

APPLIED MEDICAL TERMINOLOGY, SEMESTER B

Credits: 0.5

COURSE OVERVIEW AND GOALS

This one-semester course is intended to help you understand the skills required to achieve success in healthcare careers. This course has 12 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities.

This course will cover various topics like communication and professional skills, professional conduct and safety practices required in the healthcare field. You will also learn how to sensitively interact with culturally diverse people. You also understand how to use technology and math skills in the healthcare industry.

You will submit the Unit Activities to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

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

- ❖ Examine various healthcare professions and specializations related to various body systems.
- ❖ Evaluate professional skills essential to health care professionals.
- ❖ Measure the impact of diversity, cultural beliefs, and stereotypes on interpersonal relations and healthcare treatment.
- ❖ Analyze safety, privacy, and emergency procedures in health care facilities.

COURSE COMPONENTS AND GRADING RUBRIC

The table gives a breakdown of the weight for each component in the course. Weight represents the percentage of the total score coming from each activity.

Course Components	Count	Weight*
Pretest. <i>A pretest is an optional assessment, typically designed for credit recovery. If a student shows mastery of a lesson objective, the student may be automatically exempted from the upcoming activities associated with the mastered objective. Pretests are not included as a component of the student's final grade.</i>	3	0%
Module. <i>Each module in this course contains an interactive tutorial or study and an associated mastery test. Tutorials and studies combine instruction and practice to prepare students for the mastery test, which is a computer-scored lesson-level summative assessment. The module score comes from a student's score on the mastery test.</i>	12	30%
Discussion. <i>A discussion activity is an opportunity for students to collaborate with their peers. An online threaded discussion mirrors the educational experience of a classroom discussion initiated when a teacher asks a complex, open-ended question. Students can engage in the discussion by responding both to the question and to the thoughts of others allowing for higher-order thinking about terminal objectives.</i>	3	10%
Unit Activity. <i>A Unit Activity is at the end of a unit and constitutes one or more small tasks. Its purpose is to deepen understanding of key unit concepts and tie them together. Each Unit Activity includes a simple rubric. The teacher versions include both a rubric and modeled sample answers. Unit Activities are teacher graded.</i>	3	20%
Posttest. <i>A posttest appears at the end of each unit.</i>	3	20%
End-of-Semester Test. <i>An end-of-semester test (EOS) appears at the end of each course.</i>	1	20%
Total	25	100%

Weight* Teachers may manually adjust these weights if desired, per district grading requirements.

SCOPE AND SEQUENCE

UNIT 1: PERSONAL SKILLS

In this unit, you will learn about effective techniques of using communication skills in the field of health care. You also learn about the importance of critical thinking skills in the healthcare industry. Additionally, in this unit, you will understand how to use problem solving skills in the field of health care.

Activity	Activity Objective
Syllabus	Review the Course Syllabus at the beginning of the course.
Communication Skills	Identify effective verbal and nonverbal communication skills and techniques that are crucial to quality patient care.
Decision Making and Critical Thinking	Describe effective critical thinking and decision-making skills and techniques, including the role of abstract reasoning.
Problem Solving and Conflict Resolution	Identify effective problem-solving and conflict-resolution techniques and processes essential for healthcare professionals; describe how cultural beliefs and stereotypes can result in conflict.
Unit Activity: Personal Skills	Identify and apply problem-solving techniques to describe possible solutions to healthcare problems.

UNIT 2: EMPLOYABILITY SKILLS

In this unit, you will learn about the professional skills required for professional conduct with colleagues and patients. You will also familiarize yourself with the student organizations that assist in the development of healthcare students and professionals. You will also learn how to sensitively deal with colleagues and patients belonging to diverse ethnic groups.

Activity	Activity Objective
Professional Conduct	Describe essential qualities, skills, and professional conduct in various health care careers; identify methods to accomplish professional goals.
Professional Skills	Identify and describe some professional skills essential for a career in health care.
Scholastic and Professional Development (HOSA)	Identify and describe student organizations that aid the development of healthcare professionals and explain the benefits of joining HOSA, Future Health Professionals.
Diversity at the Workplace	Identify disparity issues in the health care industry and the impact of diverse medical and cultural beliefs on health care.
Unit Activity: Employability Skills	Incorporate employability skills to create a Code of Conduct for employees at a healthcare facility, listing company rules as well as the consequences for breaking them.

UNIT 3: HEALTH SCIENCE IN THE UNITED STATES

In this unit, you will familiarize yourself with the health delivery systems and how you can help patients access health care. You will learn about various technology and mathematical tools that help healthcare professionals gather, store, and use information. Additionally, you will understand data collection and collation procedures in healthcare facilities. You will also learn how to practice a high level of safety in the healthcare industry and how to dispose of medical waste safely.

Activity	Activity Objective
Healthcare Delivery Systems	Describe healthcare delivery systems, factors that impact them, and access to healthcare in the United States.
Technology and Health Care	Compare the positives and negatives of technology on the lives and health of individuals; identify HIPAA violations.
Gathering, Filing, and Reporting Information	Describe the FIFE style of patient interviewing and appropriate procedures for gathering, filing, and reporting information in healthcare facilities; identify provider's actions that violate HIPAA.
Safety in Health Care	Discuss health, safety, and environmental safety in the context of health care.
Medical Math	Identify measures to reduce errors and explain why precise mathematical calculations are essential in health care.
Unit Activity: Health Science in the United States	Practice researching skills and describe the private, state, and federal health insurance plans in the United States.

COURSE MAP

You will achieve course level objectives by completing each lesson's instruction, assignments, and assessments. For a detailed look at how the materials meet these objectives, review the [course map](#).