



# **SHS Medical Terminology**

## **Career and Technical Education Department**

### **Course Syllabus**

**Teacher:** Ms. Aisa Rocha, RN

**Room:** 236

**Office Hours:** 2:30 PM - 3:30 PM Monday-Friday

**Tutoring:** Available Tuesdays & Thursdays 4:15 PM - 4:45 PM or by appointment

**Phone:** 956-580-5300

**Contact:** via Remind or via Teacher website on SISD SHS website

#### **Textbook:**

*Introduction to Medical Terminology, 3rd edition*

Authors: Ann Ehrlich & Carol L. Schroeder

#### **Required Materials:**

- 1 70-page notebook (For Notes)
- Loose leaf paper (at least 20 pages of regular or wide ruled)
- Black or blue pen
- 1 box of tissues or 1 bottle of hand sanitizer
- Computer with webcam, internet access, and access to Google Classroom
- Remind App
- Index cards (optional)
- Highlighter (optional)
- Colored Marker/Pen Set (optional)

#### **Remind 101 and Google Classroom**

***The BEST way to contact Ms. Rocha is via Remind or the SISD SHS Faculty website.*** We will be using Remind 101 on personal devices to communicate important information or questions. Students will be receiving directions and turning in any computer based assignments on Google Classroom. The teacher will assign an Access Code; parents may request an access code by text via Remind, by email via the SHS faculty website, or by phone. Google Classroom to be used in class with personal computers, school laptops, or in a computer lab.

## **Course Outline:**

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

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 comprises 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 the 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.

## **Topics include:**

- Building of medical terms—word parts, prefixes, 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 disorders of the body systems

## Grading Policy:

40% of grade:

Minor assignments (daily work, homework, quizzes, lab work, participation)

60% of grade:

Major assignments (tests, reports/research/essays, projects/presentations)

As per SISD policy, any missed work is the **student's responsibility**. You will be responsible for obtaining any missed assignments, notes, or handouts.

## Posting of Grades:

All numerical grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it weekly.

## 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 speak with the instructor and make arrangements 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 in the 2022-2023 District Student Handbook for further details.

### **Statement for Academic Dishonesty:**

Academic integrity is fundamental to the activities and principles of our school. No student shall cheat or copy the work of another. *Plagiarism, the use of another person's original ideas or writings as one's own without giving credit to the true author, will be considered cheating, and the student will be subject to academic discipline that may include loss of credit for the work in question.* For this class, it is permissible to assist classmates in general discussions and other assignments. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects and tests.

### **Class Rules:**

- Be in your seat ready to work when the bell rings. Arrive on time. Be prepared.
- If you attend class, you will not leave the room during lecture.
- Put cell phones, headphones, and smart watches away. Follow school policy. Be compliant.
- The teacher will be the one to dismiss class at the end of the class period.
- Show respect to the teacher and to your peers. Allow fellow students to learn.
- Ask permission to leave the room or to use the computer. Computers are to be used for educational purposes only.
- No sales of food or commodities allowed.
- Health Science assignments are the only work to be done in class.
- When a visitor is in the room, please show courtesy and respect.
- Raise your hand to be recognized. Do not blurt out comments and interrupt the lesson.
- Remember that your behavior should reflect credit to you and your school at all times.

## 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 Health Science students. If you aren't already a part of HOSA, the next opportunity to sign up is Fall 2023! We hope to see you then!

Annual cost for HOSA membership (Subject to change): \$40  
(This fee pays for your national, state and local dues and online test)

Uniforms:

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

Competitive Events: Please log in to [www.hosa.org](http://www.hosa.org) for competitive events and guidelines.

