



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

**COURSE INFORMATION**

Credit Hours/Minutes: 2/1500  
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard  
Campus/Class Meets: Via Internet for 9 weeks  
Course Reference Number: (CRN): 60068  
Preferred Method of Contact: EMAIL

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Brooke Hinson, RN, MSN  
Office Location: Vidalia Campus, Gillis Medical Building-Office 707  
Office Hours: Monday through Thursday, 3-5:30  
Email Address: [Brooke Hinson \(bhinson@southeasterntech.edu\)](mailto:bhinson@southeasterntech.edu)  
Phone: 912-538-3144  
Fax Number: 912-538-3106  
Tutoring Hours (if applicable): contact course instructor to set up appointment

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](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. Gylys and Regina M. Masters  
ISBN-978-0-8036-4032-0

**REQUIRED SUPPLIES & SOFTWARE**

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

There is a unique Plus Code found inside of the cover page to this book to give you access to resources that go with this textbook. Each Plus Code may only be redeemed one time. If your code has already been used, visit [DavisPlus.FADavis.com](http://DavisPlus.FADavis.com).

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online

course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

### **COURSE DESCRIPTION**

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

### **MAJOR COURSE COMPETENCIES**

1. Word Origins (Roots, Prefixes, and Suffixes)
2. Word Building
3. Terminology Related to the Human Anatomy

### **PREREQUISITE(S)**

Provisional Admit

### **COURSE OUTLINE**

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

Define terms pertaining to the body as a whole.

Explain derivation of medical terms.

Define word roots, prefixes, and suffixes.

Explain the conventions for combining morphemes and the formation of plurals.

Pronounce basic medical terms.

Identify adjective endings.

Identify noun endings.

Identify prefixes of position, color, number and measurement, negation, and direction.

#### 2. Word Building

Form medical terms utilizing roots.

Form medical terms utilizing suffixes.

Form medical terms utilizing prefixes.

Form medical terms combining roots, prefixes, and suffixes.

Interpret basic medical abbreviations.

#### 3. Terminology Related to the Human Anatomy

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the integumentary system.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the musculoskeletal system.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the respiratory system.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the cardiovascular system.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the gastrointestinal system.

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

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

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the female reproductive system.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the nervous system, special senses and mental health disorders.

Utilize diagnostic, surgical, and procedural terms and abbreviations related to the endocrine system.

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59pm on of Tuesday each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

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

A final chapter exam average of 70 or higher is required to take the final exam (grades will not be rounded up, example 69.9 will not be rounded to 70). If the student has below a 70 average, the student will receive a grade of ZERO for the final exam. The proctored exam does not count in the chapter exam average. NO grades are dropped.

## DISCUSSION BOARDS

Students will complete 5 discussion board (DB) assignments that count 5% of the final course grade. Students are required to post a minimum of three (3) comments/threads for each discussion board. The 3 comments will be 1) the original posting by the student, 2 & 3) 2 replies to other students in the discussion board. The original posting and the 2 replies to other student's postings **CANNOT** be done on the same day. If all 3 postings are done on the same day, the student will only receive credit for the original posting. Reference and citations from the textbook are also required.

Watch spelling and grammar. This is considered a writing assignment. Comments need to be constructive and non-argumentative. Postings will be graded based on quantity and quality in your postings. One-liners such as "I agree" will not be accepted. The discussion board grading rubric is available for students to view in the course.

- Discussion Board 1 Due by Tuesday, May 29 at 11:59pm
- Discussion Board 2 Due by Tuesday, June 12 at 11:59pm
- Discussion Board 3 Due by Tuesday, June 26 at 11:59pm
- Discussion Board 4 Due by Tuesday, July 17 at 11:59pm
- Discussion Board 5 Due by Tuesday, July 24 at 11:59pm

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59pm on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **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 percent 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" (Failing 0-59) being assigned.

After the 65 percent 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.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in

online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **PROCTORING FEES**

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

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Wednesday, July 11 at 1:00pm in the Gillis Building room 803 OR the Swainsboro Campus, Thursday, July 12 at 2:00pm, Building 2 room 2106.**

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

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

### **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

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>	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 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	55%
Proctored Exams	20%
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

## Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 1 5/15-5/22	Chapter 1  Chapter 2	<p>Introduction to Medical Terminology Body Organization</p> <p>By 8am, Monday, May 21 students are required to do the following 2 things: 1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, May 21. If this is not done on time you will be "No Showed" and dropped from the course. 2. Complete all other items under Getting Started link located on the left side of the page in the online course.</p> <p><b>Students failing to complete 1 and 2 listed above by the deadline will be dropped from the course.</b></p> <p>Read and print your syllabus and lesson plan</p>	<p>By 8am, Monday, May 21 students are required to do the following 2 things: 1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, May 21. If this is not done on time you will be "No Showed" and dropped from the course. 2. Complete all other items under Getting Started link located on the left side of the page in the online course.</p> <p><b>Students failing to complete 1 and 2 listed above by the deadline will be dropped from the course.</b></p> <p>Read and print your syllabus and lesson plan</p> <ul style="list-style-type: none"> <li>• Read and study Chapter 1 and Chapter 2</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources (plus code found in front cover of book)</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> </ul>	1,2,3 a, c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 2 5/22-5/29	Chapter 3	Integumentary System  Complete Discussion Board 1	<ul style="list-style-type: none"> <li>• Read and study Chapter 3</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> <li>• Complete Discussion Board 1</li> </ul>	1,2,3 a, c
WEEK 3 5/29-6/5	Chapter 4	Respiratory System	<ul style="list-style-type: none"> <li>• Read and study Chapter 4</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> </ul>	1,2,3 a, c
WEEK 4 6/5-6/12	Chapter 5 Chapter 6	Cardiovascular System Blood, Lymphatic, and Immune Systems  Complete Discussion Board 2	<ul style="list-style-type: none"> <li>• Read and study Chapter 5 and Chapter 6</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> <li>• Complete Discussion Board 2</li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 5 6/12-6/19	Chapter 7 Chapter 8	Digestive System Urinary System	<ul style="list-style-type: none"> <li>• Read and study Chapter 7 and Chapter 8</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> </ul>	1,2,3 a, c
WEEK 6 6/19-6/26	Chapter 9 Chapter 10	Reproductive System Endocrine System  Complete Discussion Board 3	<ul style="list-style-type: none"> <li>• Read and study Chapter 9 and Chapter 10</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> <li>• Complete Discussion Board 3</li> </ul>	1,2,3 a, c
WEEK 7 6/26-7/3	Chapter 11	Nervous System  <b>The proctored exam is the week after the holiday break. You are required to attend one of the sessions.</b>	<ul style="list-style-type: none"> <li>• Read and study Chapter 11</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
7/3-7/10	Holidays	Holidays- no assignments		
WEEK 8 7/10-7/17	Chapter 12	Musculoskeletal System  Complete Discussion Board 4  <b>Proctored Exam: Vidalia Campus, Wednesday, July 11 at 1:00pm in the Gillis Building room 803; OR Swainsboro Campus Thursday, July 12 at 2:00pm in Building 2 room 2106 Bring ID</b>	<ul style="list-style-type: none"> <li>• Read and study Chapter 12</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> <li>• Complete Discussion Board 4</li> </ul> <b>Proctored Exam: Vidalia Campus, Wednesday, July 11 at 1:00pm in the Gillis Building room 803; OR Swainsboro Campus Thursday, July 12 at 2:00pm in Building 2 room 2106 Bring ID</b>	1,2,3 a, c
WEEK 9 7/17-7/24  65 % of Semester is October 24	Chapter 13 and Final Exam is open	Special Senses: Eyes and Ears  Complete Discussion Board 5	<ul style="list-style-type: none"> <li>• Read and study Chapter 13</li> <li>• Complete learning activities throughout chapters</li> <li>• Utilize Plus code for additional student resources</li> <li>• Complete Chapter Exams for each chapter (every chapter will have a separate exam)</li> <li>• Complete Discussion Board 5</li> <li>• Prepare for final exam</li> </ul>	1,2,3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 10 7/24-7/26 Two extra days to allow time for final exam	Final Exam	Take the final exam by 11:59 pm, Thursday, July 26	Take the final exam by 11:59 pm, Thursday, July 26	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.