



**ALHS 1090 Medical Terminology for Allied Health Sciences**  
**COURSE SYLLABUS**  
**Spring Semester 2023 (202314)**  
**On Campus Course With 50% or Less of Instruction Online**

**COURSE INFORMATION**

Credit Hours/Minutes: 2/1500

Campus/Class Location: Swainsboro Campus/Building 8, Room 8164

Class Meets: FTF 60% (900 minutes) Wednesday 11:00 am to 12:15 pm; Online 40% (600 minutes)

Course Reference Number (CRN): 40260

Preferred Method of Contact: EMAIL for hybrid portion or in person during classroom portion.

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tiffany Thompson, BSN, RN

Office Location: HSA Building, Room 904

Office Hours: Tuesday & Thursday 2:45 to 4:45pm

Email Address: [Tiffany Thompson \(mailto:tthompson@southeasterntech.edu\)](mailto:Tiffany.Thompson@southeasterntech.edu)

Phone: 912-538-3252 or 912-538-3293

Fax Number: 478-289-2249

Tutoring Hours: Please schedule an appointment during office hours.

**This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the Lesson Plan.**

**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, 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 under the silver scratch off.

**REQUIRED SUPPLIES & SOFTWARE**

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

There is a unique Access Code found inside of the cover page to this book to give you access to resources that go with this textbook. Each code may only be redeemed one time. If your code has already been used, visit [DavisPlus.FADavis.com](http://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: 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 online assignments on the specified date. The online portion of the course will require students to complete graded chapter assignments using Medical Language Lab (MLL). See below for the MLL Online portion requirements for this course.

#### STC Policies

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

#### 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 test average, the student will not be allowed to take the final exam. If the student is not allowed to take the final exam no credit is earned. The final exam grade is 20% of the course grade. No grades are dropped.

### **MEDICAL LANGUAGE LAB (Online Portion)**

Students are required to complete assignments outside of class time in Medical Language Lab. MLL is a third party website provided by the publishers of the textbook. A new code to access MLL is required. If purchasing a new book the code will be inside the cover of the medical Terminology Express book. It is very important that you follow the instructions carefully for setting up MLL. Instructions can be found in blackboard on the left side of the page under Course Information and will be discussed in class.

MLL Assignments are **due the same date and time as the corresponding chapter exam/exams.**

Students are to complete all assignments in each Module prior to taking the coordinating exam in class. For Example: Chapter 1- Introduction to Medical Terminology assignments will be due **before** you enter class for the Chapter 1 Exam.

A student will receive a zero for missed exercises within the module for Chapter (Ch) 1 if not completed in its entirety. For example: If a student completes all exercises except the Review, the student will receive a zero for the review and it will be averaged in with the other assignment grades in Ch. 1 Module Introduction to Terminology. All exercises within the chapter module will be averaged together and that average will be entered into blackboard

gradebook along with the corresponding exam.

### **ASSIGNMENTS DUE FOR EACH CHAPTER MEDICAL LANGUAGE LAB (MLL)**

1) CRITICAL LISTENING- There are 4 exercises for each chapter and you will listen to the audio clips and answer the questions that go along with the clip.

2) PRACTICE- Students may complete each assignment TWICE to obtain the best grade (read the instructions to see how to take them twice). Chapter 1 has four assignments and Chapters 2-13 each have six assignments to complete. These assignments may be completed **twice** for students 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 4 listed above plus; Picture It and Label it.

3) REVIEW- Students will ONLY complete the Module Test. \*NOTE- Students only get 1 attempt for this assignment.

4) POST TEST- **GRADED SECTION**; 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. The instructor will let you know when to complete the post-test.

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 6D90CE62DA**

**NOTE:** MLL Assignments are **due the same date and time as the corresponding chapter exam**. MLL counts for 30% of your total grade in Medical Terminology.

### **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.

## 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
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another 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
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-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 the <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](mailto:swaters@southeasterntech.edu), 912-538-3195.

## 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.

Swainsboro Campus: [Emily Jarrell](#) ([ejarrell@southeasterntech.edu](mailto:ejarrell@southeasterntech.edu)), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](#) ([hthomas@southeasterntech.edu](mailto: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:** [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **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 assessed due to the withdrawal. A grade 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 absence on an exam day, the student will be allowed to make-up **two** exams (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. Make-up exams 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. There is no excuse necessary for the first exam missed. However, the student will not be able to make up the second exam without a certified excuse.

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 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
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>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@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	50%
Medical Language Lab	30%
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 2023 Lesson Plan

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

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 1/11 Wednesday	Review STC Policies  Blackboard  Medical Language Lab	Introduction to course Go over syllabus/lesson plan Go over STC policies Go get books Explain and set up Medical Language Lab (MLL) with instructor. Instructions are also located in your blackboard course.  By 8:00 am, Thursday, January 12 <sup>th</sup> students are required to do the following: →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 dropped from the course.  <b>Students must join the class in MLL that is linked to this course.</b> <b>Required Class ID: 6D90CE62DA</b>	Read over Chapter (Ch) 1 for next class Register for Medical Language Lab (MLL) BEFORE next class- See MLL section in course syllabus for details  By 8:00 am, Thursday, January 12 <sup>th</sup> students are required to do the following: →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 dropped from the course.	1-3 a-c
Week 2 1/18 Wednesday	Ch 1 & 2	In Class: Lecture-Chapter (Ch) 1 Introduction to Medical Terminology and Ch 2 Body Structure	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 3 1/25 Wednesday	<b>TEST</b> <b>Ch 1 &amp; 2</b>	In Class: <b>Test Ch 1 &amp; 2</b>	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 4 2/1 Wednesday	Ch 3 & 4	In Class: Lecture Ch 3 Integumentary System and Ch 4 Respiratory System	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 5 2/8 Wednesday	<b>TEST</b> <b>Ch 3 &amp; 4</b>	In Class: <b>Test Ch 3 &amp; 4</b>	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 6 2/15 Wednesday	Ch 5 & 6	In Class: Lecture- Ch 5 Cardiovascular System and Ch 6 Blood, Lymphatic, and Immune Systems	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 7 2/22 Wednesday	<b>TEST</b> <b>Ch 5 &amp; 6</b>	In Class: <b>Test Ch 5 &amp; 6</b>	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 8 3/1 Wednesday	Ch 7 & 8	In Class: Lecture- Ch 7 Digestive System and Ch 8 Urinary System	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 9 3/8 Wednesday	<b>TEST</b> <b>Ch 7 &amp; 8</b>	In Class: <b>Test CH 7 &amp; 8</b>	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 10 3/15 Wednesday	Ch 9 & 10 <b>65% Mark</b> <b>March 20<sup>th</sup></b>	In Class: Lecture- Ch 9 Reproductive System and Ch 10 Endocrine System	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 11 3/22 Wednesday	<b>TEST</b> <b>Ch 9 &amp; 10</b>	In Class: <b>Test Ch 9 &amp; 10</b>	Online: Complete corresponding chapter exercises in MLL before the test	1-3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Study for chapter test	
Week 12 3/29 Wednesday	Ch 11 & 12	In Class: Lecture- Ch 11 Nervous System & Ch 12 Musculoskeletal System	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
4/5 Wednesday	No Class	Spring Break		
Week 13 4/12 Wednesday	<b>TEST Ch 11 &amp; 12</b>	In Class: <b>Test Ch 11 &amp; 12</b>	Online: Complete corresponding chapter exercises in MLL before the test  Study for chapter test	1-3 a-c
Week 14 4/19 Wednesday	Ch 13	In Class: Lecture: Ch 13 Senses  <b>ALL Medical Language Lab Assignments and the MLL POST TEST are DUE BY Tuesday, 4/25 at 8:00 am.</b>	Online: All chapters in MLL are due by Tuesday, April 25 <sup>th</sup> at 8 am.  Please note: the MLL Post-Test and Final Exam are two different test/exams.	1-3 a-c
Week 15 4/26 Wednesday	<b>TEST Ch 13</b>	In Class: <b>Test Ch 13</b>  <b>All Make-Up Exams DUE</b>  <b>Medical Language Lab DUE</b>	<b>Study for Final Exam</b>	1-3 a-c
Final Week 5/3 Wednesday	Final Exam Chapters 1-13	In Class: Final Exam Chapters 1-13		1-3 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.

