TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry
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AHS 102 Medical Terminology
Spring 2019

Course Description
AHS 102 Medical Terminology
Lec. 3 Lab. 0 Cr. 3
This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. Prerequisites: ENG 100 and RDG 100.
3 Cr (3 hours didactic instruction, 0 lab, 0 other)

Course Focus
This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Text and References
Course texts
Gylys,B. (2017). Medical Terminology Systems, (8th Edition). FA Davis ISBN # 978-0-8036-5867-7

Optional text
Professional medical dictionary, available for purchase at the student bookstore or for use in the learning resource center reference section.

Course Outcomes
Upon successful completion of this course the student will be able to identify, spell, and define medical terms related to the diagnosis, pathology, and treatment of the major body systems.

Course Goals
The following list of course goals will be addressed in the course. (*designates a CRUCIAL goal)
1. consider abbreviations
2. consider correct spelling*
3. illustrate recorded vital signs
4. pronounce medical terms
5. use medical dictionary*
6. use medical terminology
7. use medical word parts
8. classify muscle movement
9. classify oncology
10. define genetic terms

11. define medical terms*
12. define respiratory system pathophysiology
13. determine anatomic position
14. distinguish human organs
15. identify human anatomy functions and structures
16. identify medical terminology
17. identify medical terminology word part roles*
18. illustrate blood functions and components
19. list digestive system procedures
20. name human anatomy system structures
21. name sexually transmitted diseases
22. name urinary system structures
23. recognize examination procedure terms
24. recognize medical terminology
25. recognize muscle movement terminology
26. spell medical terms*
27. state pulmonary and systemic differences
28. characterize joint types
29. characterize medical specialists
30. describe coronary system
31. describe human anatomy structures and functions
32. describe sensory system structures and functions
33. differentiate axial and appendicular skeletons
34. differentiate blood vessel functions and types
35. differentiate radiographic projections
36. explain human anatomy system processes*
37. find medical terminology definitions*
38. locate medical dictionary*
39. state eye function and structure
40. analyze word parts*

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 quiz corresponding to each chapter by the assigned date and complete at least 3 practice assignments in Medical Language Lab each week.
4. Log on to blackboard and Medical Language Lab at least once per week.
5. 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.
6. Check TCL email at least once each day.
7.

Course Evaluation

Weekly Assignments	14%
14 quizzes	63%
1 final exam	23%

Chapter quizzes may be taken only once and are timed. If a student has issues with a lesson assignment, quiz, or final exam, the instructor must be contacted before the quiz or exam is due. Quizzes and/or the final exam will not be reset unless the instructor is contacted prior to the due date. If it is necessary for the instructor to re-set more than two quizzes, the student may be required to take the quizzes at the TCL testing center. Students may be required to take the Final Exam in the TCL testing center if re-setting is required.

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in at least once weekly and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.
See course website for additional expectations for student fulfillment of requirements.

Course Schedule
1. As posted on course BB9 site.
2. Review Study Sheets for information concerning important points of the chapter.
3. Complete the Quiz corresponding to each chapter by the assigned date.
4. Log on to course website at least twice per chapter.
5. 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) 525-8219 or (843) 525-8242 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.

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 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. Attendance in an online course is defined by; at least <u>once weekly</u> course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least <u>once a week</u> and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

5. 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 e-mail the instructor.** 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.

6. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

During on campus examinations, students must remove watches and hats and they must be placed in the front of the classroom, along with all personal belongings and electronic devices.

During paper examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.

Honorlock Online Proctoring and Technology Requirements:

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:

- A computer with access to a high-speed Internet connection
- A computer with the ability to install the Honorlock extension on Google Chrome.
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
- Microsoft Office. (Microsoft Office can be downloaded for free by accessing the Office 365 link in you TCL email account.)

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, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC 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. With TCL's Text Alerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (https://tcl.regroup.com/signup).

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	W	withdraw
82% - 89% B	WP	withdraw with passing grade
75% - 81% C	WF	withdraw with failing grade
70% - 74% D	I	Incomplete
Below 70% F		

Grading Methodology. The final grade must be 75.000% or more in order to pass the course. The final grade in Health Sciences courses must be 75.000 or more in order to pass the course. Grades will not be "rounded" up to the higher number. A final grade of less than 75.000 is not passing in any Health Sciences 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.

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Office Hours   **by appointment**
Ashley Cook, Administrative Specialist for Health Sciences   **470-8378**
LaQuetta Washington, Administrative Assistant for Health Sciences   **525-8267**