**St. Louis Community College at Gateway STEM High School**

**Medical Terminology Syllabus For Juniors**

**St. Louis Public Schools**

**Career & Technical Education**

**Health Science Medical Terminology**

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| **Course Syllabus**  ***Education is the passport to the future, for tomorrow belongs to those who prepare for it today. – Malcom X*** | |
| Teacher: Ms. Felicia D Hampton, BSN, RN  Room: 433 East  Class Period: 1st & 2nd | Phone: 314-776-3300 (ext. 14240)  Email: [felicia.hampton@slps.org](mailto:felicia.hampton@slps.org)  Office Hours: 3rd & 4th Period on Mon. & Wed |

**Prerequisites:** Students enrolled in the Health Science Aide-1 class must be a junior.

**Required materials:**

Text: **Medical Terminology a living language 4th edition**

**You may access online book at:**

**Course Description:** Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

**Course Objectives:** By the end of the course, students will: are able to do the following:

* Describe the component parts of medical terms
* Analyze the component parts of a medical term
* Use basic prefixes, suffixes, and combining forms to build medical terms
* Explain the common rules for proper medical term formation, pronunciation, and spelling
* Relate the terminology to the names, locations, and functions of the major organs of the body systems
* Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, and therapies
* Define basic terms and abbreviations used in documenting health records
* Use common terms and abbreviations in documenting medical records related to the major systems of the body
* Identify medical terminology and health issues as they apply to a culturally diverse populations
* Learn what parts of the body cardiologist, gynecologist, gastroenterologist, ophthalmologist, pulmonologist care for. Identify and define word parts of each specialist, describe symptoms patients would visit each specialist for.
* Recognize that different healthcare setting exist and patients utilized according to different needs, learn long term care, Rehab Hospital/Acute Care, same day surgery centers, physician offices, home health care, HMO, specially care hospitals
* Utilize appropriate sources of information, including the internet, in learning about medical terminology

**Blackboard:** This course uses Blackboard to post notices about class, supplement lecture material, provide lab procedures, and occasionally provide practice questions and quizzes. Check the site frequently. You can access Blackboard through the St. Louis Community College homepage. Announcements to the class via e-mail are sent out using Blackboard. You must activate your my.stlcc.edu mailbox to receive these announcements.

**Grading:** 1 PowerPoint Project worth 100 points each 100

1 abbreviation quiz worth 50 points each 50

5 scheduled quizzes 50

Notes and Do Now 100

1 Brochure covering the one assigned body system 50

3 exams worth 100 points each 300

Final Exam 100

**TOTAL POINTS** 850

**Assignment of final letter grades:** (determined by total points earned)

A 90 to 100%

B 80 to 89.9%

C 70 to 79.9%

D 60 to 69.9%

F 59.9% and below

Students must maintain a 90% attendance, demonstrate a passion for healthcare, and demonstrate ability to get along with others.

Students must maintain a 2.5 GPA in order to receive dual credit college credit. Students must register with St. Louis Community College in order to participate in the dual enrollment program for this course.

Student should share any concerns or necessary accommodations with instructor.

**Exams:** grading criteria or special information about performance measurement here

**Quizzes:** Quizzes will be given during 2nd period. Students will have 40 minutes to take each quiz. Students arriving late to class will have the remaining time provided to the entire class to complete their quiz. Quizzes will cover the material from the lecture, chapter readings and/or laboratory information. **NO MAKE-UP QUIZZES WILL BE GIVEN.**

**Homework and Worksheets:** Students are responsible for completing assignments by the due dates. No credit will be given for homework completed after the due date. After the due date, problems will still be available to students for review purposes. Worksheets may be provided periodically to supplement lecture material. IT IS HIGHLY RECOMMENDED THAT STUDENTS COMPLETE ALL HOMEWORK ASSIGNMESTS AND WORKSHEETS.

Late assignments: Late assignments receive a 10% deduction for each day they are late if assignments are not turned in during the class period they are due. Assignments

more than 3 days late will not be accepted.

**Extra credit:** There is no extra credit offered for this course.

**Withdrawals:** The instructor cannot withdraw a student from the course with the exception of those students that have an assigned grade of a “D” or below. Otherwise, withdrawals must be done by the individual student**. Last day to withdraw in the 2020 Fall Semester is Friday, 11/20/2020.**

**Attendance:** Make every effort to attend all class sessions and laboratories. Experience has shown that students who have poor class attendance struggle to maintain a “C” and usually end with a final grade of “D” or “F”. Students taking the course Gateway STEM High School will be assigned a grade of A, B, C, D, or F at your local high school. Students who receive an assigned grade of “D” or “F” will be withdrawn from St. Louis Community College dual credit program. STLCC will not transcribe Pass/Fail or Credit/No Credit on the transcript. Students who drop the high school class are still responsible for dropping the course with STLCC as well. If you anticipate a lengthy absence, you should consult with Ms. Hampton or your assigned counselor.

**Inclement weather:** Please consult on the college web site [www.stlcc.edu/WW/](http://www.stlcc.edu/WW/) or call 636-422-COLD to check on College closings.

**Other information:** Consult the Fact Finder for student rights and responsibilities.

Academic services are available to all students. These include, but are not limited to, help from the Wildwood Academic Support Center in WW105 and computers for student use in the library.

All students are responsible for making themselves familiar with the emergency evacuation materials and maps found in their classrooms.  Students who need materials in an accessible format due to a disability should let their instructors know.

**Accommodations:** St. Louis Community College is committed to providing access and reasonable accommodations for individuals with disabilities as addressed by the Americans with Disabilities Act as amended and Section 504 of The Rehabilitation Act. If you have a disability and need accommodations (for example, volunteer note taker, extended time for tests, special seating, an interpreter, etc.), please contact the Access Office (636-422-2011) on the first floor. Documentation of disability may be required. Although services can be requested at any time, please apply for services as soon as possible.  Six weeks advance notice is recommended to ensure support services are in place when classes begin.  More information can be found at:  <http://www.stlcc.edu/disability/>

If needed, the Instructor Notification Memo should be submitted to the instructor as soon as possible after classes begin. Out of class testing forms must be submitted for each exam for students requiring alternate test formats. It is the individual student’s responsibility to meet with the instructor to discuss their needs and to determine appropriate and reasonable accommodations.

**Cell phone usage during lectures is disruptive for all students in the class and can be unsafe during laboratory periods. Therefore, cell phone usage including texting during lecture and laboratory periods is prohibited. Turn off the ringers on cell phones before class begins and do not return calls during class. Violation of this rule may result in dismissal of the student from that day’s class. Cell phones cannot be accessible to students during exams and quizzes. They must be stored out of sight.**

**Plagiarism and cheating will not be tolerated.** A student guilty of plagiarism is one who submits an assignment as his or her own work which is, in whole or in any part, taken from another person’s work without proper acknowledgement OR using another person’s ideas without proper acknowledgement. Plagiarism includes copying OR allowing another student to copy, in whole or in any part, a laboratory report, quiz or exam answers homework or any other graded paper. Cheating includes giving OR receiving information that would give any student an unfair advantage on a quiz or exam, laboratory report, homework or any other graded paper. Unauthorized use of notes in any form, answers or help received on a cellular phone or PDA or use of information downloaded on a calculator or PDA is considered cheating. Any student guilty of plagiarism or cheating will receive a zero on the assignment or, if it continues, an “F” for the course grade. **Students cannot share calculators during exams and quizzes.**

**Advice:** Each student should make a sincere individual effort to master the course material. Reviewing lecture notes, reading the book, and completing assigned problems are key to understanding the subject matter. However, working together or in groups on difficult concepts can facilitate the learning process. If you continue to have difficulty with a particular topic, please see me as soon as possible anytime during my regular office hours or arrange to meet with me during a more convenient time.

Review medical terminology material everyday rather than all at once just before an exam. Remember, medical terminology concepts build upon itself. Do not fall behind. What you learn in the weekly assignments will be applied to many subsequent topics during the quarter. Do not ignore the information you learn in lab. Laboratories are designed to reinforce medical term topics. Laboratory information may appear on exams. Exams are approximately 70% multiple choice and 30% “show your work” type. Usually multiple choice questions are single topic questions and computational questions require integration of material. Check quizzes and homework problems for examples of these types of problems.

Your success in this high school and college dual credit course will be based on the amount of time and effort you are willing to put into the course. Two to three hours outside the classroom of focused work on homework for this course will be required for each hour class is scheduled during the week. You will attend four to six 90 minute lecture/problem solving sessions and 2 hours of lab each week. *Therefore plan to spend at least 12 to 18 hours of dedicated work outside of the class per week to be successful in this course.* If you do not understand a concept or topic, ask for help as soon as possible. Please feel free to contact me if there is anything I can do to help you be successful in your Dual Credit course.

**MISCELLANEOUS COURSE INFORMATION:**

Website & Learning Tools: [www.quizlet.com](http://www.quizlet.com); [www.kahoot.com](http://www.kahoot.com); [www.kidshealth.org](http://www.kidshealth.org);

Android/Apple Apps to download: Medical Dictionary by Farlex or Taber’s Medical Dictionary; [www.quia.com](http://www.quia.com); [www.cdc.gov](http://www.cdc.gov); gitems.org

***\*\* PARENT/GUARDIAN CONSENT AND STUDENT COMMITMENT\*\****

***This course clinical schedule is set up to include only the minimum number of hours required, therefore absences are not permitted. In case of emergency, contact the instructor prior to the scheduled shift that you will miss.  Make-up hours may not be possible and will depend on instructor availability and program budget.  Only (verifiable) family emergencies and illness are considered valid reasons to miss skills class or clinical. Lack of Instructor notification for absence at clinical or skills may constitute reason for failure and dismissal from the program.***

Signing below indicates that we have read the syllabus and the welcome letter and understand the requirements for the Nursing Assistant Class. Please sign below.

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Student Name (Printed) Parent/Guardian Name (Printed)

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Student Signature Parent/Guardian Signature

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_