

Basic Course Information

Semester:	Winter 2016	Instructor Name:	Terrie Sullivan
Course Title & #:	AHP100 Medical Terminology	Email:	Terrie.sullivan@imperial.edu
CRN #:	15140	Webpage (optional):	
Classroom:	Online	Office #:	RM 2130
Class Dates:	1/5/16-2/5/16	Office Hours:	By appointment only
Class Days:	Online	Office Phone #:	
Class Times:	Online	Emergency Contact:	
Units:	3 units		

Course Description

Course of study is designed to develop competency in the accurate use of medical vocabulary to include anatomy, physiology, diseases, and descriptive terms to prepare students for entry-level positions as medical transcribers, clinical editors, health insurance processors, patient administration specialists. (CSU)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. To build medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms as measured by a comprehensive final exam and the class average passing at 75% or higher. (ILO1, ILO2)
2. To spell medical words correctly as measured by individuals scoring at least 8 out of 10 points for one short answer question on the final exam. (ILO1, ILO2).
3. To recall acceptable medical abbreviations that represents phrases and terms as measured by individuals scoring at least 23 out of 25 for one matching question on the final exam (ILO1, ILO2).

Course Objectives

On completion of this course the student will:

- A. Be able to identify, spell, and define medical terms related to the diagnosis, pathology, and treatment of the major body systems.
- B. Have a working knowledge of terminology related to:
 - a. Principal systems and planes of the body
 - b. Disorders and descriptive terms of the integumentary system

- c. Disorders, articulation joints & terms of the skeletal system
- d. Disorders & descriptive terms of the muscular system
- e. Disorders & descriptive terms of the nervous system
- f. Disorders & descriptive terms of the special senses
- g. Disorders & descriptive terms of the cardiovascular system
- h. Disorders & descriptive terms of the lymphatic system
- i. Disorders & descriptive terms of the respiratory system
- j. Disorders & descriptive terms of the digestive system
- k. Disorders & descriptive terms of the urinary system
- l. Disorders & descriptive terms of the reproductive system

Textbooks & Other Resources or Links

Required: Ann Ehrlich; Carol L. Schroeder (2012). *Medical Terminology for Health Professions (7/e)*. Cengage Learning. ISBN: 9781111543273 5

Optional Text:

Study Ware CD -Delmar Cengage Learning (included in package with textbook)

Quick Reference For Medical Terminology Author: Juanita J. Davies

Taber's Medical Dictionary or any medical dictionary

Course Requirements and Instructional Methods

During the **2016 Winter Semester**, AHP 100 is offered as an online class, A student shall treat this course like a job. There will be:

- ✚ Chapter assignments (5 points each)
- ✚ Chapter discussions (10 points each)
- ✚ Chapter Exams (25 points each)
- ✚ Final Exam (100 points each)

Chapters of reading will be assigned throughout the class (see schedule).

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2)

hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Weekly Learning Modules

This class is divided into weekly learning modules. Each module contains various activities and tasks. All of the modules will be accessible from the Course Menu under “ Weekly Learning Modules.” In the Week link, and you will find files with PowerPoint Presentations for each chapter contained in the Module folders. There will also be videos for assigned viewing related to each chapter.

You will be writing throughout this class, either through the assignments or in the group discussions. You should take care to present your work. This includes checking your spelling and grammar. (Spell check alone is not enough. You must also proofread because spell check cannot catch many different types of errors.) If your assignments contain a lot of grammar and spelling mistakes or I can't understand what you are trying to say, I will deduct points.

Downloads

In order to view certain multimedia elements on the Web, you need multimedia players. The most popular players are QuickTime, RealPlayer, Flash, and Shockwave, and they are all freely downloadable.

- [Get Adobe Acrobat Reader](#)
- [Get the QuickTime player](#)
- [Get RealPlayer](#)
- [Get Flash player](#)
- [Get Shockwave](#)

Assignments

All the assignments should be submitted using the **Assignments Tool**. You can type directly into the Assignment tool, but if you have any technical problems, you could lose your work. By keeping a copy on your own computer you can always prove that you did it and resubmit. Click the "Write submission" button, then paste or type your work. [Do not type in the "comments" box in the Assignment tool.](#)

Your Assignment will be completed only when you click on the "Submit" button. If for some reason you are having a problem submitting your assignment through the Blackboard assignment tool, you can send it to me by email, as long as it is before the due date. (Only do this in an emergency.) If you chose to submit your work as an attachment, make sure it is in MS Word, or a text file. Make sure to check to see that the assignment tool says "submitted" before the due date, or your work will not be graded.

Late Assignments:

All tasks for each module are to be completed and submitted by the due date indicated for that module. Late written assignments will be NOT be accepted The Quizzes and Discussions must be completed on time because you won't be able to access these after the due date of that particular module. No exceptions will be made on these deadlines; unless you contact me with your reason for needing more time than the allotted time.

Discussions

All class discussions will take place in the FORUMS. These discussions will be worth 10 points each. Discussions will center on a question posed by your instructor in the Discussion forum for a particular module. These questions will primarily ask for your opinion and there will not be a "right or wrong" answer. Your discussion response will be graded on whether it is a well thought out response, that it is clear from your response that you did the reading, and that your opinion is based on evidence from your readings. Don't try to respond to a discussion question if you haven't done the reading, because it will be very obvious and you will not get credit for that discussion. A good guideline to follow is that you need a minimum of at least five good sentences to get full credit.

Course Grading Based on Course Objectives

Course Grading Based on Course Objectives:

- * A student who fails to attend the first online class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class –see Catalog for details.
- * Testing: Every student is responsible for taking all examinations.
- * THERE ARE NOMAKE-UP exams or quizzes unless prior arrangements are made with the instructor.
- * The instructor may include additional quizzes with the scheduled exam without prior notice from your reading assignments for each chapter. Quizzes will be given from figures, tables, guidelines or abbreviations (end-of chapter) from textbook chapters.

GRADING SYSTEM:

MUST PASS: 'ALL' EXAMS with 70% = C

1. A= 90%-100%
2. B= 80%-89%
3. C= 70%-79% (70 % minimal requirement to pass this class)
4. D= 60%-69%
5. F= 59% > (below)

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

WEEK 1	<p>Complete FIRST DAY ATTENDANCE check in located in the Forums <u>DUE Tuesday, Jan.5th by 1130pm</u></p> <p><u>Complete Syllabus & Course Policies Quiz Due by Thursday, Jan 7th by 11:30pm</u></p> <p>Chapter 1 Introduction to Medical Terminology</p> <p>Chapter 2 The Human Body in Health and Disease</p> <p>Assignment: Study Chapter 1 & 2 and complete the Learning Exercises.</p> <p>Complete the Assignment #1-2 in the Assignments section <u>DUE Sunday Jan 10th , 1130pm</u></p> <p>Participate in the discussion question of the week <u>DUE Sunday Jan 10th , 1130pm</u></p> <p><u>Complete EXAM #1 Due by Sunday, Jan 10th by 11:30pm</u></p> <p><i>Optional: Complete the Chapter 1 & 2 StudyWARE activities.</i></p>
WEEK 2	<p>Chapter 3 The Skeletal System</p> <p>Chapter 4 The Muscular System</p> <p>Chapter 5 The Cardiovascular System</p> <p>Complete the Assignment #3-5 in the Assignments section <u>Due by Sunday, Jan 17th by 11:30pm</u></p> <p>Participate in the discussion questions of the week <u>Due by Sunday, Jan 17th by 11:30pm</u></p> <p><u>Complete EXAM #2 Due by Sunday, Jan 17th by 11:30pm</u></p> <p><i>Optional: Complete the Chapters 3-5 StudyWARE activities.</i></p>
WEEK 3	<p>Chapter 6 The Lymphatic and Immune Systems</p> <p>Chapter 7 The Respiratory System</p> <p>Chapter 8 The Digestive System</p> <p>Complete the Assignment #6-8 in the Assignments section <u>Due by Sunday, Jan. 24th by 11:30pm</u></p> <p>Participate in the discussion questions of the week <u>Due by Sunday, Jan. 24th by 11:30pm</u></p> <p><u>Complete EXAM #3 Due by Sunday, Jan 24th by 11:30pm</u></p> <p><i>Optional: Complete the Chapters 6-8 StudyWARE activities.</i></p>
WEEK 4	<p>Chapter 9 The Urinary System</p>

	<p>Chapter 10 The Nervous System</p> <p>Chapter 11 Special Senses: The Eyes and Ears</p> <p>Assignment: Study Chapter 9-11 and complete the Learning Exercises.</p> <p>Complete the Assignment #9-11 in the Assignments section <u>Due by Sunday, Jan. 31st by 11:30pm</u></p> <p>Participate in the discussion question of the week <u>Due by Sunday, Jan. 31st by 11:30pm</u></p> <p><u>Complete EXAM #4 Due by Sunday, Jan 31st by 11:30pm</u></p> <p><i>Optional: Complete the Chapters StudyWARE activities.</i></p>
WEEK 5	<p>Chapter 12 Skin: The Integumentary System</p> <p>Chapter 13 The Endocrine System</p> <p>Chapter 14 The Reproductive Systems</p> <p>Assignment: Study Chapters 12-14 and complete the Learning Exercises.</p> <p>Complete the Assignment #12-14 in the Assignments section <u>Due by Wednesday, Feb. 3rd by 11:30pm</u></p> <p>Participate in the discussion questions of the week <u>Due by Wednesday, Feb. 3rd by 11:30pm</u></p> <p><u>Complete EXAM #5 Due by Wednesday, Feb. 3rd by 11:30pm</u></p> <p><i>Optional: Complete the Chapters 12-14 StudyWARE activities</i></p>
	<p><u>Final Exam Due by February 5th by 11pm</u></p>

*****Tentative, subject to change without prior notice*****