

# Syllabus

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## What You Should Already Know

There are no prerequisites for this course.

## Course Learning Outcomes

1. Identify health care systems and trends in health care.
2. Identify careers in each of the five groups of health care careers and develop job seeking skills by learning how to write a cover letter, resume, and practicing interviewing skills.
3. Differentiate between law and ethics.
4. Develop medical terminology vocabulary.
5. Identify the basic body systems and their structures and functions.
6. Develop an appreciation for diversity.
7. Apply basic principles of infection control and safety.
8. Explain healthy nutritional behaviors.

## Course Materials

There are no outside materials needed to complete this course.

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## Assignments

This course consists of eight units and a final exam. A unit consists of several lessons, practice assessments, and a unit quiz.

## Self Check Assignments

The Self Check questions allow you to test yourself on how well you understand the basic concepts that were presented in the lesson. Self Check assignments are ungraded. Use the Self Check section in each lesson to help you prepare for the unit quizzes.

## Graded Assignments

The unit quizzes test your knowledge and you will receive a grade for each one.

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## Exams

The final exam will consist of 100 multiple choice questions.

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## Grading

The following tables show the weight for each graded assignment and the grading scale used for this course.

### Assessment Number of Questions Percentage of Final Grade

Unit 1 Quiz	25	7%
Unit 2 Quiz	30	8%
Unit 3 Quiz	30	8%
Unit 4 Quiz	45	11%
Unit 5 Quiz	60	15%
Unit 6 Quiz	18	5%
Unit 7 Quiz	40	10%
Unit 8 Quiz	45	11%
Final Exam	100	25%
Total		100%

### Grading Scale

A	100-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74

**Assessment Number of Questions Percentage of Final Grade**

<b>C-</b>	73-70
<b>D+</b>	69-67
<b>D</b>	66-64
<b>D-</b>	63-60
<b>E (fail)</b>	59 or below

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