

Medical Terminology
Syllabus & Course Outline
J.J. Jacobsen, CCMA-A

Course Objective:

To provide a basic foundation of medical abbreviations, medical word roots, prefixes and suffixes for medical words commonly used in the health care industry. A body systems approach will give the students a complete description of each body system and its function.

Course Description:

The Medical Terminology course is designed to serve as a prerequisite for advanced medical classes. This course will provide the student with all of the information needed to spell, pronounce and define medical terms and abbreviations common to the health care industry as well as provide a variety of reference materials with proper applications.

Attendance:

Attendance is an important issue in any class. The San Bernardino County, Regional Occupational Programs (ROP) use the following guidelines in determining acceptable attendance:

ROP guidelines allow that 5 units of credit may be granted for each 75 hours of attendance. This means that a student cannot miss more than 15 hours per semester. 3 tardies = 1 absence. If a student is absent more than that no credit for the course can be issued. It does not make any difference if the absences are excused or not.

Grades:

In order to receive the ROP certificate upon completion of the course, each student must maintain a 75% or better grade average.

Grading Scale:	90-100	A	80-89	B
	70-79	C	60-69	D
	59 and below = F			

There will be a variety of assignments that will apply towards the final grade they may include but are not limited to:

- ❖ Reading & Worksheet Activities
- ❖ Videos & Visual Aids
- ❖ Tests & Quizzes
- ❖ Computer Reinforcement Activities
- ❖ Research Assignments
- ❖ Current Health Article Analysis & Essay
- ❖ Attendance & participation
- ❖ Final: Oral/PowerPoint Presentation
- ❖ Notebooks

Each student will receive bi-weekly printed progress reports and a plan is then written to show focus areas. All assignments are posted in the classroom.

Professional Behavior:

All students are expected to follow all posted classroom rules. The first offense will result in parent notification and possible referral. The second offense will result in referral and possible class suspension. The third offense will result in immediate dismissal from the program. Any offense of a more major nature will result in immediate dismissal from the program. I will not tolerate anything but professional behavior at all times.

Parental Authorization:

There are 2 forms that require parent/guardian signatures:

- *Course Content
- *Internet Authorization

These forms must be signed by your parent, if under the age of 18, and returned within the first week of enrollment. Failure to return the forms will result in a drop from the program.

If you have any questions, please feel free to contact me at:

- Work: (909) 388-6419 Ext. 2345 7:00am - 3:30pm
- E-mail: jacobsenjj@hotmail.com

Course Outline:

Week 1:	Introduction - Health Career Research
Week 2:	Chapter 1 - Intro to Medical Terminology
Week 3:	Chapter 2 - The Human body in Health and Disease
Week 4:	Chapter 3/4 - The Skeletal & Muscular Systems
Week 5:	Chapter 5 - The Cardiovascular System
Week 6:	Chapter 6 - The Lymphatic & Immune Systems
Week 7:	Chapter 7 - The Respiratory System
Week 8:	Chapter 8 - The Digestive System
Week 9:	Chapter 9/14 - The Urinary & Reproductive Systems
Week 10:	Chapter 10 - The Nervous System
Week 11:	Chapter 11 - The Special Senses
Week 12:	Chapter 15 - Diagnostic Procedures & Pharmacology
Week 13:	Chapter 12 - The Integumentary System
Week 14:	PowerPoint Presentations
Week 15:	PowerPoint Presentations
Week 16:	Abbreviations
Week 17:	Abbreviations
Week 18:	Notebooks & Job Search Skills