

**Medical Terminology  
Osseo Fairchild High School  
Transcribed Credit (CVTC)**

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**Start / End Date**        March 9th, 2020 – May 29th, 2020

**Meeting Location**      Osseo-Fairchild High School Room 241

**Additional Class Information**      This is a transcribed course through CVTC. Students will have the opportunity to earn college credit through this course.

**Description**      Medical terminology focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. There is an emphasis on spelling, definition and pronunciation. There will also be an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

**Prerequisites**              None

**Textbook**                  LaFleur Brooks, Myrna and LaFleur Brooks, Danielle. *Exploring Medical Language, A Student-Directed Approach*. 10<sup>th</sup> Edition. Publisher and ISBN: Mosby, Inc. an affiliate of Elsevier Inc., 103-9251257-5350641 (School Provided)

**Learner Supplies:** Notebook, folder, writing utensil, network storage and/or portable storage device (school google account), chromebook / laptop, regular/reliable access to internet.

**Course Competencies:**      Through assignments, class discussions and activities, and testing, students successfully completing this course will be able to:

1.      Apply the rules of medical language.
2.      Identify medical terms related to the body as a whole.
3.      Interpret medical terms related to the integumentary system.
4.      Interpret medical terms related to the respiratory system.
5.      Interpret medical terms related to the urinary system.
6.      Interpret medical terms related to the male reproductive system.
7.      Interpret medical terms related to the female reproductive system.
8.      Interpret medical terms related to the cardiovascular system.
9.      Interpret medical terms related to the blood.
10.     Interpret medical terms related to the lymph and immune system.
11.     Interpret medical terms related to the digestive system.
12.     Interpret medical terms related to the sensory system.
13.     Interpret medical terms related to the musculoskeletal system.
14.     Interpret medical terms related to the nervous system.
15.     Interpret medical terms related to the endocrine system.

**Core Abilities:**

(Skills that prepare the student for the workforce and life-long learning)

1. Communicate effectively.
2. Think critically.
3. Behave ethically.
4. Cultivate global and cultural awareness.
5. Use science and technology.
6. Develop self-awareness.
7. Demonstrate social interaction.
8. Value environmental stewardship.

**Technical Skills:** The following basic technical skills are essential for student success in this class:

1. The ability to send an email.
2. The ability to include an attachment to an email message.
3. The ability to save files using google.
4. The ability to copy and paste.
5. The ability to create and edit a document using google docs.
6. The ability to use google chrome.

**Course Overview and General Guidelines:**

1. This course provides an opportunity for you to learn the language of medicine. You will begin by learning about the origin of medical terms and the basic components (word parts) of medical terms and how to analyze/define a term based upon the definition of each part; followed by terminology and information related to general body structure, color, and oncology (cancer); followed by directional terms, anatomical planes, regions, and quadrants. These first three chapters are the foundation for learning material in the rest of the course. The remaining chapters are divided into body systems. Within each body system, you will learn information related to the anatomy, disease and disorder terms, surgical terms, diagnostic terms, complementary terms, and abbreviations. Simulated medical documents are also provided.
2. Your textbook comes with flashcards for the suffixes, prefixes, and combining forms that are introduced in each Chapter. Also included are instructions for accessing free Student Resources on the publisher's (Evolve) web site. We will be using many of the activities from the book in class. As with all parts of this course, you will get out of these activities what you put in. Do not just go through the motions to complete activities and assignments learn as you go.
3. Don't be limited by only what I give you and the textbook. You may also wish to make additional flashcards or study guides (ex. Chapter 4 for the terms "Not Built From Word Parts" and abbreviations that you are required to know). Find what best helps you learn and roll with it.
4. There is a lot of information covered in this course. However, nobody can do the learning for you. *Your success will be in proportion to the time, energy, and commitment that you give to this course.* It is important that you read all assignments

carefully, stay in contact with your instructor, participate positively in interactive activities with your classmates, and complete your work to the best of your ability.

5. This course is divided into Chapters. Chapters 1-8 and 10-16 are covered in this course (Ch. 9 is not assessed). Each chapter contains an overview, the specific competency and learning objectives covered, learning activities (textbook readings, PowerPoint slides, web resources), and assessment activities (examples of assessed activities: in class discussions, written assignments, topic reviews, pronunciation tests, quizzes or exams).

6. All due dates listed are a suggested timeline. However, the highlighted midterm and final dates are requirements. All activities and tests assigned before the midterm (chapters 1-8) must be completed prior to the midterm date. All activities and tests assigned before the final (chapters 10-16) must be completed before the final date. Midterm and finals will be administered on the highlighted dates. Only excused absences will be considered for midterm and final deadlines.

**Academic Honesty:** Academic honesty is extremely important. If caught cheating, plagiarizing or any other behavior that violates the OFHS handbook guidelines may result in a score of zero. Repeating this violation may lead to termination from the course.

**Equity, Diversity, Equal Opportunity and Disabilities Accommodations Statement:** The Osseo-Fairchild School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

**Confidentiality:**

Confidentiality and privacy is an essential aspect of health professions. This is an issue that cannot be emphasized enough. While discussing in class or sharing situations that you feel add to the lesson, please do not include any information that would reveal who an individual is.

**Attendance:** As quoted in the OFHS handbook, in order to obtain the greatest good from the educational experience at Osseo-Fairchild, it is vital for students to attend every hour of every day and be focused on the educational activity occurring in the classroom. Frequent absence from the classroom learning experience disrupts the continuity of the educational process for the students who miss and the rest of the class. When students miss school they deny everyone the opportunity to maximize the benefits of school. We strongly encourage that students be in school and actively participate in their education every day. If it should become necessary for a student to miss school we require verification from parents or guardians as to the reason for the absence.

**Guidelines for Success:** As this is a college level course you are given college level expectations. You will be treated as an adult learner who is responsible for their own learning. The textbook title even uses the words ‘a student directed approach’. Your information will not be spoon fed and you must spend time with the material and do the activities and assignments as asked, even if they are not graded. The more you participate and share experiences and real world connections within this course the more enjoyable the course will be and the more information you will retain. Remember to keep in mind that there are others enrolled in the course and you should always be courteous of their needs as well as your own. As an instructor, I will guide you in your learning but I cannot learn for you. I will assist you when I can but you

also have to advocate for yourself. I do not know what you are grasping and what you are not grasping before being assessed if you do not communicate with me.

**Grading Information:** This course consists of 16 chapters/lessons. Each chapter targets a specific competency. As you proceed through each lesson/chapter, you will complete a variety of learning activities that will help you learn facts, concepts, principles, and learning objectives indicated. Completing the learning activities of the chapter lesson will ultimately prepare you to complete the evaluation for the target competency. Your course grade will be a collection of scores from assignments, quizzes, and tests. Assignments and exams are based on the chapter/lesson objectives.

**Grading Feedback:** Please allow adequate time for feedback from me. I will keep you updated on when you will receive graded items back. I do my best to return items within a week. This is often shorter based on the nature of the assignment. I am always willing to discuss how / why something is graded the way that is was.

**Exams:** Tests must be taken on time, UNLESS arrangements are made PRIOR to that time with the instructor (of course if this is possible). Academic honesty is expected of all students, especially in terms of submitting your own work. All quizzes and exams are required to be submitted in the allotted time and you may **NOT** use your resources. There are no test retakes.

**Extra Credit Policy:** There is no extra credit work available in this course. However, in a rare instance, the instructor reserves the right to change that policy. If additional extra credit is made available, the opportunity will be extended to all students.

**Late Assignment Policy:** As dates are a suggested timeline (other than the midterm and final – see previous information), there are no late assignments. I will not accept assignments from chapter 1-8 after the midterm is taken. I will not accept assignments from chapter 10-16 after the final. Please contact me immediately if you have extenuating circumstances (e.g., illness or death in family) at any time during the trimester.

**Grading Scale:** This course will follow the same grading scale that would be used at CVTC for a medical terminology course. You must have a minimum grade of C (77%) to receive the college credit.

98-100 = A+	90-92 = B+	82-84 = C+
95-97 = A	87-89 = B	77-81 = C
93-94 = A-	85-86 = B-	69-76 = D
		0-68 = F

**Additional Assistance:** I am here to help. Please let me know if you are struggling and there is something I can do to assist you. My prep and supervision periods are posted on my door. To guarantee I will be in my classroom and available to help please schedule an appointment ahead of time. You can try to stop in during any of my scheduled non-teaching time but be prepared that I may be busy or helping another student. If you want to see me outside of the school day (before or after) you will need to discuss this with me **BEFORE** trying to meet with me.

## Tentative Class Schedule

Week	Date	Chapters Covered	Assignments / Assessments – Due Dates *
1	3/9	Chapter 1 (Introduction to Word Parts) Chapter 2 (Body Structure, Color and Oncology)	Chapter 1-2 Online Activities (March 11th) Oral Exam (March 12th) Chapter 1-2 Exam (March 12th)
2	3/16	Chapter 3 (Directional Terms, Anatomic Planes, Regions, and Quadrants)	Chapter 3 Online Activities (March 18th) Oral Exam (March 19th) Chapter 3 Exam (March 20th)
3	3/23	Chapter 4 (Integumentary System)	Chapter 4 Online Activities (March 25th) Oral Exam (March 26th) Chapter 4 Exam (March 27th)
4	3/30	Chapter 5 and 6 (Respiratory and Urinary System)	Chapter 5 & 6 Online Activities (April 1st) Oral Exam (April 2nd) Chapter 5 & 6 Exam (April 3rd)
5	4/6	Chapter 7 and 8 (Male and Female Reproductive System) **Spring Break Week for OFHS	Chapter 7 & 8 Online Activities (April 8th) Oral Exam (April 9 <sup>th</sup> – Recording) Chapter 7 & 8 Exam (April 10 <sup>th</sup> - Online)
6	4/13	Mid Term Exam (Chapters 1-8) Pronunciation Exam (Chapters 1-8)	Pronunciation Exam (April 16th) Midterm Exam (April 17 <sup>th</sup> )
7	4/20	Chapter 10 (Cardiovascular, Immune, Lymphatics and Blood)	Chapter 10 Online Activities (April 22nd) Oral Exam (April 23rd) Chapter 10 Exam (April 24th)
8	4/27	Chapter 11 (Digestive System)	Chapter 11 Online Activities (April 29th) Oral Exam (April 30th) Chapter 11 Exam (May 1st)
9	5/4	Chapter 12 (Eyes) AND Chapter 13 (Ears)	Chapter 12 & 13 Online Activities (May 6 <sup>th</sup> ) Oral Exam (May 7th) Chapter 12 & 13 Exam (May 8th)
10	5/11	Chapter 14 (Musculoskeletal System)	Chapter 14 Online Activities (May 13th) Oral Exam (May 14th) Chapter 14 Exam (May 15th)
11	5/18	Chapter 15 - 16 (Nervous System and Behavioral Health, the Endocrine System)	Chapter 15&16 Online Activities (May 20 <sup>th</sup> ) Oral Exam (May 21 <sup>th</sup> ) Chapter 15 &16 Exam (May 22nd)
12	5/25	Final Exam (Chapter 10-16) Pronunciation Exam (Chapter 10-16)	Final Exam (May 27th) Pronunciation Exam (May 28th) ***Seniors may choose to take their final on May 21 <sup>st</sup> or May 22 <sup>nd</sup> Due to Graduation

\*All due dates are a suggested timeline except highlighted midterm and final dates. All activities and tests assigned before the midterm and final must be completed before the midterm and final dates. Midterm and finals will be administered on the highlighted dates. Only excused absences will be considered.