



## **ALHS 1090 Medical Terminology for Allied Health Sciences**

### **COURSE SYLLABUS**

**Online**

**Spring Semester 2018**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 2/1500

Class Location: Georgia Virtual Technical Connection (GVTC)/ Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40231

Preferred Method of Contact: Email

#### **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:jbell@southeasterntech.edu)

Phone: 478-289-2201

Fax Number: 478-289-2249

Tutoring Hours: Please schedule an appointment during office hours.

#### **SOUTHEASTERN TECHNICAL COLLEGE (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**

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

#### **OPTIONAL TEXT**

Taber's Medical Dictionary

#### **REQUIRED SUPPLIES & SOFTWARE**

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 have access to computer labs at the Swainsboro and Vidalia Campuses.

Pen, pencil, paper, highlighter, notebook, and computer access. **Google Chrome or Firefox is recommended.** 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 https://www.fadavis.com/index.aspx](https://www.fadavis.com/index.aspx).

## **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)
2. Define terms pertaining to the body as a whole.
3. Explain derivation of medical terms.
4. Define word roots, prefixes, and suffixes.
5. Explain the conventions for combining morphemes and the formation of plurals.
6. Pronounce basic medical terms.
7. Identify adjective endings.
8. Identify noun endings.
9. 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.

### **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all assignments and exams as specified in the lesson plan/syllabus. Online students will be required to attend a proctored exam. Online students are responsible for checking emails and Blackboard announcements daily. Students experiencing computer problems or internet problems can use computer labs made available for students. Computer labs are available on the Vidalia and Swainsboro campuses. Computer or internet issues are not entitled to an exception to a due date.

#### **Within the first three days of class ALL Online students must:**

- Post student introduction in Blackboard (found in "Getting Started") in Blackboard
- Complete Pledge Acknowledgment Quiz (Found in "Getting Started") in Blackboard
- Send Instructor an email acknowledging intention to take ALHS 1090 course

#### **Logging in to Blackboard**

- Login to mySTC using the student ID number and Bannerweb pin number
- Select the **Blackboard** icon
- Login using username 43\_XXXXXXXX (9 digit student ID number) **For example:** 43\_900012345
- Blackboard Pin Number will be the same as username

### **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/lesson plan.

Students will have at least one week to complete Exams. All Exams are due at (11:59 PM Eastern Standard Time) on Tuesday of each week. Exceptions to the due dates of Exams or assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are encouraged to work ahead. **There are NO make-up Exams in this course.** A grade of "0" will be assigned for an exam that is not completed before due date and time as specified on the lesson plan/syllabus.

### **DISCUSSION BOARDS**

Online courses have discussion boards/posts as a requirement to promote student participation as well as student learning. Discussion boards/posts are a great way the student can demonstrate that the reading assignment/course work has been completed and understood. Students will complete 5 (five) discussion board assignments. Each assignment requires one initial discussion post and 2 (two) replies. Student is required to post a minimum of three (3) times in each graded discussion board. Opinions should be expressed in a clear,

logical, and professional manner. Due dates for each discussion board is found in the lesson plan/syllabus. Students are required to post a minimum of three (3) posts for each of the 5 discussion boards. Each discussion board should have an initial discussion post **AND** two replies on at least 2 separate days to classmates. The discussion board rubric is found in the lesson plan/syllabus. Students should strive for the “excellent” column detailed in the Grading Rubric for Discussion Boards found at the end of the syllabus/lesson plan. Posting in a discussion board after the established deadline is considered incomplete by the student.

The three (3) posts/comments for each of the five (5) discussion boards will:

- be the original post of the student (Initial post and 2 replies)
- be on at least two (2) separate days

### **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, to coordinate reasonable accommodations.

### **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.

## **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/Syllabus for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Technical College 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, 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" (Failing 0-59) 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.

**The required proctored event (Exam) for this class is scheduled on the following dates and times: Vidalia Campus, (Tuesday) (March 20), (3:00 PM), (Main Building, Room 320) and Swainsboro Campus, (Thursday) (March 22), (3:00 PM), (Building 8, Health Science Building, Room 8164).**

## **FINAL 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.

## **FINAL COURSE GRADE**

The final course grade will not be rounded up. As an example, a final course grade of 89.6 reflects a numeric grade of 89. A numeric grade of 89 reflects a letter grade of "B". The Chapter Exam average, Proctored Exam grade, Discussion Board average, and Final Exam grade are all rounded to the nearest tenth.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College 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:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>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></p>	<p>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></p>

## 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 \(www.southeasterntech.edu\)](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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Chapter Exams	50 %
Proctored Exam	25 %
Discussion Boards	5 %
Final Exam	20%

## **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
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 (Online)

### 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
WEEK 1 January 8-14	Chapter 1	<p>Introduction to Medical Terminology</p> <p>Email Instructor by 11:59 PM on Wednesday, January 10 to acknowledge enrollment in ALHS 1090 course</p> <p>In Blackboard, Select "Getting Started" and complete Getting Started, Student Introduction, and Pledge Acknowledgment Quiz by 11:59 PM on Wednesday, January 10</p> <p>In Blackboard, select "Course Content" for Chapter 1 content</p>	<ul style="list-style-type: none"> <li>• Read and study Chapter 1</li> <li>• Review Power Points for Chapter 1</li> <li>• Complete Review Activities 1-1 through 1-9 throughout Chapter 1 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 1</li> <li>• Utilize Plus code for student resources for Chapter 1</li> <li>• <b>Discussion Board 1 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, January 23 at 11:59 PM</b></li> </ul>	1,2,3 a, c
WEEK 2 January 15-21	Chapter 1	Introduction to Medical Terminology	<ul style="list-style-type: none"> <li>• <b>Chapter 1 Exam due Tuesday, January 16 by 11:59 PM</b></li> <li>• <b>Discussion Board 1 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, January 23 at 11:59 PM</b></li> </ul>	1,2,3 a, c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 3 January 22-28	Chapter 2	Body Organization	<ul style="list-style-type: none"> <li>• Read Chapter 2</li> <li>• Review Power Points for Chapter 2</li> <li>• Complete Medical Terminology Word Building at end of chapter 2 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of chapter 2 in textbook</li> <li>• Complete Pronunciation and Spelling at end of chapter 2 in textbook</li> <li>• Complete Demonstrate What You Know at end of chapter 2 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 2</li> <li>• <b>Chapter 2 Exam due Tuesday, January 23 by 11:59 PM</b></li> <li>• <b>Discussion Board 1 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, January 23 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 4 January 29- February 4	Chapter 3	Integumentary System	<ul style="list-style-type: none"> <li>• Read Chapter 3</li> <li>• Review Power Points for Chapter 3</li> <li>• Complete Medical Terminology Word Building at end of chapter 3 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of chapter 3 in textbook</li> <li>• Complete Pronunciation and Spelling at end of chapter 3 in textbook</li> <li>• Complete Demonstrate What You Know at end of chapter 3 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 3</li> <li>• <b>Chapter 3 Exam due Tuesday, January 30 by 11:59 PM</b></li> <li>• <b>Discussion Board 2 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, February 13 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 5 February 5-11	Chapter 4	Respiratory System	<ul style="list-style-type: none"> <li>• Read Chapter 4</li> <li>• Review Power Points for Chapter 4</li> <li>• Complete Medical Terminology Word Building at end of Chapter 4 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 4 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 4 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 4 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 4</li> <li>• <b>Chapter 4 Exam due Tuesday, February 6 by 11:59 PM</b></li> <li>• <b>Discussion Board 2 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, February 13 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 6 February 12-18	Chapter 5	Cardiovascular System	<ul style="list-style-type: none"> <li>• Read Chapter 5</li> <li>• Review Power Points for Chapter 5</li> <li>• Complete Medical Terminology Word Building at end of Chapter 5 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 5 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 5 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 5 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 5</li> <li>• <b>Chapter 5 Exam due Tuesday, February 13 by 11:59 PM</b></li> <li>• <b>Discussion Board 2 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, February 13 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 7 February 19-25	Chapter 6	Blood, Lymphatic, and Immune Systems	<ul style="list-style-type: none"> <li>• Read Chapter 6</li> <li>• Review Power Points for Chapter 6</li> <li>• Complete Medical Terminology Word Building at end of Chapter 6 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 6 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 6 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 6 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 6</li> <li>• <b>Chapter 6 Exam due Tuesday, February 20 by 11:59 PM</b></li> <li>• <b>Discussion Board 3 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, March 6 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8 February 26- March 4	Chapter 7	Digestive System	<ul style="list-style-type: none"> <li>• Read Chapter 7</li> <li>• Review Power Points for Chapter 7</li> <li>• Complete Medical Terminology Word Building at end of Chapter 7 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 7 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 7 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 7 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 7</li> <li>• <b>Chapter 7 Exam due Tuesday, February 27 by 11:59 PM</b></li> <li>• <b>Discussion Board 3 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, March 6 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 9 March 5-11	Chapter 8	Urinary System	<ul style="list-style-type: none"> <li>• Read Chapter 8</li> <li>• Review Power Points for Chapter 8</li> <li>• Complete Medical Terminology Word Building at end of Chapter 8 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 8 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 8 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 8 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 8</li> <li>• <b>Chapter 8 Exam due Tuesday, March 6 by 11:59 PM</b></li> <li>• <b>Discussion Board 3 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, March 6 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEK 10 March 12-18</p> <p><b>65 % of Semester is March 19</b></p>	<p>Chapter 9</p>	<p>Reproductive System</p> <p>Email instructor <a href="mailto:jbell@southeasterntech.edu">Joanna Bell (jbell@southeasterntech.edu)</a> by 8:00 AM on March 15 regarding which Proctored Exam you plan to attend. This exam will be a paper and pen exam. A picture ID is required.</p> <p>Vidalia Campus Proctored Exam will be on Tuesday, March 20, 2018 at 3:00 PM in Main Building, Room 320</p> <p>Swainsboro Campus Proctored Exam will be on Thursday, March 22, 2018 at 3:00 PM AM in Building 8 (Health Science Building) Room 8164</p>	<ul style="list-style-type: none"> <li>• Read Chapter 9</li> <li>• Review Power Points for Chapter 9</li> <li>• Complete Medical Terminology Word Building at end of Chapter 9 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 9 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 9 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 9 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 9</li> <li>• <b>Chapter 9 Exam due Tuesday, March 13 by 11:59 PM</b></li> <li>• <b>Discussion Board 4 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, March 27 at 11:59 PM</b></li> </ul>	<p>1,2,3 a, c</p>



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 11 March 19-25		<p>Email instructor <a href="mailto:jbelle@southeastern.edu">Joanna Bell (jbelle@southeastern.edu)</a> by 8:00 AM on March 15 regarding which Proctored Exam you plan to attend. This exam will be a paper and pen exam. A picture ID is required.</p> <p>Vidalia Campus Proctored Exam will be on Tuesday, March 20, 2018 at 3:00 PM in Main Building, Room 320</p> <p>Swainsboro Campus Proctored Exam will be on Thursday, March 22, 2018 at 3:00 PM AM in Building 8 (Health Science Building) Room 8164</p>	<ul style="list-style-type: none"> <li>• <b>Proctored Exam (Chapters 1-7)</b></li> <li>• <b>Discussion Board 4 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, March 27 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 12 March 26- April 1	Chapter 10	Endocrine System	<ul style="list-style-type: none"> <li>• Read Chapter 10</li> <li>• Review Points for Chapter 10</li> <li>• Complete Medical Terminology Word Building at end of Chapter 10 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 10 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 10 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 10 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 10</li> <li>• <b>Chapter 10 Exam due Tuesday, March 27 by 11:59 PM</b></li> <li>• <b>Discussion Board 4 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, March 27 at 11:59 PM</b></li> </ul>	1,2,3 a, c
April 2-6	<b>Spring Break</b>	<b>Spring Break</b>	<ul style="list-style-type: none"> <li>• <b>Discussion Board 5 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, April 17 at 11:59 PM</b></li> </ul>	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 13 April 9-15	Chapter 11	Nervous System	<ul style="list-style-type: none"> <li>• Read Chapter 11</li> <li>• Review Points for Chapter 11</li> <li>• Complete Medical Terminology Word Building at end of Chapter 11 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 11 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 11 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 11 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 11</li> <li>• <b>Chapter 11 Exam due Tuesday, April 10 by 11:59 PM</b></li> <li>• <b>Discussion Board 5 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, April 17 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 14 April 16-22	Chapter 12	Musculoskeletal System	<ul style="list-style-type: none"> <li>• Read Chapter 12</li> <li>• Review Points for Chapter 12</li> <li>• Complete Medical Terminology Word Building at end of Chapter 12 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 12 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 12 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 12 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 12</li> <li>• <b>Chapter 12 Exam due Tuesday, April 17 by 11:59 PM</b></li> <li>• <b>Discussion Board 5 (Initial post AND 2 Replies on 2 separate days) Due Tuesday, April 17 at 11:59 PM</b></li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 15 April 23-29	Chapter 13	Special Senses: Eyes and Ears	<ul style="list-style-type: none"> <li>• Read Chapter 13</li> <li>• Review Points for Chapter 13</li> <li>• Complete Medical Terminology Word Building at end of Chapter 13 in textbook</li> <li>• Complete Medical Vocabulary Recall at end of Chapter 13 in textbook</li> <li>• Complete Pronunciation and Spelling at end of Chapter 13 in textbook</li> <li>• Complete Demonstrate What You Know at end of Chapter 13 in textbook</li> <li>• Utilize Plus code for student resources for Chapter 13</li> <li>• <b>Chapter 13 Exam due Tuesday, April 24 by 11:59 PM</b></li> </ul>	1,2,3 a, c
FINALS WEEK April 30- May 1	Chapters 1-13	Comprehensive Final Exam: Chapters 1-13	<ul style="list-style-type: none"> <li>• <b>Final Exam due Tuesday, May 1 by 11:59 PM</b></li> </ul>	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.

## Grading Rubric for Discussion Boards

Grading Scale	3:Excellent	2:Good	1:Needs Improvement	0:Not Acceptable
Total Points	100	80	60	0
Criterion				
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 discussion board/post <b>AND</b> 2 replies <b>AND</b> on at least 2 separate days	1 Initial Discussion board/post <b>AND</b> 1 Reply on at least 2 separate days	1 Initial Discussion board/post <b>AND</b> No Reply <b>OR</b> does not participate on at least 2 separate days	No Initial Discussion board/post <b>AND</b> 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 discussion board/post.