



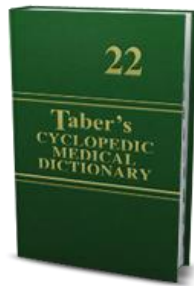
ALHS 1090
Medical Terminology for Allied Health Sciences
COURSE SYLLABUS
Online
Fall Semester 2015

Semester: Fall 2015
Course Title: Medical Terminology for Allied Health Sciences
Course Number: ALHS 1090
Credit Hours/ Minutes: 2 /1500
Class Location: GVTC/Angel
Class Meets: Via Internet / 16 wks
CRN: 20240

Instructor: Alana Waters, MSN, RN
Email Address: awaters@southeasterntech.edu
Daytime Instructor/Fulltime Contact Instructor:
Joanna Bell (Swainsboro Campus)
Email Address: jbell@southeasterntech.edu
Phone: 478-289-2201
Office/Tutoring Hours: Please schedule an appointment

REQUIRED TEXT: Medical Terminology Express A Short-Course Approach by Body System, 2nd Edition, by Barbara A. Gyllys and Regina M. Masters, ISBN # 978-0-8036-4032-0

OPTIONAL TEXT:
Taber's Medical Dictionary



REQUIRED SUPPLIES & SOFTWARE: Pen, pencil, paper, highlighter, notebook, and computer access. (Google Chrome or Firefox are recommended)

****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 ANGEL nor 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.

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. Define terms pertaining to the body as a whole.
2. Explain derivation of medical terms.
3. Define word roots, prefixes, and suffixes.
4. Explain the conventions for combining morphemes and the formation of plurals.
5. Pronounce basic medical terms.
6. Identify adjective endings.
7. Identify noun endings.
8. 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.
9. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the nervous system, special senses and mental health disorders.
10. Utilize diagnostic, surgical, and procedural terms and abbreviations related to the endocrine system.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.
4. The ability to utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Online courses require students to be academically engaged each week doing course related 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook. **Online students are responsible for checking e-mails and ANGEL announcements daily. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.**

Course work (quizzes/exams, and discussion board postings) that is not completed by each weekly deadline will receive a grade of **zero "0"**. All course work will open on the first day of classes at 8 am. All course work assignments are open for 7 days with the exception of week 1-2 course work which is open for an extended time. Please print your syllabus to know when the other weekly deadlines are. You may work ahead but still have to meet your deadlines. Exams are presented one question at a time with no backtracking with one minute for each question. Students having computer problems or internet problems are encouraged to come to an STC campus and utilize one of the open computer labs or the library to complete course work. **Please note **STC is closed on Friday, Saturday, and Sunday so do not procrastinate completing course work. See detailed lesson plan for specific course work dates.**

A final chapter exam average of 70 or higher is required to take the final exam (grades will not be rounded up, example 69.9 will not be rounded to 70). If the student has below a 70 average, the student will receive a grade of zero for the final exam which will be calculated into the overall average for the course.

PRACTICE QUIZZES:

Practice quizzes are available to help prepare students for the main chapter tests. They count for 5% of the course grade and are due on Mondays by 8:00am. You will have 2 attempts to take the practice quiz with the two grades averaged together for your final grade. Practice quizzes have 20 questions and you will have 20 minutes. Questions are presented one at a time with no backtracking.

ONLINE ACTIVITIES: Each weekly folder has online chapter activities such as flash cards, crossword puzzles, video links, and other web links. Additionally, power points for each chapter and the answers to the end of chapter questions and reviews are available. These activities are not part of the course grade but should be utilized to promote student success during the course.

CHECKING GRADES: Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

DISCUSSION BOARDS: Students will complete 5 discussion board (DB) assignments that count 5% of the final course grade. **Students are required to post a minimum of three (3) comments/threads for each discussion board.** The 3 comments will be 1) the original posting by the student, 2 & 3) 2 replies to other students in the discussion board. The original posting and the 2 replies to other student's postings **CANNOT** be done on the same day. If all 3 postings are done on the same day, the student will only receive credit for the original posting.

Watch spelling and grammar. This is considered a writing assignment. Comments need to be constructive and non-argumentative. Postings will be graded based on quantity and quality in your postings. One-liners such as "I agree" will not be accepted. Each discussion board will be open for 3 weeks. **See discussion board grading rubric below.**

Weeks 1-3 Discussion Board 1
Weeks 4-6 Discussion Board 2
Weeks 7-9 Discussion Board 3
Weeks 10-12 Discussion Board 4

Weeks 13-15 Discussion Board 5

MAKE-UP GUIDELINES: There are no make-ups times during this course. Course work (quizzes/exams, and discussion board postings) that is not completed by each weekly deadline will receive a grade of **zero "0"**. All course work assignments are open for 7 days with the exception of week 1 course work which is open for an extended time of 12 days. Students having computer problems or internet problems are encouraged to come to an STC campus and utilize one of the open computer labs or the library to complete course work. Please note **STC is closed on Friday, Saturday, and Sunday so do not procrastinate completing course work. See detailed lesson plan for specific course work dates.

**NO EXTRA CREDIT OR BONUS POINTS WILL BE GIVEN.
NO GRADES ARE DROPPED.**

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on the same day(s) it is originally scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given between weeks 9 and 13 for Fall and Spring Semesters, and between weeks 6 and 8 for Summer Semester. **Students who do not complete the proctored event will receive a failing grade in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, (when) ????, , (where) and Vidalia Campus, (when) ????, Gillis Building, Room 803 (MUST BRING PICTURE ID AND DO NOT BE LATE)

Students who do not complete the proctored event will receive a failing grade in the course.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Building One office 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employees 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

Unit Exams	50%
Proctored Exam	20%
Discussion Boards	5%
Practice Quizzes	5%
Final Exam	20%

GRADING SCALE

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

Grading Components

Unit Exams.....	50%
Proctored Exam.....	20%
Discussion Boards.....	5%
Practice Quizzes.....	5%
Final Examination.....	20%
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Total	100%

Each student's final course grade will be determined as follows:

Average of Exams	X 0.50 =	+ _____
Proctored Exam	X 0.20=	+ _____
Discussion Boards	X 0.05=	+ _____
Practice Quizzes	X 0.05=	+ _____
Final Exam	X 0.20 =	+ _____
	=	_____
		Numerical Course Grade

*****This syllabus and lesson plan is subject to change at the discretion of the instructor.**

**ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES
FALL SEMESTER 2015 LESSON PLAN**

Practice Quizzes due on MONDAYS by 8:00am

Tests due by MONDAYS by 8:00am with an exception:

Proctored Test Swainsboro Campus WHEN & WHERE??? or Vidalia Campus WHEN???? AND WHERE

Final Exam due Monday, by 8:00am

Required 5 Discussion Boards due by specific dates listed below on lesson plan

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1 (short week) & Week 2				
8/17-8/24 at 8am	Chapter 1	Introduction to the Course ***** Introduction to Medical Terminology	Orientation Assignments: -Click the Course Work Tab in ANGEL and then the Start Here "Getting Started" link to complete orientation assignments - Make contact with instructor by third day of class for attendance - Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #1 Complete Practice Quiz 1 <u>Chapter 1 Exam</u>	* 1-4 ** a,c
Week 3				
8/24-8/31 at 8am	Chapter 2	Body Structure DB1 Deadline is 9/8 at 8 am	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #1 Complete Practice Quiz 2 <u>Chapter 2 Exam</u>	*1-4 ** a,c
Week 4				
8/31-9/7 at 8am	Chapter 3	Integumentary System	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #2 Complete Practice Quiz 3 <u>Chapter 3 Exam</u>	* 1-4 ** a,c
Week 5				
9/7-9/14 at 8 am	Chapter 4	Respiratory System	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #2 Complete Practice Quiz 4	* 1-4 ** a,c

			Chapter 4 Exam	
Week 6				
9/14-9/21 at 8am	Chapter 5	Cardiovascular System DB 2 deadline is 9/29 at 8 am	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #2 Complete Practice Quiz 5 Chapter 5 Exam	* 1-4 ** a,c
Week 7				
9/21-9/28 at 8am	Chapter 6	Blood, Lymphatic, and immune Systems	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #3 Complete Practice Quiz 6 Chapter 6 Exam	* 1-4 ** a,c
Week 8				
9/28-10/5 at 8am	Chapter 7	Digestive System	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #3 Complete Practice Quiz 7 Chapter 7 Exam	* 1-4 ** a,c
Week 9				
10/5-10/12 at 8am	Chapter 8	Urinary System DB 3 deadline is 10/20 at 8 am	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #3 Complete Practice Quiz 8 Chapter 8 Exam	* 1-4 ** a,c
Week 10				
10/12-10/19 at 8 am	Chapter 9	Reproductive System	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #4 Complete Practice Quiz 9 Chapter 9 Exam	* 1-4 ** a,c
Week 11				
10/19-10/26 at 8 am	Chapter 10	Endocrine System October 27: <u>65% MARK for course</u> Proctored Exam is next week	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #4 Complete Practice Quiz 10 Chapter 10 Exam	* 1-4 ** a,c
Week 12				

10/26-11/2 at 8 am	Chapter 11	Nervous System DB 4 deadline is 11/10 at 8 am Proctored Exam over Chapter 11: Swainsboro Campus XXXXX at 3:30 pm Building 1, room 1124 or Vidalia Campus Wed., XXX at 2pm Gillis Building, room 803 Photo ID required	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #4 Complete Practice Quiz 11 <u>Chapter 11 Exam is the proctored exam and must be taken in person- see syllabus for details</u>	* 1-4 ** a,c
Week 13				
11/2-11/9 at 8 am	Chapter 12	Musculoskeletal System	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #5 Complete Practice Quiz 12 <u>Chapter 12 Exam</u>	* 1-4 ** a,c
Week 14				
11/9-11/16 at 8 am	Chapter 13	Special Senses: Eyes and Ears	- Read the chapter(s) - Review Power Points - Complete additional assignments such as quizzes Complete DB #5 Complete Practice Quiz 13 <u>Chapter 13 Exam</u>	* 1-4 ** a,c
Week 15				
11/16-11/23 at 8 am		DB 5 deadline is 12/9 at 8am Review all previous chapters and power points this week in preparation for the final exam	Study for Final- Read the chapter(s) - Review Power Points Complete DB #5	* 1-4 ** a,c
11/23 after 8am till 8am 11/30 Thanksgiving Holidays No assignments Due				
Week 16 (Final Exam Week)				
11/30-12/7 at 8 am		DB 5 deadline is 12/9 at 8am <u>Final exam is due by 8am on Monday, May 4</u>	Study for Final- Read the chapter(s) - Review Power Points Complete DB #5 <u>Final Exam- due by Dec 7 at 8am</u> Complete DB#5	* 1-4 ** a,c

****Competency Areas:**

1. Word Origins (Roots, Prefixes, and Suffixes)
2. Word Building
3. Abbreviations and Symbols
4. 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.

ALHS 1090 Medical Terminology Discussion Board Rubric

Requirements: 1 original discussion board (DB) post and 2 replies each discussion board.
 The original posting and the 2 replies **CANNOT** be done on the same day. If that occurs, the student will only receive credit for the original posting. The postings and replies must be completed by the detailed dates on the lesson plan listed above. Late postings and replies will not receive credit.

Grading Scale	3-Excellent	2-Good	1-Needs Improvement	0-Not Acceptable
100 points Total	100	80	60	0

Criterion	3	2	1	0
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical errors cause the reader to reread many parts of the discussion board.	No participation in the threaded discussions by student.
Response Distribution	1 Initial DB Response 2 Replies	1 Initial DB Response 1 Replies	1 Initial DB Response 0 Reply	No Initial DB Response No Replies
Posting Quality	Student comments add significantly to the discussion; student may apply the principles in their current work/ personal life or even respectfully disagree. Student also substantiates comments made with reasoning or source citation. Post addresses all aspects of the assignment.	Student comments add to the discussion; student may apply the principles in their current work/ personal life or even respectfully disagree. Student does not substantiate comments made with reasoning or source citation. Post addresses most of the aspects of the assignment.	Student comments do not add to the discussion, Student does not substantiate any comments made with reasoning or source citation. Posting is simple: "I agree" or "Yes" or "No". Post addresses partial aspects of the assignment.	Student does not participate at all in the threaded discussion.