

Basic Course Information

Semester	Summer 2016	Instructor's Name	Terrie J. Sullivan
Course Title & #	AHP100	Instructor's Email	terrie.sullivan@imperial.edu
CRN #	30135	Webpage (optional)	
Room	Online	Office	2130
Class Dates	6/20 – 7/28/2016	Office Hours	By Appointment
Class Days	Online	Office Phone # (PT may use dept. number)	760-355-6426 760-355-6348 (Nursing Office)
Class Times	Online	Who students should contact if emergency or other absence	M-T: Leave message on office phone Th/F: Dept Secretary and faculty cell phone
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 define medical words by analyzing Greek and Latin parts. (ILO1, ILO2)
3. To spell medical words correctly as measured by individual scoring at least 8 out of 10 points for one fill-in-the-blank question on the final exam. (ILO1, ILO2)
4. To recall acceptable medical abbreviations that represents phrases and terms (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

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

Optional Text: 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 Fall 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)

Extra credit is offered.

Chapters of reading will be assigned throughout the class (see schedule). The Department of Education policy states that one-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.

Modules

This class is divided into Weekly learning units. Each weekly unit contains various activities and tasks. All of the weekly Learning Units will be accessible from the Course Menu under " Weekly Learning Units." In the

Weekly tabs link, and you will find files with PowerPoint Presentations for each chapter contained in the 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 located within the Weekly unit**. 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 that the allotted time.

Discussions

All class discussions will take place in the Discussion Boards tab. 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

Attendance

A student who fails to complete the first mandatory activities (Weekly Learning Units tab) of an online class will be dropped by the instructor. 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 the IVC General Catalog for details.

Regular attendance in all classes is expected of all students. Students who fail to complete all required activities for two consecutive modules may be considered to have excessive absences and may be dropped. You must be an active participant in the class. You cannot just take quizzes.

You must do the written assignments to be considered active in the class

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 with total points averaging a 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)

Academic Honesty

- Plagiarism is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or 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 School 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) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.
- Nursing Learning Center: Please utilize the nursing learning center tutors for assistance with nursing related studies. It is expected that you will practice skills in the learning center prior to any skills related exam or simulation.

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. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Required Language: Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Required Language: Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Below is the projected schedule of weekly activities and assignments that will assist you in meeting the course objectives and the course Student Learning Outcomes.

Please review carefully and often as the list includes required reading, estimated exam dates, assignments with due dates, etc. Finally, complete assigned reading prior to class date.

Imperial Valley College Course Syllabus – AHP100 Medical Terminology

<p>WEEK 1</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 June 26, 1159pm</u></p> <p>Participate in the discussion question of the week <u>Due Sunday June 26, 1159pm</u></p> <p><u>Complete EXAM #1 Due by Sunday, June 26th by 11:59pm</u></p> <p><i>Optional: Complete the Chapter 1 & 2 StudyWARE activities.</i></p> <p><i>Optional: Complete the Chapter 1 & 2 Extra credit Puzzles</i></p>
<p>WEEK 2</p>	<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, July 3rd by 11:59pm</u></p> <p>Participate in the discussion questions of the week <u>Due by Sunday, July 3rd by 11:59pm</u></p> <p><u>Complete EXAM #2 Due by Sunday, July 3rd by 11:59pm</u></p> <p><i>Optional: Complete the Chapters 3-5 StudyWARE activities.</i></p> <p><i>Optional: Complete the Chapter 3-5 Extra credit Puzzles</i></p>
<p>WEEK 3</p>	<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, July 10th by 11:59pm</u></p> <p>Participate in the discussion questions of the week <u>Due by Sunday, July 10th by 11:59pm</u></p> <p><u>Complete EXAM #3 Due by Sunday, July 10th by 11:59pm</u></p> <p><i>Optional: Complete the Chapters 6-8 StudyWARE activities.</i></p> <p><i>Optional: Complete the Chapter 6-8 Extra credit Puzzles</i></p>
<p>WEEK 4</p>	<p>Chapter 9 The Urinary System</p> <p>Chapter 10 The Nervous System</p> <p>Chapter 11 Special Senses: The Eyes and Ears</p>

Imperial Valley College Course Syllabus – AHP100 Medical Terminology

	<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, July 17th by 11:59pm</u></p> <p>Participate in the discussion question of the week <u>Due by Sunday, July 17th by 11:59pm</u></p> <p><u>Complete EXAM #4 Due by Sunday, July 17th by 11:59pm</u></p> <p><i>Optional: Complete the Chapters 19-11 StudyWARE activities.</i></p> <p><i>Optional: Complete the Chapter 9-11 Extra credit Puzzles</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 Assignments #12-14 in the Assignments section <u>Due by Sunday, July 24th by 11:59pm</u></p> <p>Participate in the discussion questions of the week <u>Due by Sunday, July 24th by 11:49pm</u></p> <p><u>Complete EXAM #5 Due by Sunday, July 24th by 11:59pm</u></p> <p><i>Optional: Complete the Chapters 12-14 StudyWARE activities</i></p> <p><i>Optional: Complete the Chapter 12-14 Extra credit Puzzles</i></p>
Week 6	<p><u>Final Exam Due on July 26th by 11pm</u></p>