

SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
ALH 151 Healthcare Medical Terminology Section:
3 Credit Hours

INSTRUCTOR: Yvonne Koors, MHA, RMA [AMT]

EMAIL: ykoors@edisonohio.edu

PHONE: 937-778-7947

OFFICE & OFFICE HOURS: Room 104, Troy Campus

Fall 2026: Mondays 1 pm-3 pm, Tuesdays (Virtual) 9 am to 10 am, Wednesdays 12 pm to 3 pm

QUALIFICATIONS: Master's in Healthcare Administration (The Ohio University) 2019 & Associate of Science: Medical Assisting (South College, Knoxville, TN) 2001.

This syllabus contains the policies and expectations that have been established for this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Please bring any concerns you may have to my attention.

COURSE GOALS:

1. Define medical prefixes, suffixes, combining forms, word roots, and compound words.
2. Describe how medical terms are constructed using word elements.
3. Construct medical words by combining forms, prefixes and suffixes.
4. Apply the rules used to build singular/plural forms of medical terms derived from the Greek and Latin language.
5. Define a medical term by dividing it into its elements.
6. Spell terms related to the pathology, diagnostic and treatment procedures, and pharmacology of each body system.
7. Pronounce terms related to the pathology, diagnostic and treatment procedures, and pharmacology of each body system.
8. Identify common diagnostic procedures and conditions including laboratory and radiology tests and exams.
9. Identify the body systems in terms of their major structures, functions, and related work parts.
10. Identify the medical specialists who treat disorders of each body system.
11. Identify body planes, directions, cavities, quadrants and regions.
12. Define common medical and health care abbreviations.
13. Describe the anatomical structures of the given body systems, common diseases, and medical and surgical procedures.
14. Interpret various medical reports that use common diagnostic, symptomatic, and procedural terms and standard abbreviations.

TEXTS AND MANUALS

Medical Terminology for Health Professions: 9th edition.

Included in Cengage's MindTap ISBN: 9798214122243

INTERNET

We will be using Cengage's MindTap ISBN: 9798214122243

All assignments, quizzes, tests and discussions will occur in the course's Blackboard site.

RESPECT

Respect: It is the intent that students from all backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the differences that students bring to this class will be viewed as a resource, strength and benefit.

WEEKLY SCHEDULE OF TOPICS, ASSIGNMENTS, AND TESTS		
Week	Course Topic	Homework/Tests
(Week 1)	Chapter 1: Introduction to Medical Terminology	Create MindTap Account Complete MindTap exercises for Chapter 1 <u>Discussion</u> : Introduction, post by Wednesday Competency Pronunciation-unlimited attempts
(Week 2)	Chapter 2: The Human Body in Health and Disease	<u>Discussion</u> : Research Topic, post by Wednesday Complete MindTap exercises for Chapter 2 Competency Pronunciation-unlimited attempts *Test 1: Chapter 1 and Chapter 2
(Week 3)	Chapter 3: The Skeletal System	Complete MindTap exercises for Chapter 3 Competency Pronunciation-unlimited attempts
(Week 4)	Chapter 4: The Muscular System	Complete MindTap exercises for Chapter 4 Competency Pronunciation-unlimited attempts *Test 2: Chapter 3 and Chapter 4
(Week 5)	Chapter 5: The Cardiovascular System	Complete MindTap exercises for Chapter 5 Competency Pronunciation-unlimited attempts
(Week 6)	Chapter 6: The Lymphatic and Immune Systems	Complete MindTap exercises for Chapter 6 Competency Pronunciation-unlimited attempts *Test 3: Chapter 5 and Chapter 6
(Week 7)	Chapter 7: The Respiratory System	Complete MindTap exercises for Chapter 7 Competency Pronunciation-unlimited attempts
(Week 8)	Chapter 8: The Digestive System	Complete MindTap exercises for Chapter 8 Competency Pronunciation-unlimited attempts *Test 4: Chapter 7 and Chapter 8
(Week 9)	Chapter 9: The Urinary System	Complete MindTap exercises for Chapter 9 Competency Pronunciation-unlimited attempts First Draft of your Research Paper due Wed
(Week 10)	Chapter 10: The Nervous System and Mental Health	Complete MindTap exercises for Chapter 10 Competency Pronunciation-unlimited attempts *Test 5: Chapter 9 and Chapter 10
(Week 11)	Chapter 11: Special Senses: The Eyes and Ears	Complete MindTap exercises for Chapter 11 Competency Pronunciation-unlimited attempts <u>Discussion</u> and Research Paper, post by Wednesday. Post in 2 places - the Discussion and the Assignment.

(Week 12)	Chapter 12: Skin: The Integumentary System	Complete MindTap exercises for Chapter 12 Competency Pronunciation-unlimited attempts *Test 6: Chapter 11 and Chapter 12
(Week 13)	Chapter 13: The Endocrine System	Complete MindTap exercises for Chapter 13 Competency Pronunciation-unlimited attempts
(Week 14)	Chapter 14: The Reproductive System	Complete: MindTap exercises for Chapter 14 Competency Pronunciation-unlimited attempts *Test 7: Chapter 13 and Chapter 14
(Week 15)	Chapter 15: Diagnostic Procedures, Nuclear Medicine, and Pharmacology	Complete: MindTap exercises for Chapter 15 Competency Pronunciation-unlimited attempts Complete: Comprehensive review
(Week 16)	Comprehensive EXAMINATION (Chapters 1- 15)	Comprehensive EXAMINATION (Chapters 1- 15) Note the course ends on Friday of this week, instead of Sunday.

*Instructor reserves the right to revise the schedule if necessary.

EVALUATION METHODS AND POLICY STATEMENTS

HOMEWORK

All homework assignments are due on the Sunday by 11:59 pm.

DISCUSSION POSTS

Discussion posts are due by Wednesday at 11:59 pm with your comments being due on Sunday by 11:59 pm.

To create and preserve a course atmosphere that optimizes teaching and learning, all students share the responsibility of creating a positive learning environment. Students are expected to conduct themselves in a manner that does not disrupt teaching or learning, and they are expected to follow these standards:

Course discussions should be civilized and respectful to everyone and relevant to the topic we are discussing. Discussion forums are meant to allow for a variety of viewpoints. This can only happen if we respect one another and our differences.

BI-WEEKLY QUIZZES

Each quiz will be worth 100 points. *Instructor reserves the right to change scheduled quizzes and give additional questions for extra credit.

FINAL

The final exam is comprehensive covering chapters 1-15.

COMMUNICATION

Announcements and emails are available through the blackboard system. Periodically check for class announcements. If there is an urgent message, announcements will be sent to all students via e-mail. Instructors usually check e-mail daily, which will be the easiest way to contact them with questions or problems. The instructor will get back to you within 24-48 hours. If they have not responded within 48 hours, please email them again. I reserve Sundays for family so I will usually not be responding on Sundays.

RESPECTFUL DIALOGUE

We all come to the table with differing experiences and viewpoints, which means that we have so much to learn from each other. In order to get the most out of this opportunity, it is important that we don't shy away from differences. Rather, we should show respect for differences by seeking to understand, asking questions, clarifying our understanding, and/or respectfully explaining our own perspective. This way, everybody comes away with new perspectives on the issue and respecting others with different values or beliefs.

If someone says something that bothers you for any reason, assume that your peer did not mean to be offensive and ask your peer to clarify what they meant. Then explain the impact it had on you. If your classmates tell you that something you said or wrote bothered them, assume that they are not attacking you, but rather that they are sharing something that might be important for you to know.

AI COURSE POLICY

For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

EDISON STATE COMMUNITY COLLEGE ACADEMIC HONESTY

Cheating and plagiarism will not be tolerated in this course. Students who cheat or allow others to copy from their papers will receive a zero on the assignment in question. The ECC Academic Honesty Policy will be adhered to in this course. See the Student Handbook at <https://www.edisonohio.edu/Student-Resources/>

GRADING

The instructor reserves the right to adjust grades based on points accumulated in blackboard.

The following grading scale will be utilized in this course.

Points	
Assignment	5702
Test	1167
Discussion	150
Research Paper	650
Total	7669

Percent	Letter
90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
Below 59	F

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Online at <https://edisonohio.ecampus.com>

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

STUDENT WELLNESS

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources. If you need to speak with someone in person, please reach out to the Dean of Student Affairs.

SUPPORT SERVICES AVAILABLE

Edison State has built a network of health professionals to support students. With these partnerships, students who need support in areas such as:

- Recovery and counseling referral
- Housing
- Food
- Physical well-being

INFORMATION AND EDUCATION

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-hazing

GETTING HELP

If you are struggling and need to speak with someone in person, please reach out Student Affairs, at 937-778-7895, Room 160 (stop at the front desk).

EMERGENCY RESOURCES

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 060 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the instructor should be the first point of contact.

For Log-in or other technology issues: There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.