



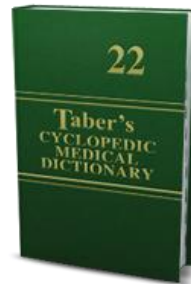
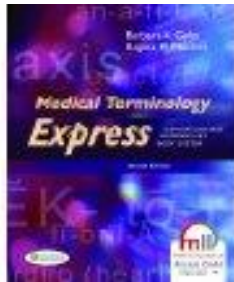
ALHS 1090
Medical Terminology for Allied Health Sciences
COURSE SYLLABUS
ONLINE
SPRING SEMESTER 2016

Semester: Spring 2015
Course Title: Medical Terminology for Allied Health Sciences
Course Number: ALHS 1090
Credit Hours/ Minutes: 2 /1500
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 16 WK
CRN: 40190

Instructor: Joanna W. Bell, RN
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Daytime Instructor/Fulltime Contact Instructor:
Joanna W. Bell (Swainsboro Campus)
Email Address: jbell@southeasterntech.edu
(Preferred method of contact : Email)
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. Gyls 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 Blackboard 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. Students also have access to a variety of computer labs/classrooms at the Vidalia and Swainsboro campuses.

MEDICAL LANGUAGE LAB: There is a unique *Plus Code* found inside of the front 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 to purchase access.

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.

ONLINE ATTENDANCE: It is the student's responsibility 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, stops attending, or receives an F in a course. 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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests. All tests are due at 8:00 AM on Monday of each week. 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.

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 Blackboard 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 (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.

ONLINE ACTIVITIES: Each weekly folder has online chapter activities. 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 (exams and discussion board postings) that is not completed by each weekly deadline will receive a grade of **zero "0"**. All chapter exams are open for 7 days with the exception of week 1 course work which is open for an extended time. 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.

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 will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. 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 either 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 Blackboard 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 one of the-originally scheduled days. 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 after the 65% point of the semester. **Students who do not complete the proctored event will receive an F 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.

PROCTORED EVENT:

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, Monday, XXXX, Building X, Room XXXX and Vidalia Campus, Wednesday, XXXX, XXXXpm, Gillis Building, Room XXXX (MUST BRING A PICTURE ID AND ARRIVE ON TIME.)

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, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (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 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.

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

Chapter Exams	55%
Proctored Exam	20%
Discussion Boards	5%
Final Exam	20%

GRADING SCALE

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

Chapter Exams.....	55%
Proctored Exam.....	20%
Discussion Boards.....	5%
Final Examination.....	20%
<hr/>	
Total	100%

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

Average of Chapter Exams	X 0.55 =	+ _____	
Proctored Exam	X 0.20=	+ _____	
Discussion Boards	X 0.05=	+ _____	
Final Exam	X 0.20 =	+ _____	
	=	_____	Numerical Course Grade

**ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES
SPRING SEMESTER 2016 LESSON PLAN**

Exams due by MONDAYS by 8:00PM with an exception:

Proctored Test Swainsboro Campus Monday XXXX at XXXpm or Vidalia Campus Wed., XXX at XX pm

Final Exam due Monday, May 4 by 8:00am

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

Date	Chapter / Lesson	Content	Assignments & Tests Due	Comp Area
Week 1 AND Week 2				
Jan 11- Jan 25 at 8 PM	Chapter 1	Introduction to the Course ***** Introduction to Medical Terminology	<u>Orientation Assignments:</u> -Click on "Getting Started" found in the course menu of Blackboard and then "Start Here!" - Make contact with instructor by third day of class for attendance -Utilize your <i>Plus</i> Code to access resources with this book - Read the chapter(s) - Review Power Points -Complete learning activities found throughout Chapter 1 - DB #1: ORIGINAL POST <u>Chapter 1 Exam Due By 8:00PM</u>	* 1-3 ** a, b, c
Week 3				
Jan 25- Feb 1 at 8 PM	Chapter 2	Body Structure	- Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 2 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #1 <u>Chapter 2 Exam Due By Feb 1 at 8:00PM</u> DB1 Deadline is JAN 25 at 8 AM	*1-3 ** a, b, c
Week 4				
Feb 1- Feb 8 at 8 PM	Chapter 3	Integumentary System	- Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 3 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #2	* 1-3 ** a, b, c

			Chapter 3 Exam Due By 8:00AM	
Week 5				
Feb 8– Feb 15 at 8 PM	Chapter 4	Respiratory System	<ul style="list-style-type: none"> - Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 4 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #2 Chapter 4 Exam Due By 8:00AM	* 1-3 ** a, b, c
Week 6				
Feb 15– Feb 22 at 8 AM	Chapter 5	Cardiovascular System	<ul style="list-style-type: none"> - Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 5 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #2 Chapter 5 Exam Due By 8:00AM DB 2 Deadline is Feb 15 at 8 AM	* 1-3 ** a, b, c
Week 7				
Feb 22– Feb 29 at 8 AM	Chapter 6	Blood, Lymphatic, and immune Systems	<ul style="list-style-type: none"> - Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 6 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #3 Chapter 6 Exam Due By 8:00AM	* 1-3 ** a, b, c
Week 8				
Feb 29– Mar 7 at 8 AM	Chapter 7	Digestive System	<ul style="list-style-type: none"> - Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 7 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #3 Chapter 7 Exam Due By 8:00AM	* 1-3 ** a, b, c
Week 9				
Mar 7– Mar 14 at 8 AM	Chapter 8	Urinary System	<ul style="list-style-type: none"> - Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 8 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #3 Chapter 8 Exam Due By 8:00AM DB 3 Deadline is Mar 7 at 8 AM	* 1-3 ** a, b, c
Week 10				
Mar 14– Mar 21	Chapter 9	Reproductive System <u>MARCH 18 is 65% MARK for</u>	<ul style="list-style-type: none"> - Read the chapter(s) - Review Power Points - Complete learning activities found 	* 1-3 ** a, b, c

at 8 AM		<u>course</u>	throughout Chapter 9 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #4 Chapter 9 Exam Due By 8:00AM	
Week 11				
Mar 21- Mar 28 At 8 AM	Chapter 10	Endocrine System Proctored Exam is Next Week!!!!	- Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 10 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #4 Chapter 10 Exam Due By 8AM	* 1-3 ** a, b, c
Week 12				
Apr 4- Apr 11 at 8 AM	Chapter 11	Nervous System Proctored Exam over Chapter 11: Swainsboro Campus Mon, XXXX at X:30 pm Building 1, room XXXX or Vidalia Campus Wed., March 25 at 2pm Gillis Building, Room XXXX Photo ID required	- Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 11 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #4 Chapter 11 Exam is the proctored exam and must be taken in person- see syllabus for details DB 4 Deadline is Apr 11 at 8 AM	* 1-3 ** a, b, c
Week 13				
Apr 11- Apr 18 at 8 AM	Chapter 12	Musculoskeletal System	- Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 12 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #5 Chapter 12 Exam Due By 8 AM	* 1-3 ** a, b, c
Week 14				
Apr 18- Apr 25 at 8 am	Chapter 13	Special Senses: Eyes and Ears	- Read the chapter(s) - Review Power Points - Complete learning activities found throughout Chapter 13 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #5 Chapter 13 Exam Due By 8 AM	* 1-3 ** a, b, c
Week 15				

Apr 25- May 2 at 8 am	Chapters 1-13	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 -Utilize your <i>Plus</i> Code to access resources with this book Complete DB #5 DB 5 Deadline is May 4 at 8AM	* 1-3 ** a, b, c
Week of FINAL EXAM				
May 2- May 4 at 8 am	Chapters 1-13	<u>Final Exam is Due by 8AM on Wednesday, May 4</u>	Study for Final- Read the chapter(s) - Review Power Points <u>Final Exam- Due by May 4 at 8am</u>	* 1-3 ** a, b, 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.

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 Discussion Board Rubric

Requirements: 1 original discussion board (DB) post and 2 replies to 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.