**Medical Terminology, Sports medicine and Patient Assisting**

**sENIOr Syllabus**

**2021- 2022**

## Section Information

Course Title: **Medical Terminology, Sports medicine and Patient Assisting**

Course Prefix, Number, and Section: HIT 101

Course Registration Number (CRN):

Meeting Day(s)/Time(s): Monday, Wednesday and Alternating Fridays (A days)

Location(s): Clyde C Miller CA , Room 228

## Instructor Information

Instructor: Timothy Johnson

Campus Hours: 6:55 – 2:17

Location of Campus Hours: Room 228

E-mail: Timothy.Johnson2@slps.org

Office Location: Room 228

Office Phone: 314-371-0394

 E-mail is the best way to reach me and most messages will be responded to within 24 hours

## Course Information

Course Description: Medical Terminology and Language provides a broad survey of the language of medicine and health technologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities.

Credit Hours: 3

Course Pre-requisite: Reading Proficiency

## Course Learning Outcomes

Upon successful completion of the course, the student will demonstrate the ability to:

1. Divide medical words into their component parts and correctly pronounce terminology related to course topics and concepts
2. Find the mean9ng of basic combining forms, suffixes, prefixes and root terms of the medical language.
3. Use the combining forms to build medical words.
4. Define basic suffixes and prefixes used in medical language.
5. Define terms that apply to the structural organization of the body.
6. Identify the body cavities and the organs contained within those cavities.
7. Identify the anatomical and clinical divisions of the abdomen.
8. Identify terms that describe positions, directions and planes of the body.
9. Describe the organs of each body system by name, location and functions – 11 body systems.
10. Define combining forms that relate to each body system’s terminology.
11. Describe for each body system the disease processes and symptoms that affect their organs.
12. Explain laboratory tests, clinical procedures and abbreviations common to each body system.
13. Identify major pathological conditions affecting each body system.
14. Define terminology related to cancer (oncology)
15. Identify terminology related to radiology, nuclear medicine and radiation therapy.
16. Recognize common drugs used in clinical settings.
17. Common psychiatric terms
18. Demonstrates ability to use medical dictionary and thesaurus.
19. Discuss effective communication techniques for various classroom/ workplace situations.

## Required Course Materials:

# Medical Terminology for Health Professions (Hardcover) , 8th Edition

Ann Ehrlich; Carol L. Schroeder; Laura Ehrlich; Katrina A. Schroeder
ISBN-10: 1-337-11947-4
ISBN-13: 978-1-337-11947-4

AHA BLS Provider Manual

OSHA 10 through Careersafe

## Technology Requirements

##  All students must bring their lap top to class every class period

* Your **my.stlcc.edu** student e-mail account is official means of communication with St. Louis Community College. All communication from the college to students will be sent to my.stlcc.edu student e-mail.
* All students have free access to Microsoft 365 through their MySTLCC account, which includes software such as Word, PowerPoint, Excel, OneDrive, a calendar, and e-mail. See the link [STLCC Student Email and Office 365](https://www.stlcc.edu/departments/information-technology/student-email/office-proplus.aspx) for more information.

This information is required by QM for both online and hybrid courses.

## Classroom Policies:

Students must be in Clyde C. Miller Career Academy school uniform(*See Students Rights and Responsibility Handbook*).

All computer and technology rules are strictly and seriously enforced. Violators of the computer and technology rules will result in swift and sure disciplinary actions. Any student caught destroying school equipment will receive disciplinary actions. The only way to ensure that our students have access to the computers is to ensure that they are used responsibly by the students.

Students must comply with the technology agreement at all times and respect computer equipment. In addition to the technology agreement, students must comply with the following standing rules in the Hospitality Management classroom and lab.

**Missouri Health Laws and OSHA do not allow the following in the Sports Medicine/ Health Sciences classroom.**

**NO SANDALS OR OPEN TOE SHOES OF ANYKIND in any pathway**

**NO gum,** no personal candy, chips or food of any can be eaten in classroom or labs

**No Beverages without a cap or food** of any kind allowed in classroom or labs

**All** **BOOK Bags**, backpacks, duffel bags, totes, larger purses, and coats… are to be kept off the student’s desk during tests, quizzes and at teachers request during class time.

The Clyde C. Miller Career Academy policy on **NO PHONES, CD PLAYERS, RADIOS,** **HEADSETS, DVDs,** and **GAMES**…in any classroom or lab will be strictly and seriously enforced. Violators of this rule will result in swift and sure disciplinary actions.

Sleeping and Insubordination are unacceptable and will be addressed immediately.

Each student is responsible for cleaning up around his or her workstation before leaving the classroom and any lab clean up duties.

Field Trips;

 A signed field trip permission slip is required for every student participating in a field trip activity. All students are required to wear the school uniform on field trips, unless specifically stated otherwise on the permission form. All students must have a 92% or higher attendance to participate in field trips.

### Grading Policy

**Class and Homework**

**Class Participation:** Participation and class attendance in class and class related activities are important to the development of the course. Class participation will be part of your final grade. Lack of class participation and homework will result in a deduction of points.

**Activities/Projects/Presentations:** Demonstration, team projects and illustration of acquired knowledge and competencies are an integral part of this program and will account for a significant portion of the final grade.

**Reading on each of the topics in the course is expected.**

Grades will reflect the quantitative and qualitative completion of the assignment/projects as directed. The standards for Written English will also be used in evaluating all written work.

**Field Trips:** Participation in Hospitality field trips are required to complete this program and will be part of your final grade. Lack of participation on field trips will result in a deduction of points.

Note: Any student with discipline issues may be banned at any time from attending field trips and will result in a deduction of points that may not be made up.

**Labs**

Labs- Participation in Labs and related activities are important to the development of the course and will be part of your final grade. Lack of Lab participation and/or violation of the Lab safety rules result in a deduction of points and/or.

**Activities/Projects/Presentations:** Demonstration, team projects and illustration of acquired knowledge and competencies are an integral part of this program and will account for a significant portion of the final grade.

**Ethic Score**

Attendance, promptness/ punctuality ,initiative – tendency to go ahead, courtesy – part of the team and cooperation, attitude toward constructive criticism, work habits, adaptability, personal appearance – uniform neatness , personal care, integrity and following directions.

**Attendance and Professionalism (Ethic):** A positive attitude and business dress (school uniform. The Miller Career Academy enforces the dress code for all students in the school and classrooms; students that violate the uniform policy or code of conduct (*See Students Rights and Responsibility Handbook*) will result in a deduction of points. The Miller Career Academy’s class attendance, tardy and conduct standards must be met and maintained. Unexcused absences as well as a tardy or behavioral issues result in a deduction of points (*See Students Rights and Responsibility Handbook*).

If you cannot attend class, it is **YOUR** responsibility to obtain assignments and course notes.

The goal in class is to learn. Please respect yourself and your classmates at all times.

**Assessments**

**Quizzes, Unit Test and Finals:** Students will be responsible for reading and reviewing materials presented during this class for labs, quizzes, test and the final test.

**Grading Policy:**

A= 100-90% The work is exemplary and has been completed in a timely and independent manner. The work shows the student’s high level of understanding.

B= 89-80% The student’s work is above average and has been completed in a timely manner. The work shows the student’s clear level of understanding.

C= 79-70% The student’s work is satisfactory and may or may not have been completed in a timely and/or independent manner.

D= 69-60% The student’s work barely meet the requirements and work was not completed in a timely and/or independent manner.

F= 59% and below, the student’s work does not meet the minimum standards of understanding.

### Attendance Policy

Students will observe all Clyde C. Miller Career Academy rules for attendance and behavior (*See Students Rights and Responsibility Handbook*).

If you cannot attend class, it is **YOUR** responsibility to obtain assignments and course notes.

The goal in class is to learn. Please respect yourself and your classmates at all times.

**A 92% attendance is needed to participate all field trips.**

### Late Work/Missed Exams Policy

**All work is expected to be turned in when it is due.** Students will be allowed to make up most assignments (not all labs) **if they have an** **excused absence** (*See Students Rights and Responsibility Handbook*). They will be given additional time equal to the number of days missed (example: missed 1 day = 1 extra day to turn in the assignment). Exceptions and/or special circumstances will be considered on a case by case basis. Remember if you have an **excused absence** it is **YOUR** responsibility to obtain assignments, make up test and course notes.

### Academic Integrity Statement

Cheating is defined as using, submitting or attempting to obtain data or answers dishonestly by deceit or by means other than those authorized by a teacher.

Plagiarism is the act of presenting or turning in someone else’s ideas or work as your own. This form of cheating includes copying, cutting and pasting information from a text or website, copying a passage and changing only some words, paraphrasing, or using work prepared by someone else. When you fail to credit the source of your information, you are plagiarizing. To avoid plagiarizing material, you must be sure to cite sources of information. Keep notes and rough drafts to show the authenticity of your work. Any student caught cheating or plagiarizing will automatically receive an “F” on the assignment, test or project and will be subject to a disciplinary conference.

### Classroom Expectations

## STLCC College Policies/ For Dual Credit Students Only

Below are important STLCC College policies of which you must be aware. Please go to [Consumer Information](https://stlcc.edu/college-policy-procedures/consumer-information/index.aspx) (https://stlcc.edu/college-policy-procedures/consumer-information/index.aspx) for additional information.

### Withdrawal Policy

To formally withdraw, students must submit official forms to the Admissions/Registration office. The class will be shown on the transcript with a grade of W, and students are not eligible for a refund of fees. It is always the student’s responsibility to initiate a withdrawal.

Withdrawal Date: October 16th

### Diversity & Inclusion, Non-Discrimination Statement

St. Louis Community College is committed to creating inclusive, welcoming, and respectful learning and working environments focused on the needs of our diverse communities. The College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The College’s Nondiscrimination policies apply to any phase of its employment process, any phase of its admission, or financial aid programs, and all of its educational programs or activities.

Student inquiries concerning discrimination or harassment, and the procedure for complaints of discrimination or harassment may be made to: Mary Zabriskie, Districtwide Director, Equity Compliance/Title IX Coordinator, 314-539-5345, mzabriskie@stlcc.edu.

### Disability Resources and Access Office Information

STLCC is committed to providing all students equal access to learning opportunities.

Access Office staff, available on each campus, work with students who have disabilities to provide and/or arrange academic accommodations. Students who have, or think they may have, a disability are encouraged to contact the campus Access Office:

* Florissant Valley: 314-513-4551 or FVAccess@stlcc.edu
* Forest Park & Harrison Center: 314-644-9039 or FPAccess@stlcc.edu
* Meramec & South County: 314-984-7673 or MCAccess@stlcc.edu
* Wildwood: 636-422-2000 or WWAccess@stlcc.edu
* Online: 314-513-4771 or SFoster@stlcc.edu

Students with academic accommodations are responsible for providing their professors with Instructor Memos and should do so early in the course. For more information, see [Access services](https://www.stlcc.edu/student-support/disability-services/) (https://www.stlcc.edu/student-support/disability-services/).

### Title IX

Discrimination includes any form of unequal treatment on the basis of sex, sexual orientation or gender expression such as denial of opportunities, harassment, and violence. Sex based violence includes sexual assault, sexual harassment, dating violence, domestic violence and stalking.  If you experience discrimination in any of these forms, you are encouraged to report the incident to the Title IX Coordinator, or campus-based Title IX contacts.  To learn more, including information on campus and community resources, go to the Title IX page on the College website.

## Course Outline

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| --- | --- |
| **Units/Contents in Brief & Topics/Objectives** | **Duration / First Semester:****(1.5 credits per semester)** |
| Syllabus, Pathway Rules  | Aug. |
| Up-date Resume, Interviewing Skills | Aug. |
| Career Portfolio & Senior Project | Aug. – Dec. |
| CPR Certification | Aug. |
| Investigate the nervous system | Aug. –Sept. |
| Vital Sign Skills | Aug. – Dec. |
| OSHA 10 Standards/ Careersafe | Aug. – Dec. |
| 11 Body Systems vocabulary review  | Sept – Dec. |
| Human Body system investigation (Integumentary system) |  Sept.  |
| Athletic Trainer Shadowing | Sept.- Dec. |
| Human Body system investigation (digestive system) |  Sept.  |
| Injury Assessment and Management (Soft tissue, body regions) | Aug. - Dec. |
| College research and tracking | Aug. - Nov.. |
| Human Body System investigation ( Lymphatic/Immune System) | Oct. |
| Field Trip, TBA | Oct.  |
| Case study presentations | Nov. |
| Logan Field Trip | TBA |
| Internship, Journal Writing & Review Vital Signs/Medical Terminology | Dec. |
|  |   |
| Medical Terminology Final/ Vital Sign Skills final | Dec. |
| **Units/Contents in Brief** | **Duration /** **Second Semester:****(1.5 credits per semester)** |
| Internship Goals | Jan. |
| Complete OSHA 10 | Jan. |
| Workforce Readiness 2021 | Jan. |
| Internships & Journals | Jan. - May |

## STLCC Libraries

Make [STLCC Libraries](http://stlcc.edu/libraries/) your source for finding and evaluating high-quality information. The best students know that meeting with a librarian will help them become even better scholars.

## Additional Information

Possible certifications: OSHA 10

 BLS CPR

College Credit: 3 hours through St. Louis Community College ( If student qualifies)

Internship: In area of interest 2nd semester

## For your health and safety

All employees, students and visitors entering STLCC property must:

|  |  |  |
| --- | --- | --- |
| covid-19 mask protection icon | covid-19 distancing at least 6ft icon | covid-19 wash hands frequently icon |
| **WEAR A MASK** | **PRACTICE 6-FOOT DISTANCING** | **WASH HANDS FREQUENTLY** |