



ALHS 1090
Medical Terminology for Allied Health
Sciences
COURSE SYLLABUS
Summer Semester 2016

Semester: Summer 2016

Course Title: Medical Terminology for Allied Health Sciences

Course Number: ALHS 1090

Credit Hours/ Minutes: 2 /1500

Class Location: Room # 8164, Building 8

Class Meets: Monday & Wednesday 1:00

PM-2:25 PM

CRN: 60138

Instructor: Joanna W. Bell, RN

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Phone: 478-289-2201

Fax : 478-289-2249

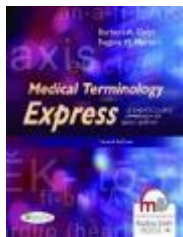
Office Location: # 8160, Building 8

Office Hours: M-R 4:00-5:00pm

Tutoring Hours: Please schedule an appointment

REQUIRED TEXT: Medical Terminology Express A Short-Course Approach by Body System, 2nd Edition, by Barbara A. Gyls and Regina M. Masters, ISBN # 978-0-8036-4032-0

Taber's Medical Dictionary (Optional)



REQUIRED SUPPLIES & SOFTWARE: Pen, pencil, paper, highlighter, notebook, and computer access. Power Points are available on the M. Drive.

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: STC has identified the following general education core competencies that graduates will attain:

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

STUDENT REQUIREMENTS: Students are expected to complete all tests and daily assignments on the specified date.

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 a total of 8 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.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

ADDITIONAL ATTENDANCE PROVISIONS***Health Sciences***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

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

For this class, which meets 2 days a week for 9 weeks, the maximum number of days a student may miss is 2 days during the semester.

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, **(06-30-2016)**, must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" 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 **(06-30-2016)** 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, **06-30-2016**, 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.

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.

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 Jan Brantley, Building One office 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

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 the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126

MAKEUP GUIDELINES: 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 STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Unit Exams 75%
Final Exam 25%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

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.

Each student's final course grade will be determined as follows:

| | | |
|------------------------|----------|---------|
| Average of Exams | x 0.75 = | _____ |
| Final Exam | x 0.25 = | + _____ |
| Numerical Course Grade | _____ = | _____ |

This syllabus is subject to change at the discretion of the instructor.

****Disclaimer Statements****

******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 them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

**ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES
SUMMER SEMESTER 2016 LESSON PLAN**

| Date | Chap / Less | Content | Assignments & Tests Due | Comp Area |
|---|--------------------|--|--|------------------|
| Week 1 | | | | |
| 5/18 WED | Chapters 1,2 | Introduction to Medical Terminology Building Medical Terms from Word Parts: Wood Roots, Combining Vowel/Forms, Prefixes, Suffixes | Read Chapters 1,2 Review Power Points Complete Chapter Review Activities Make flash cards | * 1-3 ** a,c |
| 5/23 MON | Chapters 1,2 | Introduction to Medical Terminology Body Organization | Read Chapters 1,2 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 1 | * 1-3 ** a,c |
| Week 2 | | | | |
| 5/25 WED | Chapters 3,4 | Integumentary System Respiratory System | Test 1 Chapters (1,2) Read Chapters 3-4 | *1-3 ** a,c |
| Week 3 HOLIDAY, MONDAY, MAY 30, 2016 | | | | |
| 6/1 WED | Chapters 3,4 | Integumentary System Respiratory System | Read Chapters 3,4 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 2 | * 1-3 ** a,c |
| 6/6 MON | Chapters 5,6 | Cardiovascular System Blood, Lymphatic, and Immune Systems | Test 2 Chapters (3,4) Read Chapters 5,6 | * 1-3 ** a,c |
| Week 4 | | | | |
| 6/8 WED | Chapters 5,6 | Cardiovascular System Blood, Lymphatic, and Immune Systems | Read Chapters 5,6 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 3 | * 1-3 ** a,c |
| 6/13 MON | Chapter 7 | Digestive System | Test 3 Chapters (5,6) Read Chapter 7 | * 1-3 ** a,c |
| Week 5 | | | | |
| 6/15 WED | Chapter 7 | Digestive System | Read Chapter 7 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 4 | * 1-3 ** a,c |
| 6/20 MON | Chapters 8,9 | Urinary System Reproductive System | Test 4 Chapters (7) Read Chapters 8,9 | * 1-3 ** a,c |
| Week 6 | | | | |

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|---------------|-------------------|---|---|-----------------|
| 6/22 WED | Chapters 8,9 | Urinary System Reproductive System | Read Chapters 8,9 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 5 | * 1-3 ** a,c |
| 6/27 MON | Chapter 10 | Endocrine System | Test 5 Chapters (8,9) Read Chapters 10 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 6 | * 1-3 ** a,c |
| Week 7 | | | | |
| 6/29 WED | Chapter 10 | Endocrine System 65% POINT 6/30/2016! | Read Chapter 10 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 6 | * 1-3 ** a,c |
| | HIOLIDAY | July 4-July 7 | NO CLASS | |
| 7/11 MON | Chapters 11,13 | Nervous System Special Senses: Eyes and Ears | Test 6 Chapter (10) Read Chapters 11, 13 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 7 | * 1-3 ** a,c |
| Week 8 | | | | |
| 7/13 WED | Chapters 11,13 | Nervous System Special Senses: Eyes and Ears | Read Chapters 11, 13 Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 7 | * 1-3 ** a,c |
| 7/20 MON | Chapter 12 | Musculoskeletal System | Test 7 Chapters (11,13) Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 8 | * 1-3 ** a,c |
| Week 9 | | | | |
| 7/22 WED | Chapter 12 | Musculoskeletal System | Review Power Points Complete Chapter Review Activities Make flash cards Study for Test 8 | * 1-3 ** a,c |
| 7/25 MON | Chapters 1-13 | Review Final | Test 8 | * 1-3 ** a,c |

| | | | | |
|--------------------|---------------|--|--|-----------------|
| | | | Chapter(12) Study for Final Exam Review Chapters 1-13 | |
| Finals Week | | | | |
| 7/27 WED | Chapters 1-13 | Review Final Review And Make up Test Day | Study for Final Exam Review Chapters 1-13 | * 1-3 ** a,c |
| 8/1 MON | Chapters 1-13 | Final Exam | | * 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.