



Technical College of the Lowcountry  
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**AHS 103**  
**Biomedical Vocabulary**  
**Fall 2017**

**Course Description**

AHS 103 Bio-Medical Vocabulary  
Lec. 2 Lab. 0 Cr. 2

This course covers the basics of word formation, prefixes, suffixes, and vocabulary used in bio-medical disciplines and health.

Prerequisite: ENG 100, RDG 100.

2 Cr (2 online instruction)

**Course Focus**

This course covers the basics of word formation, prefixes, suffixes, and vocabulary used in bio-medical disciplines and health.

**Text and References**

**Required text**

Brooks, M. L., *Exploring Medical Language*. (9th ed) St. Louis: Elsevier Mosby. ISBN #  
978-0323-2955-05 (**Bundle including textbook, flash cards, & online access code**) **\*\*ONLY AVAILABLE IN  
THE TCL BOOKSTORE\*\***

Professional medical dictionary (optional)

**Course Outcomes.** Upon successful completion of the course, a student will be able to identify, spell, and define medical vocabulary used in bio-medical disciplines and health sciences.

**Course Goals**

The following list of course goals will be addressed in the course. (\*designates a CRUCIAL goal)

1. analyze medical terms\*
2. build medical terms
3. build word parts
4. comprehend medical language\*
5. describe medical language origins
6. interpret medical language\*
7. interpret medical terminology abbreviations\*

8. pronounce medical terms
9. read medical terminology\*
10. spell diagnostic terms
11. define diagnostic terms
12. define disease and disorder terms
13. identify human body anatomic structures
14. pronounce diagnostic terms
15. pronounce disease and disorder terms
16. spell disease and disorder terms
17. use plural endings
18. use singular endings
19. define surgical terms
20. spell surgical terms
21. distinguish respiratory system organs and structures
22. distinguish immune cardiovascular lymphatic systems
23. identify abdominopelvic quadrants
24. read simulated medical statements and documents\*
25. determine digestive system organs and structures
26. identify eye and ear organs and structures
27. recognize integumentary system organs and structures
28. recognize musculoskeletal system organs and structures
29. distinguish male reproductive organs and structures
30. recognize urinary organs and structures
31. determine female reproductive system organs structures
32. determine pregnancy related organs and structures

### Student Contributions

1. Read and study the chapters as outlined in the course schedule.
2. Review study sheets for information concerning important points of the chapter.
3. Complete the real quiz corresponding to each chapter by the assigned date.
4. Log on to blackboard at least twice per chapter, or as needed to adhere to the **Course Timetable**
5. Check the blackboard bulletin board at least once a week, particularly early in the week for information or clarification of definitions, answers, to student's questions and any additional assignments.
6. Check TCL email **at least once each day.**

Check the Blackboard bulletin board at least twice a week, including early in the week, for information or clarification of definitions, answers, to student's questions and any additional assignments.

### Course Evaluation

Navigation exam	3% (30 points)
16 chapter exams	80% (800 points)
1 final exam	<u>17% (170 points)</u>
Total	100% (1000 points)

**Chapter Exams may be taken only once and are timed. Practice Quizzes are not graded, and may be taken more than one time. This will allow you to become familiar with chapter content before you take the Chapter Exam. If a student has issues with a Practice Quiz, Chapter Exam, or Final Exam, the instructor must be**

contacted before the Practice Quiz, Chapter Exam, or Final Exam is due. Chapter Quizzes and/or the Final Exam will not be reset unless the instructor is contacted prior to the due date & time. If it is necessary for the instructor to re-set more than two Chapter Exams, the student may be required to take the Exams at the TCL Testing Center. Students may be required to take the Final Exam in the TCL testing center if re-setting is required.

See course website for additional expectations for student fulfillment of requirements.

### Course Schedule

This course is entirely online. There are no classroom meetings.

**COMPLETE THE ONLINE NAVIGATION QUIZ WITHIN THE FIRST 10 DAYS OF CLASS, FOR ATTENDANCE PURPOSES IN ACCORDANCE WITH ONLINE "10 DAY ROSTER" REQUIREMENTS.**

Review Study Sheets and/or Practice Quizzes for information concerning important points of each chapter. Complete the Practice Quiz, and Chapter Exam, corresponding to each chapter by the assigned date. Log on to course website at least twice per chapter, or as necessary to adhere to the **Course Timetable**. Check the Blackboard bulletin board at least twice a week, including early in the week for information or clarification of definitions, answers, to student's questions and any additional assignments.

### ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

### ATTENDANCE

1. The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy. **Each student will be expected to access the online-web class at least one weekly, and complete any assignments due for that week.**
2. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. **Students taking an online/internet class must sign in and communicate with the instructor within and complete the Navigation Exam assignment within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.**
4. Reinstatement requires the signature of the Division Dean.
  - a) In the event it becomes necessary for a student to withdraw from the course **OR** if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
  - b) When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

**Or**

- c) Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- d) Absences are counted from the first day of class. There are no "excused" absences. **All absences are counted, regardless of the reason for the absence.**
- e) A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

**A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.**

### **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOG TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

### **ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. viewing another student's computer screen during a quiz or examinations.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.

10. misuse of electronic devices.

### GRADING POLICY

Grading scale	
90% - 100% A (minimum 900 points)	W      withdraw
82% - 89% B (minimum 820 points)	WP     withdraw with passing grade
75% - 81% C (minimum 750 points)	WF     withdraw with failing grade
70% - 74% D	I       Incomplete
Below 70% F	

**Grading Methodology.** The final grade must be 75.000 (750 points) or more in order to pass the course. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor of the reason for the absence. Grades are posted on Blackboard within one week of administration of tests and examinations.

**Course Coordinator:**      Colleen Bible, MSN, RN  
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**Office Hours:**              By appointment only

**Denise Caesar, Administrative Specialist for Health Sciences                      470-8378**

**LaQuetta Washington, Administrative Assistant for Health Sciences            525-8267**