



ALHS 1090
Medical Terminology for Allied Health
Sciences
COURSE SYLLABUS
Summer Semester 2017

Semester: Summer 2017

Course Title: Medical Terminology for Allied Health Sciences

Course Number: ALHS 1090

Credit Hours/ Minutes: 2 /1500

Class Location: Gillis Building, Room 833

Class Meets: 10:00-11:25

Instructor: Brooke Hinson, RN, MSN

Email Address: bhinson@southeasterntech.edu

Phone: 912-538-3144

Fax : 912-538-3106

Office Location: Gillis Building #707

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

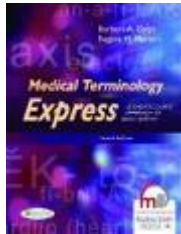
Tutoring Hours: Please schedule an appointment

CRN: 60207

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 MLL code to attend this class)

Taber's Medical Dictionary (Optional)



REQUIRED SUPPLIES & SOFTWARE: Pen, pencil, paper, highlighter, notebook, and computer access. Power Points are available on the M. Drive. Students must also have a new code to access Medical Language Lab.

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. 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.

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 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.

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 for 15% of the course average.

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, **(03-20-2017)**, 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 **(03-20-2016)** 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 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu

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 65%
Final Exam 20%
MLL 15%

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 0.65 =	_____
Final Exam	x 0.20 =	+ _____
MLL Assignments	x 0.15 =	+ _____
Numerical Course Grade	_____ =	_____

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

ALHS 1090 MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES
Summer 2017 LESSON PLAN

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1				
5/18		Intro to course Get books Go over syllabus and paperwork Introduction to Medical Terminology Briefly look at Medical Language Lab (MLL)	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 2				
5/23	Chapter 1 (MLL)	Chapter 1 Introduction to Medical Terminology	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	*1-3 ** a,c
5/25	Chapter 2	Body Organization	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 3				
5/30	Test 1	Test 1 Ch 1 & 2	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
6/1	Chapter 3	Integumentary System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 4				
6/6	Chapter 4	Respiratory System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	
6/8	Test 2	Test 2 Ch 3 & 4	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 5				
6/13	Chapter 5	Cardiovascular System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
6/15	Chapter 6	Blood, Lymphatic, and Immune System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 6				
6/20	Test 3	Test 3 Ch 5 & 6	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c

6/22	Chapter 7	Digestive System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
6/27	Chapter 8	Urinary System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
6/29	Test 4	Test 4 CH 7 & 8 65% mark is today	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 9				
7/11	Chapter 9	Reproductive System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
7/13	Chapter 10	Endocrine System MLL	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 9				
7/18	Test 5	Test 5 Ch 9 & 10	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
7/20	Chapter 11 Chapter 12	Nervous System Musculoskeletal	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
Week 10				
7/25	Chapter 13	Special Senses: Eyes and Ears	Read chapter(s) Do chapter activities Complete MLL Assignments Study for Chapter Test	* 1-3 ** a,c
7/27	Test 6	Test 6 Ch 11-13	Read chapter(s) Review previous chapter activities Complete MLL Post Test Study for Final Exam	* 1-3 ** a,c
Week of Final Exam				
8/1	Final Exam	Ch 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.