

# Course Syllabus



Medical Terminology

WVEIS Code: 0721

Amie Hawkins, RN, Instructor/Advisor

Credit: 1

## Course Description

Through the study of medical terminology, the student will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the human body. Utilizing a systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Teachers will provide each student with real world learning opportunities and instruction related to the study of medical terminology. Students are encouraged to become active members of student organizations, such as Health Occupations Students of America (HOSA), the Career and Technical Student Organization (CTSO) for Health Science Technology Education students.

## Prerequisites

None

## Textbooks

Introduction to Health Science Technology (\$75.95)

Introduction to Health Science Technology Workbook (\$27.95)

**Students are responsible for all textbooks and workbooks assigned to them and will be required to replace them if lost or damaged.**

## Addition Readings, References, or resources

Some assignments may require research in medical reference manuals. In addition internet research is used extensively. A list of appropriate web sites will be provided. Medical Dictionaries will be used extensively.

## Instructional Philosophy

I am eager to share my love of the health care field with future health care professionals. I have developed my program to be a challenging, yet enjoyable place of instruction. In this program, I am not only training you to be able to work in the health care industry, but I am training you as a health care professional. Therefore, I expect professional conduct, attitude, and appearance at all times. That being said, I enjoy health care and want you to enjoy it also. However, we can not lose sight of the reason why we are all part of this program: to secure the future of our healthcare system. For that reason, I do not tolerate interruptions or distractions that are detrimental to the class as a whole.

### Instructional Delivery

MT is the final class of three electives that are required for the Health Occupations Program at Fred W. Eberle Technical Center. This is an advancement of the medical terminology taught in the first year of the program. Students will take terms and elements already learned and join them to form medical terms and construct clinical conclusions. I have attempted to incorporate use of technology as much as possible.

### Assessment System

Grading Scale is based on the county scale:

A – 93-100  
B – 85-92  
C – 75-84  
D – 65-74  
F – 0-64

Your final grade is determined as follows:

Homework assignments: 25%  
Unit Tests: 25%  
Weekly Grade: 25%  
Final Test: 25%

Extra credit may be provided for extenuating circumstances only

### Academic Rigor

Coursework is guided by:

- Content Skills Sets provided by the WV Department of Education
- Industry Standards
- National Healthcare Foundation Skill Standards provided by the US Department of Education
- The West Virginia Standards for 21<sup>st</sup> Century Learning

### Classroom Management Plan

#### **Rules**

- Once the bus drops you off, come directly to the classroom, gather your supplies, find your seat and be ready to work.
- Show respect and common courtesy to instructor, peers, and any visitors to our classroom.
- Do not talk while the teacher or anyone else is speaking.
- Raise your hand to be called on when wanting to contribute to discussion or asking a question.
- Request permission to leave your seat or work area.
- Food and drinks in the classroom are a privilege that will be taken away if the room is not kept neat.
- Sleeping is not tolerated. If your head is down, you are considered sleeping.
- Cell phones are prohibited at all times. Any cell phones seen will be taken and returned to the parents only.
- Music players are not allowed during instructional time.
- Break time is a privilege that can be taken away if the class is not making adequate progress or for behavioral reasons.
- In addition, all rules in the Fred W. Eberle Handbook are expected to be followed.

- The class phone may be used for emergencies or illness only.
- Students are not allowed in the lab portion of the room without permission.
- Equipment is not allowed to be utilized without instructor permission.

**Dress Code**

- Dress is to be neat in appearance and clean.
- No obscene language, drug, sex or alcohol references allowed on any items.
- No revealing shirts or extremely short skirts/shorts.
- Instructor has the right to request that you cover up or change for violations of the dress code.

**Personal Hygiene**

- As personal hygiene plays a significant role in health care, students are expected to be clean and odor free including, but not limited to: body, hair, breath, and clothes.

**Attendance Policy & Make-Up Work**

- Students are expected to attend class daily unless ill.
- Appointments should be made after school hours if at all possible.
- Excessive absenteeism may affect your progression in or graduation from the program.
- The student is responsible for obtaining make-up work during break and completing in a timely manner to the satisfaction of the instructor.

**Consequences**

Refer to school handbook for disciplinary policy.

**Contact Information**

Amie Hawkins, RN  
Health Occupations Instructor  
HOSA Advisor  
472-1259 ext.109  
adhawkins@k12.wv.us