

**Basic Course Information**

Semester	<b>Winter 2017</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>15140</b>		
Room	<b>online</b>	Office	2130
Class Dates	<b>January 3 – February 5, 2017</b>	Office Hours	By appointment only
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	
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 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)

**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: Quick Reference For Medical Terminology Author: Juanita J. Davies*

*Taber's Medical Dictionary or any medical dictionary*

#### Course Requirements and Instructional Methods

During the **2018 Winter Session**, AHP 100 is offered as a online class, A student shall treat this course like a job. There will be:

Chapter assignments (5-10 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). 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.

#### 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 of the chapter should be submitted by clicking on the assignment. 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 Chapter 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 Chapter. 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 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 (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 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)

### 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 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.

- **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 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. 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.

- **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 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 or in the building 1536 for appointments or 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 on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located 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, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of 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 on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

### **Student Equity Program**

- The Student Equity 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. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services 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 education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### **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**

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 <b>FIRST DAY ATTENDANCE</b> check in located in the Forums <b><u>DUE Tuesday, Jan.3<sup>rd</sup> by 1130pm</u></b></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 &amp; 2 and complete the Learning Exercises.</p> <p>Complete the Assignment #1-2 in the Assignments section</p> <p>Participate in the discussion question of the week if assigned</p> <p><b><u>Complete EXAM #1</u></b></p> <p><i>Optional: Complete the Chapter 1 &amp;2 Extra Credit puzzles</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</p> <p>Participate in the discussion questions of the week if assigned</p> <p><b><u>Complete EXAM #2</u></b></p> <p><i>Optional: Complete the Chapters 3-5 Extra Credit puzzles</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</p> <p>Participate in the discussion questions of the week if assigned</p> <p><b><u>Complete EXAM #3</u></b></p> <p><i>Optional: Complete the Chapters 6-8 Extra Credit puzzles.</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</p> <p>Participate in the discussion question of the week if assigned</p> <p><b><u>Complete EXAM #4</u></b></p> <p><i>Optional: Complete the Chapters 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 Assignment #12-14 in the Assignments section</p> <p>Participate in the discussion questions of the week If assigned</p> <p><b><u>Complete EXAM #5</u></b></p> <p><i>Optional: Complete the Chapters 12-14 Extra Credit puzzles</i></p>
	<p><b><u>Final Exam Due by February 2<sup>nd</sup> by 11pm</u></b></p>