



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

**COURSE INFORMATION**

Credit Hours/Minutes: 2/1500  
Class Location: 842, Gillis Medical Building- Vidalia Campus  
Class Meets: Mondays, 5:30-7:30pm  
Course Reference Number (CRN): 40227

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Brooke Hinson, MSN, RN  
Office Location: 707  
Office Hours: 3-5 Monday thru Thursday  
Email Address: [Brooke Hinson \(bhinson@southeasterntech.edu\)](mailto:bhinson@southeasterntech.edu)  
Phone: 912-538-3144  
Fax Number: 912-538-3106  
Tutoring Hours (if applicable): email instructor for appointment

**SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Medical Terminology Express A Short-Course Approach by Body System, 2<sup>nd</sup> Edition, by Barbara A. Gyls and Regina M. Masters, ISBN # 978-0-8036-4032-0 ([you must have a new Medical Language Lab \(MLL\) code to attend this class](#))

**REQUIRED SUPPLIES & SOFTWARE**

Pen, pencil, paper, highlighter, notebook, and computer access. Students must also have a new code to access Medical Language Lab.

**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. Explain derivation of medical terms.
2. Define word roots, prefixes, and suffixes.
3. Explain the conventions for combining morphemes and the formation of plurals.
4. Pronounce basic medical terms.
5. Identify adjective endings
6. Identify noun endings.
7. 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.

### **Abbreviations and Symbols**

1. Interpret basic medical abbreviations.
2. Interpret basic medical symbols.

### **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**

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

Students are expected to complete all tests and daily assignments on the specified date. Student will also actively participate during class utilizing Medical Language Lab exercises.

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

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

### Evaluation Procedures:

Students will be given multiple written examinations throughout the semester and 1 final exam at the end of the semester. **A final chapter/unit test average of 70 or higher is required to sit for the final** (grades of 69.9 will not be rounded up). If the student has below a 70 average, the student will be given a final exam grade of "0". The final exam grade is 25% of the course grade. No grades are dropped.

**MEDICAL LANGUAGE LAB:** Students are required to complete assignments during class in Medical Language Lab. A new code to access MLL is required. Chapter 1 requires the following assignments: Build Medical Words and Spell It. All other chapters require the following assignments: Build Medical Words, Spell It, Picture It, and Labeling. The first attempt is only for practice and is not graded. The second attempt is graded and will count towards 15% of the course average.

## 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 interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (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.

Students must not miss more than **1.5 evenings** of class.

## ADDITIONAL PROVISIONS

### *Health Sciences*

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each

program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

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

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. For example, a class that meets from 9:00-11:30 will be considered absent if he/she is not in class by 9:30.

### **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (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 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 (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" 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 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 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

### 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 \(STC\) 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
Unit or Chapter Exams	65%
Medical Language Lab	15%
Final Exam	20%

### 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

The lesson plan is subject to change at the discretion of the instructor.

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 1 1/8		Introduction to course Go over syllabus/lesson plan Go over STC policies Go get books Explain Medical Language Lab (MLL)	Read over Ch 1 for next class Register for Medical Language Lab (MLL) BEFORE next class	1-3 a-c
1/15 Holiday	Holiday	Holiday		
Week 2 1/22	Ch 1	Introduction to Medical Terminology MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 3 1/29	Test then Ch 2	Test Ch 1 Then Body Structure and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 4 2/5	Test then Ch 3	Test Ch 2 Then Integumentary System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 5 2/12	Test then Ch 4	Test Ch 3 Then Respiratory System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 6 2/19	Test then Ch 5	Test Ch 4 Then Cardiovascular System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 7 2/26	Test then Ch 6	Test Ch 5 Then Blood, Lymphatic, and Immune Systems and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 8 3/5	Test then Ch 7	Test Ch 6 Then Digestive System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 9 3/12	Test then Ch 8	Test CH 7 Then Urinary System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 10 3/19	Test Then Ch 9	Test Ch 8 Then Reproductive System and MLL	Read Chapter Complete section activities in book	1-3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Study for test	
Week 11 3/26	Test then Ch 10	Test Ch 9 Then Endocrine System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
4/2 Spring Break	Spring Break	Spring Break		
Week 12 4/9	Test then Ch 11	Test Ch 10 Then Nervous System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 13 4/16	Test Then Ch 12	Test Ch 11 Then Musculoskeletal System and MLL	Read Chapter Complete section activities in book Study for test	1-3 a-c
Week 14 4/23	Test then Ch 13	Test Ch 12 Then Special Senses	Read Chapter Complete section activities in book Study for test Prepare for Final Exam	1-3 a-c
Week 15 4/30	Final Exam	Test Ch 13 Take MLL post-test/Final Exam	Read and study for final exam	1-3 a-c

**Competency Areas: (will vary for each course/taken from state standards)**

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.