

**Basic Course Information**

Semester	<b>Winter 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>15140</b>	Webpage (optional)	
Room	<b>Online</b>	Office	2125
Class Dates		Office Hours	I will be available in the CHAT 7-8pm Mon-Thurs
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	Email is the best. 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:** This is the e-text

**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 Winter Session**, 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) may be assigned.
- \* Chapter discussions (10 points each)
- \* Chapter Exams (25 points each)
- \* 1 Final Exam (100 points)
- \* MindTap overall percentage (100 points)

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 **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 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 than the allotted time.

### **Discussions**

All class discussions will take place in the DISCUSSION BOARDS. These discussions will be worth 5-10 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 on the first day of the course) 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

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.

### 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. The DSP&S office is located 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. 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. Weekly Modules assignments, exams discussions, etc. open on Monday am and are due on Sunday by 1159pm**

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.

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

<p>WEEK 1</p>	<p><b><u>Complete FIRST DY ATTENDANCE check in located in the Forums DUE Tuesday, Jan.2<sup>nd</sup> by 1159pm</u></b>  <b><u>Complete Getting Started module Quiz Due by Thursday, Jan 7<sup>th</sup> by 11:30pm</u></b>                  Chapter 1 Introduction to Medical Terminology                  Chapter 2 The Human Body in Health and Disease                  Assignment: Study Chapter 1 &amp; 2 and complete the Learning Exercises in MindTap                  Complete the Assignment in MindTap <b><u>DUE Sunday Jan 6<sup>th</sup> , 1159pm</u></b>                  Participate in the discussion question of the week <b><u>DUE Sunday Jan 6<sup>th</sup> , 1159pm</u></b>  <b><u>Complete EXAM #1 Due by Sunday, Jan 6<sup>th</sup> by 11:59pm</u></b></p>
<p>WEEK 2</p>	<p>Chapter 3 The Skeletal System                  Chapter 4 The Muscular System                  Chapter 5 The Cardiovascular System                  Complete the Assignment #3-5 in the MindTap <b><u>Due by Sunday, Jan 13<sup>th</sup> by 11:59pm</u></b>                  Participate in the discussion questions of the week <b><u>Due by Sunday, Jan 13<sup>th</sup> by 11:59pm</u></b>  <b><u>Complete EXAM #2 Due by Sunday, Jan 13<sup>th</sup> by 11:59pm</u></b></p>

Imperial Valley College Course Syllabus – AHP100 Medical Terminology

WEEK 3	<p>Chapter 6 The Lymphatic and Immune Systems                  Chapter 7 The Respiratory System                  Chapter 8 The Digestive System                  Complete the Assignment #6-8 in MindTap <b><u>Due by Sunday, Jan. 20<sup>th</sup> by 11:59pm</u></b>                  Participate in the discussion questions of the week <b><u>Due by Sunday, Jan. 20<sup>th</sup> by 11:59pm</u></b>  <b><u>Complete EXAM #3 Due by Sunday, Jan 20<sup>th</sup> by 11:59pm</u></b></p>
WEEK 4	<p>Chapter 9 The Urinary System                  Chapter 10 The Nervous System                  Chapter 11 Special Senses: The Eyes and Ears .                  Complete the Assignment #9-11 in MindTap <b><u>Due by Sunday, Jan. 27<sup>th</sup> by 11:59pm</u></b>                  Participate in the discussion question of the week <b><u>Due by Sunday, Jan. 27<sup>th</sup> by 11:59pm</u></b>  <b><u>Complete EXAM #4 Due by Sunday, Jan 27<sup>th</sup> by 11:59pm</u></b></p>
WEEK 5	<p>Chapter 12 Skin: The Integumentary System                  Chapter 13 The Endocrine System                  Chapter 14 The Reproductive Systems                  Complete the Assignment #12-14 in MindTap <b><u>Due by Wednesday, Jan. 30<sup>th</sup> by 11:59pm NOTE: Date due change</u></b>                  Participate in the discussion questions of the week <b><u>Due by Wednesday, Jan. 30<sup>th</sup> by 11:59pm</u></b>  <b><u>Complete EXAM #5 Due by Wednesday, Jan. 30<sup>th</sup> by 11:59pm</u></b></p>
	<p><b><u>Final Exam Due by February 1st by 11pm</u></b></p>

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