

The University of New Mexico- Valencia Campus
Belen High School Course: #1520
Dual Credit
Medical Terminology
2018-2019
UNM course #: HCHS 111

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Office Hours: Eagle Success Period (ESP)

Text: Medical Terminology: A living Language, 2nd Edition

Diversified Health Occupations, 6th Edition

Medical Terminology: Complete, 4th Edition

Introduction: The Medical Occupations Medical Terminology course is offered to students interested in career professions. This course will discuss the concepts of medical terminology, including prefixes, suffixes, and word roots as well as, abbreviations and symbols commonly used in health care professions. In this course students will learn the anatomy and physiology of the body systems, including vocabulary, pathology, diagnostic and therapeutic procedures. The course includes lectures, group learning, game instruction, demonstrations, and exams.

Learning Objectives: Medical terminology can be a very intimidating language for students who are being introduced to it for the first time. It is in a sense a new language; which must be mastered to communicate successfully with other healthcare professionals. To do this we start with the building blocks of medical terms to create a solid foundation to build further knowledge of medical terminology. This allows the instructor to easily guide students through the complex and rather confusing language used by medical professionals.

Goals:

Upon completion of this course students will be competent in these areas and will have the knowledge to:

- Describe medical terminology concepts, such as prefixes, suffixes, and word roots.
- Recognize medical terminology symbols and abbreviations
- Describe the function and anatomy of the integumentary, musculoskeletal, cardiovascular, blood/lymphatic/immune, respiratory, digestive, urinary, reproductive, endocrine and nervous systems
- Define confidentiality and HIPPA
- Describe various types of health care settings and related occupations

- Describe and identify the organization, common pathologies, diagnostic procedures, and therapeutic procedures associated with each body system listed
- Understand and describe other topics including; pharmacology, mental health, diagnostic impinging, rehabilitation services, surgery, and oncology

Attendance: Regular attendance and punctuality is required for this course. It is the responsibility of the student to obtain missed materials and assignments. Absences and tardiness will affect students weekly participation grades.

Attendance Policies

Daily school attendance is necessary for students to benefit fully from the instructional program. The district does recognize that there are situations that dictate a student's absence. Students and their families, however, must assume responsibility for the student's absences and recognize that excessive absenteeism, regardless of the reason, negatively affect the student's achievement in class. Compliance is the responsibility of the parent/guardian, with continuous support from the educational setting.

Unexcused absence is defined as an absence from school or a class for which the student does not have an allowable excuse (NM State Statute 22.12-9-A-3). Refer to Student Management Handbook for allowable excused absences

Grading: Your final grade will be calculated from grades received and weighted from tests, assignments, and daily participation grades. Students are expected to take tests on test day. Make up tests will be given as per make-up policy.

Grading Scale:	A	90-100
	B	80-89
	C	70-79
	D	60-69
	F	0-69

Testing, Quizzes, Exams, and Assignments:

Assignments related to the chapter covered will be given out following lecture or instructional time. Quizzes and tests are to be given at instructor's discretion. Exams will be given at the end of the term.

Final Grade Elements:

Daily Grades/ Participation	10%
Projects	20%
Quizzes	20%
Tests	50%

Successful completion of this course:

For students to successfully complete this course, the following must be accomplished.

- Complete all assignments and turn them in on time.
- Participate in class discussions
- Meet the attendance requirements
- Master learning and performance of the objectives.

Homework and Assignments:

All assignments and home work are due on the given due date given by instructor. Anything turned a day after this date will be given half credit. Anything later than a week **will not** be accepted. Students are required to attend class and are responsible for all material covered in the lecture and any assignments that had been given out. **If a class period is missed, it is the student's responsibility to obtain the material given during that period.** Quizzes will be scheduled and will be based on material recently covered.

Make-Up Work Policy:

Students will be allowed to make up assignments given during the period they missed. Students will be responsible for asking the instructor for the make-up work the **first day** the student returns to the class. The time frame for completion will be one class period after the given due date for the assignment. **Late make up work will follow the same guidelines as any other assignments for the students given due date.**

Additional Comments:

Cell phone usage is only permitted during class if the use of cell phones is needed for instructional purposes. The instructor will inform students when cell phones will be used at the beginning of class. If instruction for cell phone use has not been given in the cell phone holder available in the class room. If cell phone use is permitted during the class period students will only use them for given instruction, if any other use is observed students will be asked to put them away and they will lose their participation grade. If student does not put the cell phone away at first request, the student will be written up for defiance.

Attendance and group work on specific assignments are required. All students are expected to treat everyone in the classroom courteous and respectful. Students disrupting class will be escorted to the office by security.

Academic Integrity, Plagiarism and copyright infringement:

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner. A group called EDUCAUSE has a list of legal file sharing alternatives at <http://www.educause.edu/legalcontent>.

I have read and understand the HCHS 111 syllabus. I will abide by the policies and procedures contained within said syllabus. If I have any questions or concerns, I will contact the instructor, Jose Fresquez, at Belen high School.

Parent Signature: _____

Student Signature: _____

Date: _____