



**ALHS 1090 Medical Terminology for Allied Health Sciences
HYBRID COURSE SYLLABUS
FALL Semester 2019**

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Campus/Class Location: Swainsboro Campus/Building 8, Room 8164

Class Meets: FTF 60% (900 minutes) Wednesday 8:50pm to 10:00am; Hybrid 40% (600 minutes)

Course Reference Number (CRN): 20208

Preferred Method of Contact: EMAIL for hybrid portion or in person during classroom portion.

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tiffany Thompson, BSN, RN

Office Location: Building 8, Office 8164

Office Hours: Mon & Wed 3:00pm to 5:30pm

Email Address: [Tiffany Thompson \(tthompson@southeasterntech.edu\)](mailto:tthompson@southeasterntech.edu)

Phone: 912-538-3252

Fax Number: 478-289-2249

Tutoring Hours: Please schedule an appointment during office hours.

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Medical Terminology Express A Short-Course Approach by Body System, 2nd Edition, by Barbara A. Gyls and Regina M. Masters, ISBN # 978-0-8036-4032-0 (you must have a new Medical Language Lab (MLL) code to attend this class)

Students must join the class in MLL that is linked to this course. Instructions for creating your MLL account and joining the correct class are posted in the blackboard course. See class ID below.

Required Class ID: D9E515174E

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, highlighter, notebook, ear buds or ear phones, and computer access. Students must also have a new code to access Medical Language Lab.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online

course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origin (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

MAJOR COURSE COMPETENCIES

1. Word Origins (Roots, Prefixes, and Suffixes)
2. Word Building
3. Terminology Related to the Human Anatomy

PREREQUISITE(S)

Provisional Admit

COURSE OUTLINE

Word Origins (Roots, Prefixes, and Suffixes)

1. Explain derivation of medical terms.
2. Define word roots, prefixes, and suffixes.
3. Explain the conventions for combining morphemes and the formation of plurals.
4. Pronounce basic medical terms.
5. Identify adjective endings
6. Identify noun endings.
7. Identify prefixes of position, color, number and measurement, negation, and direction.

Word Building

1. Form medical terms utilizing roots.
2. Form medical terms utilizing suffixes.
3. Form medical terms utilizing prefixes.
4. Form medical terms combining roots, prefixes, and suffixes.
5. Interpret basic Medical abbreviations.

Abbreviations and Symbols

1. Interpret basic medical abbreviations.
2. Interpret basic medical symbols.

Terminology Related to the Human Anatomy

1. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the integumentary system.
2. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the musculoskeletal system.
3. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the respiratory system.
4. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the cardiovascular system.
5. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the gastrointestinal system.
6. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the urinary system.
7. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the male reproductive system.
8. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the female reproductive system.

- Utilize diagnostic, surgical, and procedural terms and abbreviations related to the nervous system, special senses and mental health disorders.
- Utilize diagnostic, surgical, and procedural terms and abbreviations related to the endocrine system.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all tests and daily assignments on the specified date. The hybrid portion of the course will require students to complete graded chapter assignments using Medical Language Lab.

STC Policies

Students are responsible for policies and procedures in student catalog/handbook. This could also include safety, academic dishonesty, etc.

Evaluation Procedures

Students will be given multiple written examinations throughout the semester and 1 final exam at the end of the semester. **A final chapter/unit test average of 70 or higher is required to sit for the final** (grades of 69.9 will not be rounded up). If the student has below a 70 average, the student will be given a final exam grade of "0". The final exam grade is 20% of the course grade. No grades are dropped.

WORKSHEETS

Worksheets will be given out for chapters 3-13. Worksheets will be completed during class time. The completed worksheets will be turned in at the time of the corresponding test and are counted as part of the test. If worksheets are not turned in at the time of the test, those questions will be counted wrong. Late worksheets will not be accepted.

MEDICAL LANGUAGE LAB (Hybrid Portion)

Students are required to complete assignments outside of class time in Medical Language Lab. A new code to access MLL is required. Chapter 1 requires the following assignments: Build Medical Words and Spell It. All other chapters require the following assignments: Build Medical Words, Spell It, Picture It, and Labeling. The first attempt is only for practice and is not graded. The second attempt is graded and will count towards 15% of the course average.

Please Note: The post-test allows only a single attempt and is graded at that time. You do not get a practice attempt for the post-test so do not attempt until you are instructed to do so.

Students must join the class in MLL that is linked to this course.

Required Class ID: 440C190925

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College

considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal

procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

In the event of an absence on an exam day, the student will be allowed to make-up **one** exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit or Chapter Exams	65%
Medical Language Lab	15%
Final Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ALHS 1090 Medical Terminology for Allied Health Sciences

Fall Semester 2019 Lesson Plan

The lesson plan is subject to change at the discretion of the instructor.

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 8/14 Wednesdays		Introduction to course Go over syllabus/lesson plan Go over STC policies Go get books Explain and set up Medical Language Lab (MLL) By 8:00 am, Thursday, August 22 students are required to do the following: <ul style="list-style-type: none"> ➤ Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8:00 am, Thursday, August 22. If this is not done on time you will be dropped from the course. Students must join the class in MLL that is linked to this course. Required Class ID: D9E51574E	Read over Chapter (Ch) 1 for next class Register for Medical Language Lab (MLL) BEFORE next class- See MLL section in course syllabus for details By 8:00 am, Thursday, August 22 students are required to do the following: <ul style="list-style-type: none"> ➤ Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8:00 am, Thursday, August 22. If this is not done on time you will be dropped from the course. 	1-3 a-c
Week 2 8/21	Ch 1	In Class: Lecture- Introduction to Medical Terminology	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 3 8/28	Test then Ch 2	In Class: Test Ch 1 Then Lecture- Body Structure	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 9/4	Test then Ch 3	In Class: Test Ch 2 Then Lecture- Integumentary System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 5 9/11	Test then Ch 4	In Class: Test Ch 3 Then Lecture- Respiratory System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 6 9/18	Test then Ch 5	In Class: Test Ch 4 Then Lecture- Cardiovascular System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 7 9/25	Test then Ch 6	In Class: Test Ch 5 Then Lecture- Blood, Lymphatic, and Immune Systems Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 8 10/2	Test then Ch 7	In Class: Test Ch 6 Then Lecture- Digestive System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 9 10/9	Test then Ch 8	In Class: Test CH 7 Then Lecture- Urinary System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 10 10/16	Test Then Ch 9	In Class: Test Ch 8 Then Lecture- Reproductive System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 11 10/23	Test then Ch 10	In Class: Test Ch 9 Then Lecture- Endocrine System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test	1-3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Study for chapter test	
Week 12 10/30	Test then Ch 11	In Class: Test Ch 10 Then Lecture- Nervous System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 13 11/6	Test Then Ch 12	In Class: Test Ch 11 Then Lecture- Musculoskeletal System Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for chapter test	1-3 a-c
Week 14 11/13	Test then Ch 13	In Class: Test Ch 12 Then Lecture- Special Senses Complete Worksheets	Hybrid: Complete corresponding chapter exercises in MLL before the test Study for MLL Post-Test and Final Exam Please note: the MLL Post-Test and Final Exam are two different test/exams.	1-3 a-c
Week 15 11/20	Test	In Class: Test Ch 13 Make-up Exams will be after Ch 13 Test	Hybrid: Take MLL Post- Test Review textbook and class notes to prepare for the final exam	1-3 a-c
Holiday 11/27	Holiday	Holiday	Holiday	
Week of Final Exam 12/4	Final Exam Chapters 1-13	In Class: Final Exam Chapters 1-13	Hybrid: Be sure all MLL assignments are completed by 11:59pm since you will no longer have access to MLL after 12/4.	1-3 a-c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. **Word Origins (Roots, Prefixes, and Suffixes)**
2. **Word Building**
3. **Terminology Related to the Human Anatomy**

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.