



COURSE SYLLABUS BUS 211—MEDICAL TERMINOLOGY

COURSE LENGTH AND CREDIT: 40 clock hours, 3 credit hours

PREREQUISITE: Program Admission

REQUIRED TEXTS: (1) Textbook: *Medical Terminology for Health Professionals*, (New Books Only), By Ann Ehrlick & Carol L. Schroeder, 6th ed. (Special edition printed for HGTC use is recommended.)

REQUIRED SUPPLIES: Folder, notebook paper, pencil, 200 3x5 index cards, one 2" loose leaf ring binder.

COURSE DESCRIPTION: Course provides basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs.

MAJOR COURSE COMPETENCIES: Word elements, word analysis, spelling, pronunciation, and semantics.

COURSE OBJECTIVES: Upon completion of this course, student will:

- Select the correct meaning of the roots, suffixes, and prefixes.
- Determine the meaning of the word elements to arrive at the total definition of the medical term.
- Identify correct spelling of words and word parts.
- Identify correct pronunciation of words and word parts.
- Describe the use of these terms as they relate to anatomy, treatment, surgery, and drugs.

COURSE OUTLINE:

Introduction to Medical Terminology, then the following systems: Skeletal, Muscular, Cardiovascular, Respiratory System, Digestive, Urinary, Nervous, Endocrine, and Reproductive.

STUDENT REQUIREMENTS: *Students are expected to submit all work (learning exercises, Computer activities, written quizzes, journal entries, research assignment, and final exam) on the dates scheduled by the instructor. Students will receive grades of "0" for any assignment/test that is not submitted by the due date outlined on the calendar unless prior arrangements have been made with the instructor.* Students will be provided specific guidelines to follow for all assignments. **Failure to complete ALL of the required work will result in the student receiving a final course grade of "F."** Students are responsible for policies and procedures included in the HGTC Catalog and Student Handbook. **Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.**

FINAL CLASS AVERAGE	GRADING SCALE
Chapter Quizzes 37%	A (90-100)
Spelling Tests 20%	B (80-89)
Final Exam 30%	C (70-79)
Journal Grade 10%	D (60-69)
Internet Project 3%	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.

GRADING:

All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by due date will result in a grade of "0" on each assignment/test due.

Chapter Quizzes: All quizzes are given one time, and all grades averaged together. A calendar will be provided indicating the day quiz is due. For each quiz a student does not take by the end of class on assigned day, a grade of zero will be issued. Please note that sharing of information regarding quiz content is considered cheating and will be subject to the school's Honesty Policy.

Students must begin a quiz by 30 minutes past the hour and must complete the quiz by the end of class period. If a student leaves the classroom before the test is complete, test will be taken up by instructor and graded as complete.

Spelling Tests: Select chapters have spelling tests in addition to the chapter quiz. The spelling tests tapes are on the table in room 111. These tests are not taken in numeric order, so watch your calendar and document list closely. When a student is ready to test, the student should get the test tape, a testing sign, a pencil, and come to instructor for testing paper and seat assignment. Please print on all spelling tests.

Journal Grading: The instructor will provide a list of journal entries for each chapter. The student is to enter words for each chapter when they begin that particular chapter in alphabetical order. All entries will be filed together alphabetically instead of arranging by chapter. Please do not work ahead of your current chapter. Once a week, the journal must be checked off by instructor, and the student will receive 10 points for each week an up-to-date journal is checked by instructor. It is the student's responsibility to keep the journal neat, up-to-date, and to bring the journal to the instructor each week for checking. Any student finishing the class early will receive 10 journal points for each week left in the quarter.

You will use many of the journal entries in several chapters. Therefore, you will need to study the entire journal for each test, not just the chapter that you are on.

Interactive Project: Each student will complete an interactive project utilizing the Internet. The class calendar indicates the deadline for completing the project. Please see instructor when you are ready to begin.

COMPUTER ACTIVITIES: The following Computer activities are required for completion of the course. Please provide a chapter summary printout for each chapter on the following Computer activities:

- Multiple Choice
- Fill-in-the-Blank
- True False
- Speed Test
- Word Building

Each summary must show that you have *at least* 7 of 10 correct before exiting program. Second tries are fine, however, second tries do not count toward the 7 out of 10 needed.

WITHDRAWING FROM CLASS: Students needing to withdraw from class should contact their instructor or program advisor.

INSTRUCTOR Mrs. Bayto, office 121B in Louie Livingston Hall, tbayto@heartofgatech.edu or 274-7854.

WORK ETHICS: Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

ATTENDANCE POLICY: Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent. Student can leave a message for adjunct faculty at 275-6589. Students who are sleeping during class will be counted absent, as they are not mentally present.

ACADEMIC DISHONESTY: *All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline.*

INTERNET USAGE: Unless a student is working on the interactive project, no student should be using the Internet during designated class time.

INSTRUCTIONAL TECHNIQUES: Individualized instructional techniques will be used in reaching the course objectives in addition to small and large group discussions/demonstration. Supplemental instruction will be provided as needed on an individualized basis.

SPECIAL SERVICES: Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator in the W.R. Stewart Building on behalf of the student. To ensure that students have every opportunity to succeed in their studies, other services such as tutoring and study skills are available. Students interested in these services should contact the Special Needs Facilitator, Mrs. Lydia Barfoot, at (478) 274-7786 or lbarfoot@heartofgatech.edu .

TESTING: Students may be required to complete computerized tests instead of written tests in their classes. If this is the case, no other form of testing will be administered unless the student has provided appropriate documentation to the HGTC Special Needs Facilitator to have accommodations approved in accordance with the Americans with Disabilities Act.

LEARNING EXERCISES: Do all learning exercises at the end of each assigned chapter with the **exception** of the following sections: (1) Sentence completion, (2) Clinical conditions, (3) Labeling. You are not required to Chapter 2; however, all of the Word Part Review section after chapter 2 is **required (pp. 53-58)**

EQUAL OPPORTUNITY INSTITUTION: Heart of Georgia Technical College, (HGTC), does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and other college-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I-financed programs. It also encompasses the employment of personnel and contracting for goods and services. HGTC shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the College's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

Title II (II-8.500) Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973:

- Designee for Students: Special Needs Facilitator, (478) 274-7652
- Designee for Employees: Human Resources Specialist, (478) 274-7934

Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964:

- Designee for Students: Director of Career Services, (478) 274-7643
- Designee for Employees: Human Resources Specialist, (478) 274-7934

BUS 211--DOCUMENT LIST

CHAPTER 1

_____ Learning Exercises
_____ Computer Activities

CHAPTER 2 (Only Assignments Listed)

_____ Word Part Review, pp. 52-57
_____ **Exam Ch. 1**

CHAPTER 3

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 3**

CHAPTER 4

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 4**
_____ **Spelling Tape 2**

CHAPTER 5

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 5**
_____ **Spelling Tape 1**

CHAPTER 7

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 7**
_____ **Spelling Tape 6**

CHAPTER 8

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 8**
_____ **Spelling Tape 7**

CHAPTER 9

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 9**

CHAPTER 10

_____ Learning Exercises
_____ Computer Activities
_____ **Exam 10**
_____ **Spelling Tape 5**

CHAPTER 13

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 13**

CHAPTER 14

_____ Learning Exercises
_____ Computer Activities
_____ **Exam Ch. 14**
_____ **Spelling Tape 4**

JOURNAL CHECKS:

_____ **JOURNAL GRADE—10%**
_____ **INTERACTIVE PROJECT—3%**
_____ **FINAL EXAM—30%**
_____ **SPELLING AVERAGE—20%**
_____ **CHAPTER QUIZ AVERAGE—37%**

_____ **FINAL AVERAGE**
_____ **WORK ETHICS GRADE**

I understand that if I miss a critical/test day and do not call instructor prior to class with an extenuating circumstance, I will receive a zero on each assignment/test not completed.

Signature

Date