

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*



# **Applied Technology Center**

## **Medical Terminology High School Credit Syllabus**

School year

The ATC, where Academic Skills go to Work!

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*

## **MEDICAL TERMINOLOGY**

**ACTIVITY/COURSE CODE: 5540**

### **COURSE DESCRIPTION:**

Medical terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word-building skills by learning prefixes, suffixes, roots, and abbreviations. Utilizing a body systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, and pharmacology. Common abbreviations applicable to each system will be interpreted. Knowledge of medical terminology enhances a student's ability to successfully secure employment or pursue advanced education in health science.

Medical terminology is offered in a variety of formats: computer –based, online, independent study, guided instruction and project learning.

### **GENERAL REQUIREMENTS:**

This course is recommended for students in grades 11–12 and is anatomy and physiology based.

**CREDIT:** 1 unit

### **RESOURCES:**

Ehrlich, Ann, and Carol Shroeder. Introduction to Medical Terminology. Albany, NY: Delmar, latest edition.

## **MEDICAL TERMINOLOGY**

Medical terminology standards focus on each of the body systems, to include the following:

- Skeletal
- Muscular
- Cardiovascular
- Lymphatic and Immune
- Respiratory
- Digestive
- Urinary
- Nervous
- Special Senses: Eyes and Ears
- Integumentary
- Endocrine
- Reproductive

The ATC, where Academic Skills go to Work!

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*

**FOUNDATION STANDARD 1: ACADEMIC FOUNDATION**

Healthcare workers will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role. In addition to state high school graduation requirements, the following are included:

**Standard Topic 1.1**

**Human Structure and Function**

- A. Identify basic prefixes, suffixes and combining forms to create medical terms associated with body structure and function of each body system.
- B. Explain body planes, directional terms, quadrants, and cavities.
- C. Utilize abbreviations, acronyms, and symbols related to body structure and function.
- D. Describe the basic structures and functions of cells, tissues, organs, and systems as they relate to homeostasis.
- E. Spell and define specific terms related to body systems.
- F. Compare relationships among cells, tissues, organs and systems.
- G. Analyze the interdependence of the body systems as they relate to wellness, disease, disorders, and medical/surgical treatment.
- H. Pronounce medical terms associated with body structure and function.
- I. Utilize medical dictionaries and multimedia resources to interpret medical terminology associated with body function and structure.

**Standard Topic 1.2**

**Diseases and Disorders**

- A. Identify the basic prefixes, suffixes, and combining forms used to define medical terms associated with disorders and diseases.
- B. Analyze body system changes in diseases, disorders, and wellness.
- C. Spell, pronounce, define, and compare selected diseases and disorders including etiology, diagnoses, and treatment to include biotechnological applications.
- D. Utilize abbreviations, acronyms, and symbols related to diseases and disorders of body systems.
- E. Recognize terms associated with the spread of pathogenic microorganisms.
- F. Identify medical terms that describe the effects of aging on the body systems.
- G. Research the origins of eponyms associated with diseases and disorders.
- H. Utilize medical dictionaries and multimedia resources to interpret medical terminology associated with diseases and disorders of the body.

The ATC, where Academic Skills go to Work!

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*

**FOUNDATION STANDARD 2: COMMUNICATIONS**

Healthcare workers will know the various methods of giving and obtaining information. They will communicate effectively, both orally and in writing.

**Standard Topic 2.1**

**Oral Communications Skills**

- A. Adjust communication to other's ability to understand.
- B. Pronounce medical terms.
- C. Employ increasingly precise language to communicate.
- D. Translate medical terms to conversational language to facilitate communication.
- E. Evaluate the cultural use of verbal language in a variety of healthcare scenarios.

**Standard Topic 2.2**

**Written Communication Skills**

- A. Organize, write and compile technical information and summaries.
- B. Use medical terminology within a scope of practice in order to interpret, transcribe, and communicate information, data and observations.
- C. Use medical and dental dictionaries and multimedia resources.
- D. Read and interpret technical material related to healthcare.
- E. Use resources to interpret technical materials.
- F. Evaluate the use of written language in a variety of healthcare scenarios.
- G. Utilize electronic media such as the Internet and other telecommunications, with appropriate supervision.

**Grading Scale**

Tests /Projects/Internet Research– 50%

Classwork and Homework- 50%

(Quarter grades- 40 % each of final term grade, Final Exam – 20% of the final term grade)

A - 100 – 90

B - 89 – 80

C - 79 – 70

D - 69 – 60

F - 59 – 0

**Course Requirements**

Students are responsible for attaining competencies through completion of the following course requirements:

1. Attendance (as per District #3 policy)
  - a. If a student misses a class, the student is responsible for obtaining the material that covered during the absence.

**The ATC, where Academic Skills go to Work!**

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*

- b. Students with absences during tests will be allowed to make up the test. It is the burden of the student to see that arrangements are made with the instructor for taking the makeup test.
2. Participation in class discussions
3. Participation in on-line curriculum and assessment
4. Completion of worksheets and other assignments
5. Completion of any assigned individual or group projects
6. Completion of assigned tests
7. Maintenance of Academic Honesty (Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.)

### **Projects/Internet Research**

Projects/Internet

Internet usage will be limited to classroom research. Any deviation must be approved by the instructor in advance. Research sources must be documented, including author, site, page numbers, URL, titles, etc.

**Projects/Internet Research found to be "copied and pasted" and or otherwise plagiarized will received a score of "0".**

### **Testing**

Application and Knowledge testing will be normally completed weekly. Other dates will be posted. Tests will be accessed via Canvas with passwords assigned by the instructor.

Final Exam will be comprehensive and will include knowledge and application questions.

### **Required Supplies**

1. Lap top computer
2. Computer headphones or earbuds.
3. Note cards and ring or container
4. 3 ring binder

### **Emergency Procedures**

Emergency evacuation procedures are posted in the classroom near the entrance door. Fire extinguishers are located throughout the room near each exit.

### **Classroom Rules**

1. Participate in classroom activities.
2. Class lab time is expected to be spent in lab work and projects. This is not free time. Attendance and concerted work on assignments are required. Work at home will be required in addition to work during lab time (work at home should not substitute for work during lab periods).
3. Internet usage is limited to classroom assignments. Any other use must be approved in advance by the instructor.
4. Food and beverages are not permitted in the classroom. This includes plate lunches, drinks, candy, etc. whether open or not.
5. iPods and MP3 players may be used in class following the Audio Devices policy found on the class website . The Applied Technology Center is not responsible for electronic devices brought to ATC and lost or stolen. Cell phones may NOT be used in class.
6. Maintain all your hard copies within your own 3-ring binder. You are responsible for submitting all work in the appropriate box and retaining any returned work should it be necessary to validate completion of your work. The instructor will not be responsible for storing student work.

**The ATC, where Academic Skills go to Work!**

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*

7. Your ideas, comments, suggestions, questions, grade challenges, etc. are welcome. Your discretion in these matters is expected. These matters should be addressed in a respectful, mature manner.
8. Be present and on time, prepared each day to gain as much knowledge as you possibly can.

**Finally.....**

For most students this will not be a difficult course. It will require diligence and hard work on your part. It will require time management and self-motivation as most of this course will be self-directed. The instructor will act as a facilitator and resource. Students will be expected to complete all work assigned and plan their time accordingly. Your success in this course will greatly depend on your efforts.

***We wish you much success!!***

Instructors:

Laurel George [lgeorge@rhmail.org](mailto:lgeorge@rhmail.org)

Laura Wilson [lwilson@rhmail.org](mailto:lwilson@rhmail.org)

The ATC, where Academic Skills go to Work!