ALHS 1090 Medical Terminology for Allied Health Sciences
COURSE SYLLABUS
Online
Spring Semester 2022

Instructor reserves the right to change the syllabus and/or lesson plan as necessary.

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Campus/Class Meets: Via Internet for 15 weeks
Course Reference Number: (CRN): 40206
Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Brooke Hinson, RN, MSN
Office Location: Vidalia Campus, Gillis Medical Building-Office 707
Office Hours: Email for appointment
Email Address: Brooke Hinson (bhinson@southeasterntech.edu)
Phone: 912-538-3144
Fax Number: 912-538-3106
Tutoring Hours (if applicable): contact course instructor to set up appointment

SOUTHEASTERN TECHNICAL COLLEGE (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).

REQUIRED TEXT

Medical Terminology Express –A Short-Course Approach By Body System, 3rd Edition by Barbara A. Gylys and Regina M. Masters
ISBN- 9781719642279
YOU MUST HAVE A NEW CODE THAT COMES WITH THE BOOK- IT IS FOUND ON THE INSIDE OF THE FRONT COVER

REQUIRED SUPPLIES & SOFTWARE

Pencils, Paper, reliable computer and reliable internet access (Firefox is recommended- DO NOT use Internet Explorer).

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 to purchase a new code. This code is required to access Medical Language Lab (MLL) for graded assignments during the course.

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: origins (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

1. Word Origins (Roots, Prefixes, and Suffixes)

Define terms pertaining to the body as a whole.
Explain derivation of medical terms.
Define word roots, prefixes, and suffixes.
Explain the conventions for combining morphemes and the formation of plurals.
Pronounce basic medical terms.
Identify adjective endings.
Identify noun endings.
Identify prefixes of position, color, number and measurement, negation, and direction.

2. Word Building

Form medical terms utilizing roots.
Form medical terms utilizing suffixes.
Form medical terms utilizing prefixes.
Form medical terms combining roots, prefixes, and suffixes.
Interpret basic medical abbreviations.

3. Terminology Related to the Human Anatomy

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the integumentary system.
Utilize diagnostic, surgical, and procedural terms and abbreviations related to the musculoskeletal system.
Utilize diagnostic, surgical, and procedural terms and abbreviations related to the respiratory system.
Utilize diagnostic, surgical, and procedural terms and abbreviations related to the cardiovascular system.
Utilize diagnostic, surgical, and procedural terms and abbreviations related to the gastrointestinal system.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the urinary system.
Utilize diagnostic, surgical, and procedural terms and abbreviations related to the male reproductive system.
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:

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 (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59pm on Monday of each week. The Medical Language Lab Post-Test and Final Exam are due on another day- please refer to lesson plan for details.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 30 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.

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. The proctored exam does not count in the chapter exam average. NO grades are dropped.

MEDICAL LANGUAGE LAB (MLL)

Students are required to complete assignments during class in Medical Language Lab (MLL). MLL is a third party website provided by the publishers of the textbook. A new code to access MLL is required (the access instructions are found in the front cover of your textbook). Each chapter will have activities assigned in MLL.

The MLL grades are not entered individually into the Blackboard gradebook. Once all MLL assignments are complete and the final MLL average has been calculated, the MLL average will be entered into the corresponding column in the Blackboard gradebook. Any assignment not completed will result in a grade of **zero** dropping the overall average for MLL.

REQUIREMENTS FOR USING MLL:

1) READ- NOT GRADED- Not required; This is the audio version of the book. It is just a resource for students.

2) WATCH- NOT GRADED; This section provides an overview lecture of the chapter. It is not graded but should be used as a teaching resource to prepare for the chapter exam. This is an excellent resource for online learners.

3) CRITICAL LISTENING- **GRADED and REQUIRED** section; There are four exercises for each chapter and you will listen to the audio clips and answer the questions that go along with the clip.

4) RESPONSE- **GRADED AND REQUIRED** section; There are two exercises for each chapter and you will listen to the audio clips and answer the questions that go along with the clip.

5) GENERATION- NOT GRADED- You will NOT complete these exercises.

6) PRACTICE- **GRADED AND REQUIRED** section; You must complete each assignment TWICE. Chapter 1 has four assignments and Chapters 2-13 each have six assignments to complete. These assignments must be complete **twice** for you to receive a grade in the MLL grade book.
Chapter 1- Build Medical Words, Spell It, EMR Workout, and Right Word/Wrong Word
Chapters 2-13- The four listed above for chapter 1 plus; Picture It and Label It

7) REVIEW- **GRADED SECTION AND REQUIRED**; Complete the Module Test. ** NOTE- You only get one attempt for this assignment. This single attempt will be entered into the MLL gradebook.

8) POST TEST- **GRADED SECTION AND REQUIRED;** This will be complete the last week of the course.
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 prepared.

Students should check their MLL grade book to be sure they have grades for the **GRADED SECTIONS**. No grades are posted for READ and WATCH sections.

It is very important for students to follow the Instructions for Setting Up Medical Language Lab found to the left of the course page inside the Blackboard course.

Students must join the class in MLL that is linked to this course. The class ID is listed below.

Required Class ID: BB9B765B64

CHAPTER ASSIGNMENTS AND EXAMS

This course is set up in a chapter format. Each chapter will have its own folder with PowerPoints and the chapter exam. Medical Language Lab (MLL) assignments are not found in this location since it is third party website.

DISCUSSION BOARDS

Students will complete 5 discussion board (DISCUSSION BOARD) 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 and 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. Reference and citations **(including page numbers)** from the textbook are also required.

Discussion Boards are considered a writing assignment so proper grammar and spelling are required. Comments need to be constructive and non-argumentative. Postings will be graded based on quantity and quality in your postings. Initial postings must be a minimum of 200 words and replies must be a minimum of 100 words.

Points are awarded by the following point system:

100 points- all questions answered with a 200 word minimum in the initial post, reference from the textbook including page number, and 2 replies (100 words each) on another day than the initial post

75 points- all questions answered with a 200 word minimum in the initial post, reference from the textbook including page number, and 1 reply (100 words) on another day than the initial post

50 points- all questions answered with a 200 word minimum in the initial post, reference from the textbook including page number, no replies

0 points- no initial post, initial post that does not meet the requirements listed above, failure to include a reference from the textbook including page number

Failure to include a page number from your textbook with your initial post will result in an automatic zero for the entire discussion board.

Discussion Board 1 Due by Monday, 1/24 at 11:59pm
Discussion Board 2 Due by Monday, 2/7 at 11:59pm
Discussion Board 3 Due by Monday, 2/21 at 11:59pm
Discussion Board 4 Due by Monday, 3/7 at 11:59pm
Discussion Board 5 Due by Monday, 3/21 at 11:59pm

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" (Failing 0-59) 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 and assignments. All tests and assignments are due at 11:59pm on Monday of each week unless otherwise notes in the course syllabus or lesson plan. 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.

PLEASE NOTE: The Medical Language Lab Post- Test and all other graded/required assignments are due by 11:59pm on Sunday, May 1.

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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

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

There are no make-ups in this course. If you do not complete graded assignments by the due dates you will receive a grade of zero. All graded work is open until the posted due date listed on the lesson plan. Students are encouraged to work ahead to ensure completing the work by the due dates.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Cough (new or worsening; not attributed to another health condition)
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the

course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

PROCTORED EVENT

The required proctored event for this class is the **final exam** and is scheduled on the following dates and times:

- **VIDALIA CAMPUS, MAY 2, 1PM-3PM, ROOM #405 IN THE MAIN BUILDING (BRING PHOTO ID)**
- **SWAINSBORO CAMPUS, MAY 3, 1PM-3PM, BUILDING 2- ROOM 2131 (BRING PHOTO ID)**

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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st 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 Website (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**
Chapter Exams	55%
Medical Language Lab	20%
Final Exam (in-person, proctored exam)	20%
Discussion Boards	5%

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

Spring Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area

WEEK 1 1/10-1/17 ****Each week begins on Monday**	Chapter 1 (chapter 1 covers the first two weeks to allow time for students to get their books- Chapter 1 assignments not due until 1/24)	Introduction to Medical Terminology By 8am, Tuesday, Jan. 18 students are required to do the following 2 things: 1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz". If this is not done on time you will be "No Showed" and dropped from the course. 2. Complete all other items under Getting Started link located on the left side of the page in the online course. **Students failing to complete 1 and 2 listed above by the deadline will be dropped from the course.** **Utilize the boxes to the right to check-off each task as you complete it to ensure you do not miss an assignment** **Register for Medical Language Lab- see instructions for details Class ID: BB9B765B64** **Read the Medical Language Lab (MLL) Section of the syllabus before attempting those assignments.**	By 8am, Tuesday, Jan. 18 students are required to do the following 2 things: 1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz". If this is not done on time you will be "No Showed" and dropped from the course. 2. Complete all other items under Getting Started link located on the left side of the page in the online course. **Students failing to complete 1 and 2 listed above by the deadline will be dropped from the course.** Read and print your syllabus and lesson plan ☐ Register for Medical Language Lab- see instructions inside Blackboard course ☐ Read and study Chapter 1 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam)	1,2,3 a, c
WEEK 2 1/17-1/24	Chapter 1	Introduction to Medical Terminology **Complete Discussion Board**	☐ Read and study Chapter 1 ☐ Complete learning activities throughout	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

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Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		(DB) 1 due 1/24- Do not make your first post until you have thoroughly read the DB posting requirements listed in the course syllabus!!	chapters ☐ Watch the video lectures for the chapter ☐ Complete assigned MLL assignments for the chapter by 11:59pm 1/24 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) due by 11:59pm Monday, 1/24 ☐ Complete Discussion Board 1 by 11:59pm 1/24	
WEEK 3 1/24-1/31	Chapter 2	Body Organization	☐ Read and study Chapter 2 ☐ Complete learning activities throughout chapters ☐ Watch the video lectures for the chapter ☐ Complete assigned MLL assignments for the chapter by 11:59pm 1/31 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 1/31	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

Spring Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 4 1/31-2/7	Chapter 3	Integumentary System **Complete Discussion Board 2- Do not make your initial post until you have thoroughly read the DB posting requirements listed in the course syllabus!!**	☐ Read and study Chapter 3 ☐ Complete learning activities throughout chapters ☐ Watch the video lectures for the chapter ☐ Complete assigned MLL assignments for the chapter by 11:59pm 2/7 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 2/7 ☐ Complete Discussion Board 2 by 11:59pm 2/7	1,2,3 a, c
WEEK 5 2/7-2/14	Chapter 4	Respiratory System	☐ Read and study Chapter 4 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 2/14 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 2/14	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

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Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 6 2/14-2/21	Chapter 5	Cardiovascular System **Complete Discussion Board 3**	☐ Read and study Chapter 5 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 2/21 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 2/21 ☐ Complete Discussion Board 3 by 11:59pm 2/21	1,2,3 a, c
WEEK 7 2/21-2/28	Chapter 6	Blood, Lymphatic, and Immune Systems	☐ Read and study Chapter 6 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 2/28 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 2/28	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

Spring Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8 2/28-3/7	Chapter 7	Digestive System **Complete Discussion Board 4**	☐ Read and study Chapter 7 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 3/7 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 3/7 ☐ Complete Discussion Board 4 by 11:59pm 3/7	1,2,3 a, c
WEEK 9 3/7-3/14	Chapter 8	Urinary System	☐ Read and study Chapter 8 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 3/14 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 3/14	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

Spring Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 10 3/14-3/21	Chapter 9	Reproductive System **Complete Discussion Board 5 (this is the last DB)**	☐ Read and study Chapter 9 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 3/21 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 3/21 ☐ Complete Discussion Board 5 by 11:59pm 3/21	1,2,3 a, c
WEEK 11 3/21-3/28	Chapter 10	Endocrine System	☐ Read and study Chapter 10 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 3/21 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 3/28	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

Spring Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 12 3/28-4/4	Chapter 11	Nervous System	☐ Read and study Chapter 11 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 4/4 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 4/4	1,2,3 a, c
Spring Break 4/4-4/11	Spring Break	Spring Break- no assignments		
WEEK 13 4/11-4/18	Chapter 12	Musculoskeletal System	☐ Read and study Chapter 12 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 4/18 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 4/18	1,2,3 a, c

ALHS 1090 Medical Terminology for Allied Health Sciences

Spring Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 14 4/18-4/25	Chapter 13	Special Senses: Eyes and Ears	☐ Read and study Chapter 13 ☐ Watch the video lectures for the chapter ☐ Complete learning activities throughout chapters ☐ Complete assigned MLL assignments for the chapter by 11:59pm 4/25 ☐ Complete Chapter Exams for each chapter (every chapter will have a separate exam) by 11:59pm 4/25 ☐ Prepare for final exam	1,2,3 a, c
WEEK 15 4/25-5/1 **5/1 is SUNDAY**	Post-Test MLL This week ends on Sunday, May 1.	**Take the post-test in MLL by Sunday, May 1 at 11:59pm (only one attempt-there is no practice for this assignment)**	☐ Complete the MLL Post-test by SUNDAY, MAY 1 at 11:59pm ☐ Study book and review other materials needed to prepare for the final exam- prepare to come in-person	1,2,3 a, c
WEEK 16 Final Exam Week See testing dates, times, and locations	Final Exam	**IN-PERSON, PROCTORED, FINAL EXAM- see the syllabus for date, time, and location for the proctored exam You will also have an email from the instructor with other details for this exam.**	**IN-PERSON, PROCTORED, FINAL EXAM- see the syllabus for date, time, and location for the proctored exam You will also have an email from the instructor with other details for this exam.**	1,2,3 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.