



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

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Campus/Class Location: Vidalia, Gillis Building, room 821
Class Meets: Monday and Wednesday, 8:15-9:40am
Course Reference Number (CRN): 60176

INSTRUCTOR CONTACT INFORMATION

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

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

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

REQUIRED SUPPLIES & SOFTWARE

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

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 daily assignments on the specified date. Student will also actively participate during class utilizing Medical Language Lab exercises.

STC Policies

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

Evaluation Procedures

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

MEDICAL LANGUAGE LAB

Students are required to complete assignments during class in Medical Language Lab. A new code to access MLL is required. Chapter 1 requires the following assignments: Build Medical Words and Spell It. All other chapters require the following assignments: Build Medical Words, Spell It, Picture It, and Labeling. The first attempt is only for practice and is not graded. The second attempt is graded and will count towards 15% of the course average. **The post-test does will only allow one attempt so do not take it until the instructor tells you to take it.**

ATTENDANCE GUIDELINES

TRADITIONAL 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.

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.

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.

ADDITIONAL PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure

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

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

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

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

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

In the event of an **excused absence** on an exam day, the student will be allowed to make-up **one** exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit or Chapter Exams	65%
Medical Language Lab	15%
Final Exam	20%

GRADING SCALE

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

ALHS 1090 Medical Terminology for Allied Health Sciences

Spring Semester 2018 Lesson Plan

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

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed 5/16	Introduction to course	Introduction to course Go over syllabus/lesson plan Go over STC policies Go get books Go over Medical Language Lab (MLL)	Read over Chapter 1 for next class Get Medical Language Lab account set up	1-3 a-c
Mon 5/21	Chapter 1	Introduction to Medical Terminology	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Wed 5/23	Chapter 2	Body Structure	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	
Mon 5/28	Holiday	Holiday		
Wed 5/30	Test 1	Test Chapters 1 & 2	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Mon 6/4	Chapter 3	Integumentary System	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed 6/6	Chapter 4	Respiratory System	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Mon 6/11	Test 2	Test 2 Chapters 3 & 4	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Wed 6/13	Chapter 5 Chapter 6	Cardiovascular System Blood, Lymphatic, and Immune Systems	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Mon 6/18	Test 3	Test 3 Chapters 5 & 6	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Wed 6/20	Chapter 7 Chapter 8	Digestive System Urinary System	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Mon 6/25	Test 4	Test 4 Chapters 7 & 8	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments	1-3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Study for test	
Wed 6/27	Chapter 9	Reproductive System Study Chapter 10 over the holidays	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
7/2-7/5	Holidays	Holidays		
Mon 7/9	Chapter 10	Endocrine System	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Wed 7/11	Test 5	Test 5 Chapters 9 & 10	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Mon 7/16	Chapter 11	Nervous System DO NOT TAKE POST TEST IN MLL	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Wed 7/18	Chapter 12 Chapter 13	Musculoskeletal System Special Senses: Eyes and Ears] DO NOT TAKE POST TEST IN MLL	Read through chapter(s) Complete in chapter activities Complete Medical Language Lab assignments Study for test	1-3 a-c
Mon 7/23	Test 6	Test 6 Chapters 11-13 DO NOT TAKE POST TEST IN MLL	Study for final exam	1-3 a-c
Wed 7/25	Final Exam	Final Exam- Post Test		1-3 a-c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.