you will lose credit in Classroom Dojo for each time you must leave class. Do not abuse this policy or you may not be allowed to leave class at all.
- Disruptions:** A disruption includes talking out of turn, talking back to the teacher, or doing anything that requires the teacher to stop instruction. For the first offense you will get a verbal warning, and it will cost you a point in Classroom Dojo. For the second offense, you will be excused from the class to meet with the vice principal, you will lose credit in Classroom Dojo, and it goes on your school record. For the third offense, you will meet with your parents and/or guardians and the principal, it goes on your school record, and you may be removed from the class.
- Cheating:** Cheating will not be tolerated. For the first offense you will receive a zero on that assignment and loss of points in Classroom Dojo. The second offense will result in an F for the quarter.
- Language:** School policy is to address teachers as Mr., Mrs., or Miss. Coach or principal is also acceptable. Swearing or vulgar language will not be tolerated. You will receive a verbal warning for the first offense and loss of points in Classroom Dojo. Multiple offenses will cost you more points, and you may be referred to the vice principal. Using the "F" word will result in your immediate suspension from school for one day.
- Classroom:** You are not allowed to sit on desks, putting feet on tables, throwing trash in drawers, sinks, or on the floor, or write on school property. If you violate these rules, you will lose credit in Classroom Dojo. The classroom must be cleaned up and put back in order prior to leaving class. Some classes will require the use of the laboratory. The same rules apply in the lab. Any violations will cost you points in Classroom Dojo, and you will be required to cleanup after yourself.
- Electronics:** iPads will be used throughout this course. You will sign a care and use agreement before you are allowed to use the iPads. iPads are for school use only. You are not allowed to use the iPads without permission. The iPads are to be left on your desk at all times. The iPads may not be removed from the classroom. Cell phones must be on your desk in plain sight. We will use cell phones from time to time in class for specific activities. If you are caught using a cell phone at all, without permission, you will lose your cell phone and it will be given to the vice principal. Any violations will cost you points in Classroom Dojo. If you have your own tablet device or laptop that you would like to use in class, then please talk personally with the teacher to make proper arrangements to use these devices in class.
- Other rules:** Violating any of the following will cost you points in Classroom Dojo: Lining up at the door before the bell rings, asking the teacher "what are doing today?", forgetting to put your name, date, and period on assignments, not taking notes during class, changing seats without the teacher's permission, talking while the teacher is talking, violating the school dress code in any way, doing other work or reading in class while the teacher is teaching, falling asleep in class, eating food in class (bottled water is ok), not taking the class seriously, not being prepared for class each day, not pushing in your chair when you leave class, touching things in the classroom without the teacher's permission, doodling and drawing while the teacher is teaching, and not being respectful to the teacher and/or fellow students.
- Testing:** All testing for this course will be done online. The tests may be taken on any device that has the Internet. Tests may be taken at home or at school. If you do not have access to a computer at home, then please talk with the teacher. You may use school computers or iPads to take tests. Tests are also available in a written format if needed. 80% is considered passing on tests. If you score below 80%, then you are allowed to re-take a test one time to improve your score up to 80%. The re-take must be done within 3 days of taking it the first time.