



ALHS 1090
Medical Terminology for Allied Health Sciences
COURSE SYLLABUS
Spring Semester 2016

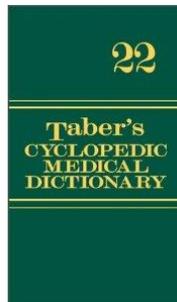
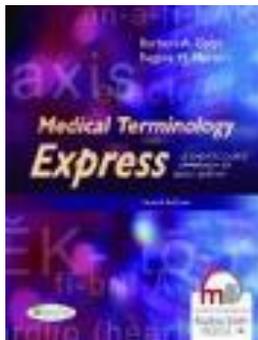
Semester: Spring 2016
Course Title: Medical Terminology for Allied Health Sciences
Course Number: ALHS 1090
Credit Hours/ Minutes: 2 /1500
Class Location: Gillis Building, room 618
Class Meets: Wednesday, 5:30-7:30
CRN: 40182

Instructor: Sharon Coe, RN
Email: scoe@southeasterntech.edu
Fulltime instructor: Angie Headley, RN
Office Location: Gillis Building, Office 715
Office Hours: M – R 7:30 – 8:30 then 1:00 – 5:00
Phone: 478-289-2249
Fax Number: 912-538-3106
Tutoring: Schedule appointment with course instructor

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

**Previous editions of this book are not to be used for this course.

OPTIONAL TEXT: Taber's Medical Dictionary



POWER POINTS:

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.
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: Students are expected to complete all tests and daily assignments on the specified date. You must have your text books by the end of the first week. There will be no copies available.

MEDICAL LANGUAGE LAB: You access code found in the front cover of your book will give you access to online resources that go with this textbook.

DAVIS PLUS ONLINE RESOURCE CENTER: located at <http://davisplus.fadavis.com>; use the code in the front of your textbook to access online resources

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

CONTENT AREAS FOR EACH EXAM: There will be multiple chapter exams and 1 comprehensive final exam given 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 or fails to complete the required skills, the student will be not be allowed to take the final exam and will receive a grade of zero.*

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

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. All 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 as noted on each syllabus will receive a "W" for the course if removed from the course on or before the 65% date of the semester. After the 65% date, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on

each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course. 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 involved.

TRADITIONAL ATTENDANCE ADDENDUM: This class will meet for a total of 2 days per week for 15 weeks; therefore, a student may miss no more than 3 days during the semester.

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.

SPECIAL NEEDS ADDENDUM: *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.

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 (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" 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 the 65% point of the semester 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 the 65% portion of the semester, 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 FOR TESTS: 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.

NO EXTRA CREDIT OR BONUS POINTS WILL BE GIVEN! No test grade(s) will be dropped.

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).

ACCESS TO TECHNOLOGY: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <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 Statements****

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

ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES
Wednesdays 5:30-7:30 am
Spring SEMESTER 2016 LESSON PLAN

| Date | Chap / Less | Content | Assignments & Tests Due | Comp Area |
|----------------|----------------------------|---|---|-------------------|
| Week 1 | | | | |
| 1/13/16 Wed | Start semester Ch 1 | Introduction to the Course Review Syllabus and STC Policies Go over book and Davis Plus Website and Medical Language Lab Resources Introduction to Med Term | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities | * 1-3 ** a,c,d |
| Week 2 | | | | |
| 1/20/15 Wed | Ch 1 Ch 2 | Introduction to Med Term Body Structures | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
| Week 3 | | | | |
| 1/27/16 Wed | Ch 3 Ch4 | Exam 1 Ch 1 & 2 Integumentary System Respiratory System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
| Week 4 | | | | |
| 2/3/16 Wed | Ch 5 | Exam 2 Ch 3 & 4 Cardiovascular System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
| Week 5 | | | | |
| 2/10/16 Wed | Ch 5 Ch 6 | Cardiovascular System Blood, Lymphatic, and Immune Systems | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
| Week 6 | | | | |
| 2/17/16 Wed | Ch 7 | Exam3 Ch 5 & 6 Digestive System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam • | * 1-3 ** a,c,d |

Week 7

| | | | | |
|----------------|--------------|------------------------------------|--|-------------------|
| 2/24/16 Wed | Ch 7 Ch 8 | Digestive System Urinary System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
|----------------|--------------|------------------------------------|--|-------------------|

Week 8

| | | | | |
|--------|------|--|--|-------------------|
| 3/2/16 | Ch 9 | Exam 4 Ch 7& 8 Reproductive System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
|--------|------|--|--|-------------------|

Week 9

| | | | | |
|--------|---------------|---|--|-------------------|
| 3/9/16 | Ch 9 Ch 10 | Reproductive System Endocrine System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
|--------|---------------|---|--|-------------------|

Week 10

| | | | | |
|---------|-------|---|--|-------------------|
| 3/16/16 | Ch 11 | Exam 5 Ch 9 & 10 Nervous System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
|---------|-------|---|--|-------------------|

Week 11

| | | | | |
|---------|----------------|---|--|-------------------|
| 3/23/16 | Ch 11 Ch 13 | Nervous System Special Senses: Eyes and Ears | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
|---------|----------------|---|--|-------------------|

Week 12

| | | | | |
|---------|--|---|--|-------------------|
| 3/20/16 | |  | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam | * 1-3 ** a,c,d |
|---------|--|---|--|-------------------|

Week 13

| | | | | |
|--------|-------|--|---|-------------------|
| 4/6/16 | Ch 12 | Exam 6 Ch 11 & 13 Musculoskeletal System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab | * 1-3 ** a,c,d |
|--------|-------|--|---|-------------------|

| | | | | |
|----------------|-------------------|---|---|-------------------|
| | | | Activities • Prepare for Exam | |
| Week 14 | | | | |
| 4/13/16 | Ch 12 | Musculoskeletal System | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Exam • Study for Make-up if applicable | * 1-3 ** a,c,d |
| Week 15 | | | | |
| 4/20/16 | All Chapters | Exam 7 Ch 12 Review for Final Exam Make-Up Exam night | <ul style="list-style-type: none"> • Read and study the chapter(s) • Complete exercises throughout chapter(s) • Complete Davis Plus and Medical Language Lab Activities • Prepare for Final Exam | * 1-3 ** a,c,d |
| Week 16 | | | | |
| 4/27/16 | Final Exam | Comprehensive Final Exam | | * 1-3 ** a,c,d |

***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.
- d) The ability to utilize basic computer skills.