

Basic Course Information

Semester	Spring 2017	Instructor's Name	Terrie J. Sullivan
Course Title & #	AHP100	Instructor's Email	terrie.sullivan@imperial.edu
CRN #	20957	Webpage (optional)	
Room	Online	Office	2130
Class Dates	2/13 – 6/9/2017	Office Hours	T: 1030- 1230pm W: 1030-1130am TH/F: 0615-0645 am at PMHD Other times By Appointment
Class Days	Online	Office Phone #	760-355-6425 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
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 (2016). Medical Terminology for Health Professions (8/e). Cengage Learning.
ISBN-13: 9781305634350

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 **2017 Spring Semester**, AHP 100 is offered as an online class, A student shall treat this course like a job. There will be:

Chapter assignments (5-10 points each depending on the assignment)

Chapter discussions (10 points each)

Chapter Exams (25 points each)

Mid-term exam and 1 Final Exam (100 points each)

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 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 that 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

Attendance

A student who fails to complete the first mandatory activities (Discussion board “First Day Attendance”) 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 NO MAKE-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)

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.

WEEK 1	Chapter 1 Introduction to Medical Terminology Assignment: Study Chapter 1 and complete the Learning Exercises. View Assigned videos. Complete the Assignment #1 in the Assignments section <u>DUE Sunday, February 19, @1130pm</u>
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	<p>Participate in the discussion question of the week (if assigned) <u>DUE Sunday February 19@ 1130pm</u></p> <p><i>Optional: Complete the Chapter 1 extra credit activities.</i></p>
WEEK 2	<p>Chapter 2 The Human Body in Health and Disease</p> <p>Assignment: Study Chapter 2 and complete the Learning Exercises.</p> <p>Complete the Assignment #2 in the Modules section <u>DUE Sunday February 26, @1130pm</u></p> <p>Participate in the discussion question of the week (if assigned) <u>DUE Sunday February 26, @1130pm</u></p> <p><u>Complete EXAM #1 Chapters 1-2 Due by Sunday, February 26by 11:30pm</u></p> <p><i>Optional: Complete the Chapter extra credit activities.</i></p>
Week 3	<p>Chapter 3 The Skeletal System</p> <p>Complete the Assignment #3 in the Assignments section <u>Due by Sunday, March 5 @ 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, March 5 @ 11:30pm</u></p> <p><u>Complete EXAM #2 Chapters 3 Due by Sunday, March 5 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 3 extra credit activities.</i></p>
Week 4	<p>Chapter 4 The Muscular System</p> <p>Complete the Assignment #4 in the Modules section <u>Due by Sunday, March 12 @ 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, March 12 @ 11:30pm</u></p> <p><u>Complete EXAM #3 Due by Sunday, March 12 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 4 extra credit activities.</i></p>
Week 5	<p>Chapter 5 The Cardiovascular System</p> <p>Complete the Assignment #5 in the Modules section <u>Due by Sunday, March 19 @ 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, March 19 @ 11:30pm</u></p> <p><u>Complete EXAM #4 Due by Sunday, March 19 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 5 extra credit activities</i></p>
WEEK 6	<p>Chapter 6 The Lymphatic and Immune Systems</p> <p>Complete the Assignment #6 in the Assignments section <u>Due by Sunday, March 26 @ 11:30pm</u></p>

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	<p>Participate in the discussion questions of the week <u>Due by Sunday, March 26 @ 11:30pm</u></p> <p><u>Complete EXAM #5 Due by Sunday, March 26@ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 6 extra credit activities.</i></p>
WEEK 7	<p>Chapter 7 The Respiratory System</p> <p>Complete the Assignment #7 in the Assignments section <u>Due by Sunday, April 2 @ 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, April 2 @ 11:30pm</u></p> <p><u>Complete EXAM #6 Due by Sunday, April 2 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 7 extra credit activities.</i></p>
WEEK 8	<p>Chapter 8 The Digestive System</p> <p>Complete the Assignment #8 in the Assignments section <u>Due by Sunday, April 9 @ 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, April 9 @ 11:30pm</u></p> <p><u>Complete Midterm Exam (Includes Chapters 1-8) Due by Sunday, April 9 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 8 extra credit activities</i></p>
Week 9	<p>Chapter 9 The Urinary System</p> <p>Assignment: Study Chapter 9, videos and complete the Learning Exercises.</p> <p>Complete the Assignment #9 in the Assignments section <u>Due by Sunday, April 16 @ 11:30pm</u></p> <p>Participate in the discussion question of the week (if assigned) <u>Due by Sunday, April 16 @ 11:30pm</u></p> <p><u>Complete EXAM #9 Due by Sunday, April 16 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters extra credit activities.</i></p>
	<p>Spring Break April 17 – April 23, 2017</p>
Week 10	<p>Chapter 10 The Nervous System</p> <p>Assignment: Study Chapter 10, assigned videos and complete the Learning Exercises.</p> <p>Complete the Assignment #10 in the Assignments section <u>Due by Sunday, April 30 @11:30pm</u></p> <p>Participate in the discussion question of the week (if assigned) <u>Due by Sunday, April 30 @11:30pm</u></p> <p><u>Complete EXAM #10 Due by Sunday, April 30 @11:30pm</u></p>

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	<i>Optional: Complete the Chapters extra credit activities.</i>
Week 11	<p>Chapter 11 Special Senses: The Eyes and Ears</p> <p>Assignment: Study Chapter 11 and complete the Learning Exercises.</p> <p>Complete the Assignment #11 in the Assignments section <u>Due by Sunday, May 7 @ 11:30pm</u></p> <p>Participate in the discussion question of the week (if assigned) <u>Due by Sunday, May 7 @ 11:30pm</u></p> <p><u>Complete EXAM #11 Due by Sunday, May 7 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters extra credit activities</i></p>
Week 12	<p>Chapter 12 Skin: The Integumentary System</p> <p>Assignment: Study Chapters 12 and complete the Learning Exercises.</p> <p>Complete the Assignment #12 in the Assignments section <u>Due by Sunday, May 14 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, May 14 11:30pm</u></p> <p><u>Complete EXAM #12 Due by Sunday, May 14 11:30pm</u></p> <p><i>Optional: Complete the Chapters 12 extra credit activities</i></p>
Week 13	<p>Chapter 13 The Endocrine System</p> <p>Assignment: Study Chapters 13 and complete the Learning Exercises.</p> <p>Complete the Assignment #13 in the Assignments section <u>Due by Sunday, May 21 @ 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, May 21 @ 11:30pm</u></p> <p><u>Complete EXAM #13 Due by Sunday, May 21 @ 11:30pm</u></p> <p><i>Optional: Complete the Chapters 13 extra credit activities</i></p>
Week 14	<p>Chapter 14 The Reproductive Systems</p> <p>Assignment: Study Chapters 14 and complete the Learning Exercises.</p> <p>Complete the Assignment #14 in the Assignments section <u>Due by Sunday, May 26 11:30pm</u></p> <p>Participate in the discussion questions of the week (if assigned) <u>Due by Sunday, May 26 11:30pm</u></p> <p><u>Complete EXAM #14 Due by Sunday, May 26 11:30pm</u></p> <p><i>Optional: Complete the Chapters 14 extra credit activities</i></p>
WEEK 15	Comprehensive Medical Terminology Review Section

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	<p>Assignment: Complete the Comprehensive Medical Terminology Review exercises and practice test, and be prepared to take part in class review activities.</p> <p>Optional: Complete the Comprehensive Medical Terminology Review StudyWARE activities</p> <p><i>Review for final exam and complete final assignments and discussions</i></p>
Week 16	<p><u>Finals Week</u></p>