

Principles of Health Science, Semester B

Course Overview

Principles of Health Science, Semester B is the second part of a two-semester course. It is designed to help as a practical, hands-on guide to help you understand the human body systems and learn career skills related to health care. You will learn medical terminology, human anatomy, homeostasis, and different stages of human life. You will also learn about the personal qualities and professional skills that will help you succeed in the healthcare sector.

This course has 15 lessons organized into three units, plus three Unit Activities. Most lessons contain one or more Lesson Activities.

Course Goals

By the end of this course, you will be able to do the following:

- Interpret medical terminology used in health care.
- Describe the human body's structure, systems, and body mechanics.
- Describe the biological and chemical processes that maintain homeostasis in the human body.
- Describe development and health concerns throughout the stages of childhood.
- Describe development and health concerns throughout the stages of adulthood.
- Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.
- Demonstrate effective speaking and listening skills by communicating effectively with patients and staff and following directions.
- Demonstrate a positive work ethic.
- Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.
- Demonstrate positive self-representation skills by demonstrating dependability, dressing appropriately, and using language and manners suitable for the workplace.
- Demonstrate creativity and resourcefulness.

- Demonstrate conflict-resolution and conflict-management skills.
- Demonstrate critical-thinking and problem-solving.
- Demonstrate time and task management skills.
- Apply mathematical skills to job tasks in health care.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Understand the basics of spreadsheet software, such as Microsoft Excel or Google Spreadsheets, but having prior computing experience is not necessary.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the prerequisites section of the Student Orientation at the beginning of this course.

Credit Value

Principles of Health Science, Semester B is a 0.5-credit course.

Course Materials

- Notebook
- Computer with internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you keep on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: The Human Body

Summary

In this unit, you will learn about the roots of medical terminology. You'll discuss the basic structure of the human body and learn about the various body systems. You'll also learn how the body maintains homeostasis. Finally, you'll learn about the different stages of human life. You'll discuss health and wellness and the importance of maintaining healthy relationships. Additionally, you'll learn about Maslow's classification of human needs.

Day	Activity / Objective	Type
1 day: 1	Syllabus and Student Orientation <i>Review the Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
5 days: 2–6	Medical Terminology <i>Interpret medical terminology used in health care.</i>	Lesson
5 days: 7–11	Physiology and Anatomy <i>Describe the human body's structure, systems, and body mechanics.</i>	Lesson
5 days: 12–16	Human Homeostasis <i>Describe the biological and chemical processes that maintain homeostasis in the human body.</i>	Lesson
5 days: 17–21	The Human Life Span: The Early Years <i>Describe development and health concerns throughout the stages of childhood.</i>	Lesson
5 days: 22–26	The Human Life Span: Adulthood <i>Describe development and health concerns throughout the stages of adulthood.</i>	Lesson
4 days: 27–30	Unit Activity and Discussion—Unit 1	Unit Activity / Discussion
1 day: 31	Posttest—Unit 1	Assessment

Unit 2: Personal Qualities

Summary

In this unit, you'll learn strategies for reading documents, reviewing documents, and planning and structuring them. You'll examine verbal and nonverbal communication and learn effective listening skills. You'll also familiarize yourself with workplace ethics and desirable traits and attitudes for the workplace. Additionally, you'll examine workplace etiquette and learn how to dress and behave professionally. Finally, you'll learn to resolve problems at the workplace creatively.

Day	Activity / Objective	Type
5 days: 32–36	Reading and Writing <i>Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>	Lesson
5 days: 37–41	Speaking and Listening <i>Demonstrate effective speaking and listening skills by communicating effectively with patients and staff and following directions.</i>	Lesson
5 days: 42–46	Positive Work Ethic <i>Demonstrate a positive work ethic.</i>	Lesson
5 days: 47–51	Integrity <i>Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.</i>	Lesson
5 days: 52–56	Self-Representation <i>Demonstrate positive self-representation skills by demonstrating dependability, dressing appropriately, and using language and manners suitable for the workplace.</i>	Lesson
5 days: 57–61	Creative Resourcefulness <i>Demonstrate creativity and resourcefulness.</i>	Lesson
4 days: 62–65	Unit Activity and Discussion—Unit 2	Unit Activity / Discussion
1 day: 66	Posttest—Unit 2	Assessment

Unit 3: Professional Skills

Summary

In this unit, you'll learn how to avoid workplace conflicts and resolve them if they do occur. You'll learn techniques to reduce stress, solve problems, and make efficient use of time and resources. You'll also learn skills like mathematical reasoning and learn to use tables and charts.

Day	Activity / Objective	Type
5 days: 67–71	Conflict Resolution <i>Demonstrate conflict-resolution and conflict-management skills.</i>	Lesson
4 days: 72–75	Critical Thinking and Problem Solving <i>Demonstrate critical-thinking and problem-solving.</i>	Lesson
4 days: 76–79	Time and Task Management <i>Demonstrate time and task management skills.</i>	Lesson
4 days: 80–83	Mathematics <i>Apply mathematical skills to job tasks in health care.</i>	Lesson
4 days: 84–87	Unit Activity and Discussion—Unit 3	Unit Activity / Discussion
1 day: 88	Posttest—Unit 3	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Exam	Assessment