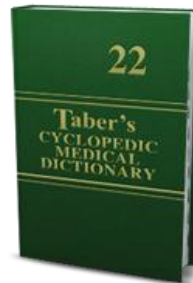
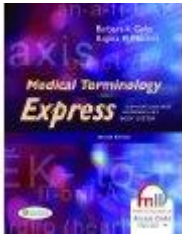




**ALHS 1090**  
**Medical Terminology for Allied Health**  
**Sciences**  
**COURSE SYLLABUS**  
**FALL SEMESTER 2016**

**Semester:** FALL 2016  
**Course Title:** Medical Terminology for Allied Health Sciences  
**Course Number:** ALHS 1090  
**Credit Hours/ Minutes:** 2 /1500  
**Class Location:** Room 8162, Building 8  
**Class Meets:** Monday & Wednesday 9:30AM-10:30AM  
**CRN:** 20289

**Instructor:** Joanna Bell, RN  
**Email Address:** jbell@southeasterntech.edu  
**Phone:** 478-289-2249  
**Fax :** 478-289-2201  
**Office Location:** # 8160 Building 8  
**Office Hours:** M-R 2:30PM-5:00PM  
**Tutoring Hours:** Please schedule an appointment.



**REQUIRED TEXT:** Medical Terminology Express –A Short-Course Approach By Body System, 2<sup>nd</sup> Edition by Barbara A. Gylys and Regina M. Masters  
ISBN-978-0-8036-4032-0

**MEDICAL LANGUAGE LAB:** There is a unique *Plus Code* found inside of the cover page to this book to give you access to resources that go with this textbook. Each *Plus Code* may only be redeemed one time. If your code has already been used, visit [DavisPlus.FADavis.com](http://DavisPlus.FADavis.com).

**OPTIONAL TEXT:**  
Taber's Medical Dictionary

**REQUIRED SUPPLIES & SOFTWARE:** Pen, pencil, paper, highlighter, notebook, and computer access. Power Points are available on the M. Drive.

**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.

**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.

**STUDENT REQUIREMENTS:** Students are expected to complete all tests and daily assignments on the specified date found at the end of this syllabus.

**EXAMS:** During an examination, students are required to place all textbooks and personal property on the counter located in the classroom. Students are to be seated with an empty seat between each student, if possible. No talking is allowed once the test begins. **Students found with their cell phone or any other personal communication device during a test will be considered cheating and given a zero for the test grade.**

**Evaluation Procedures:**

Students will be given a total of 13 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 25% of course grade.

**ATTENDANCE GUIDELINES:** 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 also 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 and face financial aid repercussions in upcoming semesters.

### **ADDITIONAL ATTENDANCE PROVISIONS**

#### ***Health Sciences***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.**

**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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu) to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** 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.

**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 Helen Thomas, (912) 538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (**10-25-16**) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until **10-25-2016** will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After **10-25-2016**, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades 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:** In the event of an **excused 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 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 Blackboard, 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](http://www.southeasterntech.edu)

**GRADING POLICY**

Unit Exams 75%  
Final Exam 25%

**GRADING SCALE**

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

**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.

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

Average of Exams x 0.75 = \_\_\_\_\_  
Final Exam x 0.25 = + \_\_\_\_\_  
Numerical Course Grade = \_\_\_\_\_

**Disclaimer Statement\*\* Instructor reserves the right to change the syllabus as necessary. The official copy of the syllabus is located inside the student's online course shell or will be given to student during face to face class time during the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course student is enrolled in is for planning purposes only.**

ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES FALL SEMESTER 2016 LESSON PLAN				
Date	Chapter / Lesson	Content	Assignments & Tests Due	Comp Area
<b>Week 1</b>				
8/15//16 MON	Chapter 1	Introduction to the Course Introduction to Medical Terminology Building Medical Terms From Word Parts: Word Roots, Combining Vowel/Form, Prefixes	Read Chapter 1 Review the power points	* 1-3 ** a,c
8/17/16 WED	Chapter 1	Introduction to Medical Terminology Building Medical Terms From Word Parts: Word Roots, Combining Vowel/Form, Prefixes	Read Chapter 1 Review the power points	* 1-3 ** a,c
<b>Week 2</b>				
8/22/16 MON	Chapter 1	Suffixes, Word Building Interpreting Medical Terms	Complete Chapter Review Activities Study for Chapter 1 Exam	* 1-3 ** a,c

8/24/16 WED	Chapter 1 Chapter 2	Introduction to Medical Terminology Body Organization	<b>Chapter 1 Exam</b> Read Chapter 2 Review the power points	* 1-3 ** a,c
<b>Week 3</b>				
8/29/16 MON	Chapter 2	Body Organization	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
8/31/16 WED	Chapter 2	Body Organization	<b>Chapter 2 Exam</b> Read Chapter 3	* 1-3 ** a,c
<b>Week 4</b>				
<b>HOLIDAY: MONDAY 9/5/2016</b>				
9/7/16 WED	Chapter 3	Integumentary System	Read Chapter 3 Review the power points	* 1-3 ** a,c
9/12/16 MON	Chapter 3	Integumentary System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
<b>Week 5</b>				
9/14/16 WED	Chapter 4	Respiratory System	<b>Chapter 3 Exam</b> Read Chapter 4 Review the power points	* 1-3 ** a,c
9/19/16 MON	Chapter 4	Respiratory System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
<b>Week 6</b>				
9/21/16 WED	Chapter 5	Cardiovascular System	<b>Chapter 4 Exam</b> Read Chapter 5 Review the power points	* 1-3 ** a,c
9/26/16 MON	Chapter 5	Cardiovascular System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
<b>Week 7</b>				
9/28/16 WED	Chapter 6	Blood, Lymphatic, & Immune System	<b>Chapter 5 Exam</b> Read Chapter 6 Review the power points	* 1-3 ** a,c
10/3/16 MON	Chapter 6	Blood, Lymphatic, & Immune System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
<b>Week 8</b>				
10/5/16 WED	Chapter 7	Digestive System	<b>Chapter 6 Exam</b> Read Chapter 7 Review the power points	* 1-3 ** a,c
10/10/16 MON	Chapter 7	Digestive System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c

Week 9				
10/12/16 WED	Chapter 8	Urinary System	<b>Chapter 7 Exam</b> Read Chapter 8 Review the power points	* 1-3 ** a,c
10/17/16 MON	Chapter 8	Urinary System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
Week 10				
10/19/16 WED	Chapter 9	Reproductive System	<b>Chapter 8 Exam</b> Read Chapter 9 Review the power points	* 1-3 ** a,c
10/24/16 MON	Chapter 9	Reproductive System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
Week 11				
10//26/16 WED	Chapter 10	Endocrine System	<b>Chapter 9 Exam</b> Read Chapter 10 Review the power points	* 1- ** a,c
10/31/16 MON	Chapter 10	Endocrine System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
Week 12				
10/31/16 MON	Chapter 11	Nervous System	<b>Chapter 10 Exam</b> Read Chapter 11 Review the power points	* 1-3 ** a,c
11/2/16 WED	Chapter 11	Nervous System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
Week 13				
11/7/16 MON	Chapter12	Musculoskeletal System	<b>Chapter 11 Exam</b> Read Chapter 12 Review the power points	* 1-3 ** a,c
11/9/16 WED	Chapter 12	Musculoskeletal System	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
Week 14				
11/14/16 MON	Chapter 13	Special Senses: Eyes and Ears	<b>Chapter 12 Exam</b> Read Chapter 13 Review the power points	* 1-3 ** a,c
11/16/16 WED	Chapter 13	Special Senses: Eyes and Ears	Complete Chapter Review Activities Make flash cards	* 1-3 ** a,c
Week 15				
11/21/16 MON	Chapters 1-13	<b>Final Review</b>	<b>Chapter 13 Exam</b>	*1-3 **a,c

		<b>Holidays 11/23-11/24</b>		
11/28/16 MON	Chapters 1-13	<b>Make up test day FINAL REVIEW</b>		*1-3 **a,c
11/30/16 WED	Chapters 1-13	<b>Comprehensive Final Exam</b>	<b>Final Exam</b>	* 1-3 ** a,c

\*Competency Areas:

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.