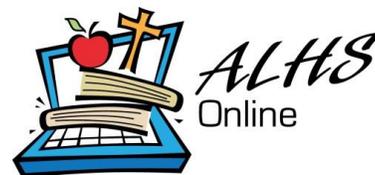


Medical Terminology

Course Syllabus 2020-21



Instructor:	Prof. Dan Fenske, fenskedj@mlc-wels.edu
Title:	Medical Terminology
Grade Level:	9 - 12
Course Length:	1 semester (2 nd semester)
Credit:	0.5 credit
Prerequisites:	none

Description:

A feature common to many life-science related disciplines is a specialized vocabulary. Many of these specialized terms are derived from Greek and Latin roots using a predictable pattern. The goal of this course is to give the students skills and practice in decoding the specialized terminology found in such disciplines. With practice, the student is better able to analyze an unfamiliar term and decode its meaning.

Prerequisites

- Desire to learn
- Ability to self-motivate
- Ability to manage time and stay organized
- A willingness to do one's best out of gratitude to Christ!

Thoughts Regarding Learning Online

Learning online has several distinct advantages:

- You can enroll in courses not offered by your school.
- You are (usually) able to see the entire course laid out for you.
- You customize your work times to meet your schedule.
- You have the flexibility to "attend" class when it works for you.
- Some students are much more likely to participate online than in a traditional class.

There are tradeoffs, however:

- Since you don't see your teacher each day, getting help and feedback is more challenging.
- Some students miss the group dynamics of the traditional classroom.
- The greater flexibility also demands the self-discipline to stay on track. Procrastination has no place in an online course!

There may be the misconception that "online" equates with "I can do the work when I want." **Not true.** You still have due dates that must be met. However, you have a time frame in which to meet the deadlines. You have the flexibility to work within that time frame.

Your willingness to take an online course indicates that you are motivated to try something new. You are motivated to continue learning in an area of interest. You understand the implications of online learning. Congratulations and God bless your efforts!

Course Outcomes:

Upon successful completion of this course, students will:

- Develop a vocabulary of Greek and Latin bases, prefixes and suffixes
- Practice analyzing specialized terminology to determine the prefixes, bases, and suffixes
- Apply decoding strategies to decode an unfamiliar term and determine its meaning meaningfully

Course Outline:

Course Content

Weeks 1-7 Developing the basic vocabulary common to many life sciences

Week 8 Terms relating to cytology and histology

Week 9 Terms relating to human development

Week 10 Terms relating to the skeletal system

Week 11 Terms relating to the muscular system

Week 12 Terms relating to the circulatory system

Week 13 Terms relating to respiratory and digestive systems

Week 14 Terms relating to general anatomy

Week 15 Review and assessment

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Course Materials:

Required textbook: None

Required software:

none

Optional Reference: Ayers, Donald M. (1972) Bioscientific Terminology. Tuscon, AZ, University of Arizona Press

ISBN: 978-0816503056

Other needed course materials will be made available via the online Learning Manage System (LMS).

Evaluation & Grading Scale:

Assignments: Each graded assignment in the course is assigned a certain number of points. The course percentage grade will be determined by comparing the points earned out of points possible and then converting to a letter grade based on the grading scale below.

Grading Scale

98-100 A+	87-89 B+	87-89 C+	67-69 D+	
93-97 A	83-86 B	73-76 C	63-66 D	0-59 F
90-92 A-	80-82 B-	70+72 C-	60-62 D-	

In general, a grade of I (incomplete) is not given. If there is outstanding work when the semester ends, an F will be given. An incomplete will only be given in extenuating circumstances and at the recommendation of the school's proctor or principal.

Instructor Policies:

Expected of Students:

1. Check in on the course daily, Monday through Friday. Generally, students have been scheduled by their school to work on this course at a specific time each school day. Be faithful in using this time to work on this course.
2. Expectations for this course are high but reasonable. Everyone is very busy with their other classes, activities, and responsibilities, yet you are expected to complete all work on time.
3. Communicate! I discourage the use of e-mail for general communication. Moodle has communication tools (Messaging and various Forums) that allow for efficient communication. I strive to answer communications within 24 hours during the week. Allow more time over weekends.
4. Be ready to memorize. The nature of this course calls for learning Greek and Latin bases, prefixes and suffixes, their meanings and uses. The ability to recall **from memory** these meanings and uses will significantly enhance your skills. 3x5 index cards or a flashcard app may be beneficial.

Late Work

Due dates are posted in Moodle. Due dates are given in the assignment and on the Moodle calendar.

Late work receives a zero. I will not open up missed work to be completed after the due date has expired.

If there is an unusual or extenuating circumstance that requires additional time, the student should approach the school's proctor to advocate for the student.

Most grades must be completed within the scheduled week. It is vitally important to stay current. The nature of this course is that the vocabulary builds from week to week. This week's material will be used in any or all of the following weeks.

The entire course will be open at the start of the semester so that students may work ahead and be proactive in completing work. Students are encouraged to check the Moodle calendar often.

ALHS Online Policies:

Current ALHS Online policies are listed in the *Handbook for ALHS Online Students and Parents*, available on the ALHSO.org website. This includes policies on non-discrimination, anti-harassment, student expectations, attendance, academic honesty, student discipline, student grades, course add/drop, etc.

Please note the policy on class attendance which states in part:

“Even if a student’s local school does not have school on a particular day (snow day, teacher’s conference, quarter break, choral fest, class trip, etc.) ALHS Online courses will continue to meet and students are expected to complete required work on time.”

Students also fall under the policies of the school were they attend as a full-time student. When applicable, these same local school policies will be applied to enrollment in this ALHSO course.