

### Basic Course Information

Semester	<b>Fall 2019</b>	Instructor's Name	<b>Terrie J. Sullivan</b>
Course Title & #	<b>AHP100</b>	Instructor's Email	<b>terrie.sullivan@imperial.edu</b>
CRN #	<b>10899</b>	Webpage (optional)	
Room	<b>Online</b>	Office	2125
Class Dates	<b>8/19/19 – 12/14/19</b> <b>Last Date to ADD: 8/31/19</b> <b>Drop Date with "W": 11/9/19</b>	Office Hours	T: 1030- 1230 W: 1030-1130 TH/F: 0615-0645 am at PMHD Other times By Appointment
Class Days	<b>Online</b>	Office Phone #	760-355-6425 760-355-6348 (Nursing Office)
Class Times	<b>Online</b>	Who students should contact if emergency or other absence	M-T: Leave message on office phone Th/F: Dept Secretary
Units	<b>3 units</b>		

### 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:

**MindTap Medical Terminology, 2 term (12 months) Printed Access Card for Ehrlich/Schroeder's Medical Terminology for Health Professions, 8<sup>th</sup>**  
ISBN: 9781305634442

#### Course Requirements and Instructional Methods

During the **2019 Fall Semester**, AHP 100 is offered as an online class, A student shall treat this course like a job. There will be:

Chapter assignments in MindTap (points are assigned by the activity)

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.

Classroom work:

The student is expected to log into the class at least 3-4 times per week.

Tests:

There will be exams covering the topics reviewed online in the weekly modules. They will be taken in Canvas.

**THERE ARE NO MAKE-UP EXAMS REGARDLESS OF EXCUSE.**

### Assignments:

There will be homework assignments from the required MindTap (Cengage) online site. These assignments will be outlined in Canvas. The assignments will cover the topics discussed in modules and on MNL.

### **LATE WORK MAY BE ACCEPTED However, 10% will be deducted for each day late**

*Online and Hybrid courses must demonstrate compliance with the IVC [Regular and Effective Contact Policy for Distance Education](#).*

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.

### **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 **Assignment located within the Module**. 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.

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 Canvas 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 chapter exam 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 Weekly Modules. 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 (First Day attendance discussion) 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**

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- 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**

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**

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](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

**Information Literacy**

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	<p><b><u><a href="#">Complete FIRST DAY ATTENDANCE discussion due by Monday, August 19 @1100pm</a></u></b>                  Chapter 1 Introduction to Medical Terminology                  Assignment: Read and Study Chapter 1. This chapter is essential for all of the remaining chapters.                  View Assigned videos.                  Complete the Assignment Activiies in Mind Tap <b><u><a href="#">DUE Sunday, August 25 @ 1100pm</a></u></b>                  Participate in the discussion question of the week (if assigned) <b><u><a href="#">DUE Sunday, August 25 @ 1100pm</a></u></b></p>
WEEK 2	<p>Chapter 2 The Human Body in Health and Disease                  Assignment: Study Chapter 2 and complete the Learning Exercises.                  Complete the Assignment Activities in Mind Tap <b><u><a href="#">DUE Sunday, September 1 @ 1100pm</a></u></b>                  Participate in the discussion question of the week (if assigned) <b><u><a href="#">DUE Sunday, September 1 @ 1100pm</a></u></b>                  Complete the WORD PART REVIEW in MindTap <b><u><a href="#">DUE Sunday, September 1 @ 1100pm</a></u></b>                  Complete Chapter 1-2 exam <b><u><a href="#">DUE Sunday, September 1 @ 1100pm</a></u></b></p>
Week 3	<p>Chapter 3 The Skeletal System                  Complete the Assignment in Mindtap and chater exam in the Assignments section <b><u><a href="#">DUE Sunday, September 8 @ 1100pm</a></u></b>                  Participate in the discussion questions of the week Chapter 3 and 4 are combined <b><u><a href="#">DUE Sunday, September 15 @ 1100pm</a></u></b></p>
Week 4	<p>Chapter 4 The Muscular System                  Complete the Assignment in the Modules section <b><u><a href="#">DUE Sunday, September 15 @ 1100pm</a></u></b>                  Participate in the discussion questions of the week Chapter 3 and 4 are combined <b><u><a href="#">DUE Sunday, September 15 @ 1100pm</a></u></b></p>
Week 5	<p>Chapter 5 The Cardiovascular System                  Complete the Assignment in Mind Tap <b><u><a href="#">DUE Sunday, September 22 @ 1100pm</a></u></b></p>

	Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, September 22 @ 1100pm</a></u>
WEEK 6	Chapter 6 The Lymphatic and Immune Systems Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, September 29 @ 1100pm</a></u> Participate in the discussion questions of the week <u><a href="#">DUE Sunday, September 29 @ 1100pm</a></u>
WEEK 7	Chapter 7 The Respiratory System Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, October 6 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, October 6 @ 1100pm</a></u> <u><a href="#">Complete Mid term exam covering chapters 1-7 DUE Sunday October 6 @1100pm</a></u>
WEEK 8	Chapter 8 The Digestive System Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, October 13 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, October 13 @ 1100pm</a></u>
Week 9	Chapter 9 The Urinary System Assignment: Study Chapter 9, videos and complete the Learning Exercises. Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, October 20 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, October 20 @ 1100pm</a></u>
Week 10	Chapter 10 The Nervous System Assignment: Study Chapter 9, videos and complete the Learning Exercises. Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, October 27 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, October 27 @ 1100pm</a></u>
Week 11	Chapter 11 Special Senses: The Eyes and Ears Assignment: Study Chapter 11 and complete the Learning Exercises. . Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, November 3 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, November 3 @ 1100pm</a></u>
Week 12	Chapter 12 Skin: The Integumentary System Assignment: Study Chapters 12 and complete the Learning Exercises. Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, November 10 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, November 10 @ 1100pm</a></u>
Week 13	Chapter 13 The Endocrine System Assignment: Study Chapters 13 and complete the Learning Exercises. Complete the Assignment in Mind Tap <u><a href="#">DUE Sunday, November 17 @ 1100pm</a></u> Participate in the discussion questions of the week (if assigned) <u><a href="#">DUE Sunday, November 17 @ 1100pm</a></u>
Week 14	Chapter 14 The Reproductive Systems Assignment: Study Chapters 14 and complete the Learning Exercises.

	<p>Complete the Assignment in Mind Tap <u><b>DUE Sunday, November 24 @ 1100pm</b></u></p> <p>Participate in the discussion questions of the week (if assigned) <u><b>DUE Sunday, November 24 @ 1100pm</b></u></p>
November 25-29	<div style="text-align: center;">  <p>Happy Thanksgiving</p> </div> <p>Thanksgiving Break</p>
WEEK 15	<p>Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology</p> <p>Assignment: Study Chapters 15 and complete the Learning Exercises.</p> <p>Complete the Assignment in Mind Tap <u><b>DUE Sunday, December 8 @ 1100pm</b></u></p> <p>Participate in the discussion questions of the week (if assigned) <u><b>DUE Sunday, December 8 @ 1100pm</b></u></p>
Week 16	<p><u><b>Finals Week Final to be given on Friday December 13<sup>th</sup> .</b></u></p>

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