



ALHS 1090 Medical Terminology for Allied Health Sciences
COURSE SYLLABUS
Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Class Location: Building 8, Room 8164
Class Meets: Monday and Wednesday 1:00 pm to 2:25 pm
Course Reference Number (CRN): 40218

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Joanna W. Bell, BSN, RN
Office Location: Building 8, Office 8164
Office Hours: 3:00 pm to 6:30 pm
Email Address: [Joanna Bell jbell@southeasterntech.edu](mailto:Joanna.Bell@southeasterntech.edu)
Phone: 478-289-2201
Fax Number: 478-289-2249
Tutoring Hours: Please schedule an appointment during office hours.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Medical Terminology Express –A Short-Course Approach By Body System, Second (2nd) Edition by Barbara A. Gyls and Regina M. Masters
ISBN (International Standard Book Number)-978-0-8036-4032-0

OPTIONAL TEXT

Taber's Medical Dictionary

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, highlighter, notebook, and computer access. Power Points are available on the M (Course Materials) Drive. 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 [FA Davis Website DavisPlus.FADavis.com](http://FA.Davis.Website.DavisPlus.FADavis.com).

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

Word Origins (Roots, Prefixes, and Suffixes)

Word Building

Terminology Related to the Human Anatomy

PREREQUISITE(S)

Provisional admit

COURSE OUTLINE

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.

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.

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

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 exams and daily assignments as specified in the lesson plan.

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" (Zero). Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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.

ADDITIONAL ATTENDANCE PROVISIONS FOR 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 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, [Helen Thomas](mailto:hthomas@southeasterntech.edu) 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, [Helen Thomas 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 (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 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.

EXIT EXAM

A comprehensive final exam will be administered at the end of the semester as designated on the lesson plan. A chapter exam average must be at least a 70 to be eligible to take the final exam. If the student is not eligible to take the final exam, a grade of "0" will be recorded.

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

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" (Zero) 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:

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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

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 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://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	75 %
Final Exam	25 %

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 2018 Lesson Plan

DISCLAIMER STATEMENT

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 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.

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
01-08-18 Monday	Chapter 1	Introduction to the Course Introduction to Medical Terminology	<ul style="list-style-type: none"> • Read Chapter 1 • Review Power Points for Chapter • Complete Review Activities 1-1 through 1-9 • Complete Medical Vocabulary Recall 	1,2,3 a, c
01-10-18 Wednesday	Chapter 1	Introduction to Medical Terminology	<ul style="list-style-type: none"> • Read and Study Chapter 1 	1,2,3 a, c
01-15-18 Monday	No Class	Holiday		
01-17-18 Wednesday	Chapter 1 Chapter 2	Introduction to Medical Terminology Body Organization	<ul style="list-style-type: none"> • Read Chapter 2 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
01-22-18 Monday	Chapter 1	Introduction to Medical Terminology	<ul style="list-style-type: none"> • Chapter 1 Exam 	1,2,3 a, c
01-24-18 Wednesday	Chapter 2	Body Organization	<ul style="list-style-type: none"> • Study for Chapter 2 Exam 	1,2,3 a, c
01-29-18 Monday	Chapter 2 Chapter 3	Body Organization Integumentary System	<ul style="list-style-type: none"> • Chapter 2 Exam • Read Chapter 3 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
01-31-18 Wednesday	Chapter 3	Integumentary System	<ul style="list-style-type: none"> • Read and Study Chapter 3 	1,2,3 a, c
02-05-18 Monday	Chapter 3 Chapter 4	Integumentary System Respiratory System	<ul style="list-style-type: none"> • Chapter 3 Exam • Read Chapter 4 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
02-07-18 Wednesday	Chapter 4	Respiratory System	<ul style="list-style-type: none"> • Read and Study Chapter 4 	1,2,3 a, c
02-12-18 Monday	Chapter 4 Chapter 5	Respiratory System Cardiovascular System	<ul style="list-style-type: none"> • Chapter 4 Exam • Read Chapter 5 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
02-14-18 Wednesday	Chapter 5	Cardiovascular System	<ul style="list-style-type: none"> • Read and Study Chapter 5 	1,2,3 a, c
02-19-18 Monday	Chapter 5 Chapter 6	Cardiovascular System Blood, Lymphatic, and Immune Systems	<ul style="list-style-type: none"> • Chapter 5 Exam • Read Chapter 6 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
02-21-18 Wednesday	Chapter 6	Blood, Lymphatic, and Immune Systems	<ul style="list-style-type: none"> • Read and Study Chapter 6 	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
02-26-18 Monday	Chapter 6 Chapter 7	Blood, Lymphatic, and Immune Systems Digestive System	<ul style="list-style-type: none"> • Chapter 6 Exam • Read Chapter 7 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
02-28-18 Wednesday	Chapter 7	Digestive System	<ul style="list-style-type: none"> • Read and Study Chapter 7 	1,2,3 a, c
03-05-18 Monday	Chapter 7 Chapter 8	Digestive System Urinary System	<ul style="list-style-type: none"> • Chapter 7 Exam • Read Chapter 8 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
03-07-18 Wednesday	Chapter 8	Urinary System	<ul style="list-style-type: none"> • Read and Study Chapter 8 	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
03-12-18 Monday	Chapter 8 Chapter 9	Urinary System Reproductive System	<ul style="list-style-type: none"> • Chapter 8 Exam • Read Chapter 9 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
03-14-18 Wednesday	Chapter 9	Reproductive System	<ul style="list-style-type: none"> • Read and Study Chapter 9 	1,2,3 a, c
03-19-18 Monday	Chapter 9 Chapter 10	Reproductive System Endocrine System	<ul style="list-style-type: none"> • Chapter 9 Exam • Read Chapter 10 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
03-21-18 Wednesday	Chapter 10	Endocrine System	<ul style="list-style-type: none"> • Read and Study Chapter 10 	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
03-26-18 Monday	Chapter 10 Chapter 11	Endocrine System Nervous System	<ul style="list-style-type: none"> • Chapter 10 Exam • Read Chapter 11 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c
03-28-18 Wednesday	Chapter 11	Nervous System	<ul style="list-style-type: none"> • Read and Study Chapter 11 	1,2,3 a, c
04-02-18 through 04-05-18	No Class	Student Holiday		
04-09-18 Monday	Chapter 11 Chapter 12	Nervous System Musculoskeletal System	<ul style="list-style-type: none"> • Chapter 11 Exam • Read Chapter 12 • Review Power Points for Chapter • Complete Medical Terminology Word Building • Complete Medical Vocabulary Recall • Complete Pronunciation and Spelling • Complete Demonstrate What You Know 	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
04-11-18 Wednesday	Chapter 12	Musculoskeletal System	<ul style="list-style-type: none"> Read and Study Chapter 12 	1,2,3 a, c
04-16-18 Monday	Chapter 12 Chapter 13	Musculoskeletal System Special Senses: Eyes and Ears	<ul style="list-style-type: none"> Chapter 12 Exam Read Chapter 13 Review Power Points for Chapter Complete Medical Terminology Word Building Complete Medical Vocabulary Recall Complete Pronunciation and Spelling Complete Demonstrate What You Know 	1,2,3 a, c
04-18-18 Wednesday	Chapter 13	Special Senses: Eyes and Ears	<ul style="list-style-type: none"> Read and Study Chapter 13 	1,2,3 a, c
04-23-18 Monday	Chapter 13	Special Senses: Eyes and Ears	<ul style="list-style-type: none"> Chapter 13 Exam 	1,2,3 a, c
04-25-18 Wednesday	Chapters 1-13	Make Up Missed Exam Day	<ul style="list-style-type: none"> Read and Study Chapters 1- 13 	1,2,3 a, c
04-30-18 Monday	Chapters 1-13	Final Exam Review	<ul style="list-style-type: none"> Read and Study Chapters 1- 13 	1,2,3 a, c
05-02-18 Wednesday	Chapters 1-13	Comprehensive Exam: Chapters 1-13	<ul style="list-style-type: none"> Final 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.