

Imperial Valley College Course Syllabus – AHP100 Medical Terminology

Basic Course Information

Semester:	Fall 2020	Instructor Name:	Terrie Sullivan, RN, MSN/Ed., PHN
Course Title & #:	AHP100 Medical Terminology	Email:	terrie.sullivan@imperial.edu
CRN #:	10	Webpage (optional):	
Classroom:	Online	Office #:	2125
Class Dates:	August 17 – December 12, 2020	Office Hours:	Virtual office hours posted in Canvas
Class Days:	online	Office Phone #:	760-355-6425
Class Times:	online	Emergency Contact:	760-355-6348 Nursing office
Units:	3		

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)

Course Prerequisite(s) and/or Corequisite(s)

none

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:

1. Be able to identify, spell, and define medical terms related to the diagnosis, pathology, and treatment of the major body systems.
2. Have a working knowledge of terminology related to:
3. Principal systems and planes of the body
4. Disorders and descriptive terms of the integumentary system
5. Disorders, articulation joints & terms of the skeletal system
6. Disorders & descriptive terms of the muscular system
7. Disorders & descriptive terms of the nervous system

8. Disorders & descriptive terms of the special senses
9. Disorders & descriptive terms of the cardiovascular system
10. Disorders & descriptive terms of the lymphatic system
11. Disorders & descriptive terms of the respiratory system
12. Disorders & descriptive terms of the digestive system
13. Disorders & descriptive terms of the urinary system
14. 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, 8th
ISBN: 9781305634442



Course Requirements and Instructional Methods

During the 2020 Fall Semester, AHP 100 is offered as an online class, A student shall treat this course like a job. There will be:

Homework: Chapter assignments in MindTap (points are assigned by the activity) overall percentage (100 points)
Chapter discussions (10 points each)
Chapter Exams (25 points each)
Mid-term exam and 1 Final Exam (100 points each)

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 outlines in Canvas. The assignment will cover the topics discussed in modules and on MNL.

Late work will be accepted with a 10% deduction per day.

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.

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What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services **not** available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

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.

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:

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.

What does it mean to “attend” an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

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, only students enrolled in the class may attend; children are not allowed.

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.

How do I show academic honesty and integrity in an online "classroom"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Student Services

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's 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 Services.** In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- **Career Services Center.** The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- **Child Development Center.** The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

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. When campus is open, the DSP&S office is 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, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or **when campus reopens** visit Room 1536, for more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. **When campus reopens**, the Center is in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or **when campus reopens**, visit Building 401.

What if I cannot afford food, books, or need other help?

- We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

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


Tentative, subject to change without prior notice

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>Complete FIRST DAY ATTENDANCE discussion due by Monday August 17, 2020 @1100pm 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 Activities in Mind Tap Participate in the discussion question of the week (if assigned)</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 Participate in the discussion question of the week (if assigned) Complete the WORD PART REVIEW in MindTap Complete Chapter 1-2 exam</p>
Week 3	<p>Chapter 3 The Skeletal System Complete the Assignment in Mindtap and chapter exam in the Assignments section Participate in the discussion questions of the week Chapter 3 and 4 are combined</p>
Week 4	<p>Chapter 4 The Muscular System Complete the Assignment in the Modules section Participate in the discussion questions of the week Chapter 3 and 4 are combined</p>
Week 5	<p>Chapter 5 The Cardiovascular System Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 6	<p>Chapter 6 The Lymphatic and Immune Systems Complete the Assignment in Mind Tap Participate in the discussion questions of the week</p>

Week 7	<p>Chapter 7 The Respiratory System Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned) Complete Midterm exam covering chapters 1-7</p>
Week 8	<p>Chapter 8 The Digestive System Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 9	<p>Chapter 9 The Urinary System Assignment: Study Chapter 9, videos and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week</p>
Week 10	<p>Chapter 10 The Nervous System Assignment: Study Chapter 9, videos and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 11	<p>Chapter 11 Special Senses: The Eyes and Ears Assignment: Study Chapter 11 and complete the Learning Exercises. . Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 12	<p>Chapter 12 Skin: The Integumentary System Assignment: Study Chapters 12 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 13	<p>Chapter 13 The Endocrine System Assignment: Study Chapters 13 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 14	<p>Chapter 14 The Reproductive Systems Assignment: Study Chapters 14 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>

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November 23-27	<p>Thanksgiving Break NO SCHOOL!</p> 
Week 15	<p>Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology Assignment: Study Chapters 15 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 16	<p>Finals Week Final to be given on Friday, December 11th</p>

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