



SYLLABUS

Your Course Learning Plan

COURSE: AHS130
Medical Terminology for Patient Care Staff

INSTRUCTOR: Beth Bazevage, MS, RN

TIME & DAY/ TIME FRAME: Fall 2016/August 22-Dec 9, 2016
Online

WELCOME TO THE CLASS!!

A. Instructor Contact & Communications

Classroom Location:	Online
Email Address:	Beth.Bazevage@yc.edu
Office Location:	Prescott Campus Building 2, Room 219
Office Phone:	(928) 771-6182
Office Hours:	<u>August 22-December 9, 2016</u> Monday 1200-1600 Tuesday 1500-1600
Communication Response Time:	Email is the best way to contact me. I will respond within 24-48 hours on regular business days. Please contact me with any questions or concerns. I am here to help you succeed!
Division Contact Information:	Allied Health Division Office: (928) 771-6122 http://www.yc.edu/alliedhealth

B. General Course Information, Content, & Learning Outcomes

Credit Hours:	3.0 Credit Hours
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<p>Course Description:</p>	<p>AHS 130. Medical Terminology for Patient Care Staff (3). Medical terminology used in direct patient care, with special care populations and in special services. Building and analyzing terms using work parts. Body-systems approach to terms related to structure and function, pathologies, and diagnostic procedures. Spelling and pronunciation of terms, medical abbreviations and symbols.</p>
<p>Textbook Required:</p>	<p>Medical Terminology, For Health Care Professionals 8th ed. By Jane Rice (2015). Published by Pearson/Prentice Hall. ISBN-13: 978-0-13-342954-1</p>
<p>Prerequisite/Co-requisite:</p>	<p>Reading Proficiency</p>
<p>Course Purpose</p>	<p>To learn the fundamental word parts in medical terminology.</p>
<p>Course Content:</p>	<ol style="list-style-type: none"> 1. Introduction to Medical Terminology <ol style="list-style-type: none"> a. Basic work structure b. Body as a whole c. Common combining forms, suffixes, and prefixes 2. Body Systems <ol style="list-style-type: none"> a. Structures b. Functions c. Pathologies d. Diagnostics e. Clinical procedures f. Additional suffices, prefixes, combining forms g. Abbreviations 3. Obstetrics <ol style="list-style-type: none"> a. Conception and pregnancy b. Hormonal interactions c. Pregnancy and neonatal pathologies d. Clinical tests and procedures related to obstetrics e. Additional suffixes, prefixes, combining forms f. Abbreviations 4. Cancer Medicine (Oncology) <ol style="list-style-type: none"> a. Carcinogenesis b. Characteristics, classification, grading, and staging of tumors c. Pathological descriptions d. Diagnostic, clinical procedures, and treatment terms

	<ul style="list-style-type: none"> e. Additional suffixes, prefixes, combining forms f. Abbreviations <p>5. Radiology and Nuclear Medicine</p> <ul style="list-style-type: none"> a. X-ray properties, positioning, and techniques b. Radioactive and radionuclide tests c. In vitro and in vivo procedures d. Additional suffixes, prefixes, combining forms e. Abbreviation <p>6. Psychiatry/Mental Health</p> <ul style="list-style-type: none"> a. Introduction b. Clinical symptoms and disorders c. Terminology related to treatment d. Additional suffixes, prefixes, combining forms e. Abbreviations
<p style="text-align: center;">Learning Outcomes:</p>	<ol style="list-style-type: none"> 1. Divide medical words into their component parts (1a) 2. Define the meaning of basic combining forms, suffixes, and prefixes (1a,c, 2f, 3e, 4e, 5d, 6d) 3. Use combining forms, suffixes, and prefixes to build medical terms (1a,c, 2f, 3e, 4e, 5d, 6d) 4. Identify and define terms pertaining to the body as a whole (1b) 5. Describe positions, directions, and planes of the body (1b) 6. Name the locations and/or structures of body systems (2a) 7. Describe the functions of body systems (2b) 8. Describe disease processes and symptoms that affect body systems (2c) 9. List and explain diagnostic tests and clinical procedures common to different body systems (2d,e) 10. Identify abbreviations common to body systems, pathologies, tests, clinical procedures, and specialty areas (2g, 3f, 4f, 5e, 6e) 11. Explain how female reproductive organs and hormones function in the process of conception and pregnancy. (3a,b) 12. Identify abnormal conditions of the pregnancy and the neonate. (3c) 13. Explain important clinical tests and procedures related to obstetrics (3d) 14. Define terms that describe the growth and spread of cancer. (4a)

	<p>15. Recognize terms related to classification, grading and staging of tumors. (4b)</p> <p>16. Describe oncology pathologies, diagnostics, clinical procedures and treatments (4c,d)</p> <p>17. Explain terms related to x-ray properties, positioning, and techniques (5a)</p> <p>18. Define terms used to describe radioactive and radionuclide tests (5b,c)</p> <p>19. Differentiate between different mental health specialists. (6a)</p> <p>20. Define terms that describe psychiatric symptoms and disorders. (6b)</p> <p>21. Describe different psychiatric treatments and common psychiatric drugs. (6c)</p>
Student Accountability:	<p>This class is accessible from any computer with Internet access. The class is self-directed. For this 3.0 credit course, budget 6-12 hours per week to study and complete assignments.</p>

C. Assessment Measures, Examinations & Grading	
Assessment Measures:	<ul style="list-style-type: none"> • There are 8 modules which consist of learning activities, self-assessment tools, discussion board questions, and an exam. Due dates and specific assignments for each module are posted on the Canvas Navigation Menu under MODULES section • Students must complete each module exam by the posted due dates and times • Students may complete module exams, if available prior to the due dates. • Course grades are based on the 8 exam scores, 8 Discussion Boards, and a Service Learning Assignment. • 8 Exams total 70% – worth 8.75% each • 8 Discussion Boards total 20%- worth 2.5% each • Service Learning Assignment total 10%- worth 10% • Total assessment measures equal 100% <p>Chapter review questions and online practice exercises are for your own use. You do not have to submit these to your instructor.</p>
	<ul style="list-style-type: none"> • Exams are open-book but are timed so that you can demonstrate that you have studied the textbook, completed the

Examination Information:

chapter review questions, and the online practice exercises. Therefore, you must be very familiar with the assigned material to finish the exam within the allotted time.

- It is best to avoid taking exams on computers that have dial-up servers. The service may be too slow to allow you enough time to complete exams within the time allowed. In addition, dial-up is prone to service interruption. If you have a dial-up server on your home computer, you should take exams at the Computer Commons on the Prescott, Prescott Valley, or Verde Campuses.
- Students sometimes run into issues when taking times quizzed or exams in Canvas when using Internet Explorer. Students may not be able to save their exams or submit them because these icons (buttons) are obstructed by the timer box. To avoid this situation, it is recommended that students use a different browser, such as Mozilla Firefox. To download Mozilla Firefox, open <http://www.firefox.com> in your current web browser. Click on the large, green "Firefox Free Download" button. The Mozilla Firefox download page will display instructions which are tailored to your operating system on how to complete the installation. If you continue to have problems, please contact the Teaching and eLearning Support (TeLS) department.
- Please do not enter an exam until you are ready to take it, or, wait until one hour before the exam is due to begin taking it. When you open an exam, the timer begins. You will not be able to return to the exam if you exit from it. Allow adequate time, and make sure your equipment is functioning properly so you may complete the exam within your allotted time.
- If a circumstance occurs where a student is "kicked out" of an exam in progress or it does not submit properly due to a

	<p>computer or some other issue, he or she may be allowed to re-enter the exam after discussion and review with the instructor. Please contact the instructor as soon as this happens. If a second attempt is granted, 10% will be deducted from whatever exam grade the student earns on that attempt. For example, if the student earns a 90%, 9 points (10 percent of 90) will be deducted, giving the student an 81%. The first attempt score, even if higher than the second, will not be counted.</p> <ul style="list-style-type: none"> • IMPORTANT: If an exam is not taken by the posted due date and time, the student will receive a “zero” for that exam unless prior arrangements were made with the instructor. If extenuating circumstances occur, please contact the instructor by phone, email, or in person, BEFORE the due date and time. You must have a valid reason to request an extension. An extension, if given, will be no longer than two days after the initial due date. If you request an extension after the due date, it will not be given. • Students that miss two consecutive exams will be dropped from the course up until the student initiated withdrawal date (October 10, 2016). After this time the student will remain in the class and receive the grade earned for the class. If this is a failing grade, this may affect the student’s financial aid. • A two minute grace period is allowed so that you can save your exam. • To see if an exam was successfully submitted, go to Canvas and click on “Grades” on the navigation menu. • Keep in mind, the computer will view any minutes over 52 as too much time. <p>Please contact the instructor as soon as you know there is an issue with the submission of an exam.</p>
<p>Grading (credit) criteria:</p>	<p>Grades for the course will be awarded as follows: A = 89.5 – 100% B = 79.5 – 89.49%</p>

	<p>C = 74.5 – 79.49%</p> <p>D = 64.5 – 74.49%</p> <p>F – below 64.49%</p> <ul style="list-style-type: none"> • Grades will not be rounded. A 79.48% is a “C”, not a “B” even though it is very close to a “B”. Please check the “weighted total” column after each exam to see what your number and letter grade is. • There is no extra credit for this course. The weighted total shown in that column on your Gradebook after the last exam will translate to a letter grade for the course according to the numbers above. • If a student fails to achieve a passing grade in an Allied Health course, a grade of “U” (Unsatisfactory) will not be assigned, unless it is specifically requested by the student. A “U” may be an issue for students that receive any and all types of financial aid, including government loans. If the student requests a “U”, this decision is final and an acknowledgement form will be signed by the student. The Unsatisfactory grade cannot, at any time, be changed to a letter grade.
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D. Student Resources (as applicable)	
Campus Resources:	Campus Resources available through Student Services (http://www2.yc.edu/content/studentaffairs/default.htm).
myYC Portal:	<p>All Yavapai College students will be required to use the myYC Portal to register, add, or drop classes online at http://my.yc.edu/. First-time students will create a log-on username and password. The myYC Portal includes:</p> <ul style="list-style-type: none"> • Links to your College email • Your degree audit system – DegreeWorks – to track your progress • Registration information - also your schedule • View transcripts, update information, and more! <p>For assistance with the Portal, go to http://portalinfo.yc.edu/support.asp</p>
	Yavapai College requires enrolled students to have an e-

<p>Student Email Accounts:</p>	<p>mail address to which official College communications can be sent called 'Scholar', accessed by clicking on the email icon in your myYC portal.</p> <p>Students are expected to check their Yavapai College Scholar account for college-related information and for class information and announcements, as directed by the instructor. For assistance, go to http://www.yc.edu/content/myyc/emailinfo.htm</p> <p>Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location.</p>
<p>Library Services:</p>	<p>Library services are available at the Prescott and Verde Valley Campuses. Both are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Both libraries also include public computer access. Possession of a Yavapai College library card entitles students to access materials on reserve in the library or make assignments that require the use of library resources. Please contact the library on the campus of your choice for open hours (Prescott – (928)-776-2260, Verde – (928) 634-6541).</p>
<p>Learning Centers & Tutoring:</p>	<p>Learning Centers are available on both the Prescott and Verde Valley Campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and learning equipment for students with disabilities, and a networked general computer lab for registered students. Please call for details: Prescott - 776-2085, or Verde Valley – 634-6562. Web link: http://www.yc.edu/v4content/learning-center/</p>
<p>Online resources & services:</p>	<p>Online writing tutoring for any academic subject is available at http://www2.yc.edu/content/learningcenters/</p>
<p>Open Computer Labs</p>	<p>Most campuses have open computer lab hours for currently-enrolled students. Please check your campus site for availability and schedules.</p>
<p>Holidays & Closures:</p>	<p>Monday, September 5, 2016- Labor Day Friday, November 11, 2016- Veterans Day Wed, Nov 23- Friday, Nov 25, 2016- Thanksgiving Break</p>
<p>Important Dates:</p>	<p>Instruction Begins – Monday, August 22, 2016 Last Day to Add Regular class – Thursday, August 25, 2016 Last Day to Drop Regular class- Sunday, August 28, 2016 Last Day for 100% refund – Sunday, August 28, 2016 Last Day of Student-initiated Withdrawals (no refunds)- Monday, October 10, 2016 Spring Regular Semester ends – Friday, December 9, 2016</p>

E. Institutional Policies and Instructor Procedures

<p>Attendance:</p>	<p>Students must check in and acknowledge understanding of the syllabus and online learning through the Discussion Board by Friday, August 26, 2016 by 5:00 pm. The Syllabus Agreement can be completed by logging on to the Discussion Board and creating a thread confirming you have read and accept the terms of the Course Syllabus. This is mandatory. Students that do not check in or notify the instructor will be dropped from the course. This may affect a student's financial aid. (See the Discussion Board on the Canvas navigation Menu for the instructions).</p> <p>Students that miss two consecutive exams will be dropped from the course up until the student initiated withdrawal date (Monday, October 10, 2016). After that the letter grade earned will be given to the student. This may affect a student's financial aid.</p>
<p>Course Withdrawal:</p> <p>Satisfactory (S)/ Unsatisfactory (U) Grades</p>	<p>A student-initiated drop date is established by the College, as noted in the above section "Important Dates". Students are responsible to drop a class through the Self-Service option on the myYC Portal. If you have not withdrawn from a class by the student-initiated drop date, you will receive the letter grade earned in the course at the end of the semester. An instructor may withdraw students from class after the student-initiated date. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student's permanent record.</p> <p>An "S" grade is defined as equivalent to a grade of "C" or better on the conventional grading scale of A-F. A course completed with an "S" grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.</p> <p>Specified courses are grades only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of</p>

	<p>Satisfactory/Unsatisfactory (S/U) grading:</p> <ul style="list-style-type: none"> • Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses. • A maximum of twelve (12) hours of “S” credit from 100- and 200- level courses may be applied toward Yavapai College graduation requirements • S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). • S/U grades are not computed in the student’s Yavapai College grade point average.
<p>Academic Integrity:</p>	<p>Honesty in academic work is a central element of the learning environment. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct (http://www.yc.edu/v4content/student-affairs/code-conduct.htm)</p>
<p>Student Code of Conduct</p>	<p>Respect for the rights of others and for the College and its property are fundamental expectations for every student. The “Code of Conduct” outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.</p> <p>Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.</p> <p>Web link for the Student Code of Conduct –</p>

	http://www.yc.edu/v4content/student-affairs/code-conduct.htm
Allied Health Internships:	<p>Please meet with your academic advisor every semester. If your Allied Health certificate program requires an internship, you must complete all prerequisite courses prior to applying for the internship. Students must obtain all immunizations, CPR training, DPS fingerprint Clearance Card and provide documentation to verify that these have been done as part of the application for internship. Students may need to devote up to 40 hours per week for 3 weeks to complete the 120 hour internship and should be available to do so anytime within the semester that they plan to do the internship.</p> <p>Allied Health students that participate in internships or a clinical experience are tested for illegal drug use. Students with positive drug screen are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure. Please meet with an academic advisor for further directions. Information pertaining to internships can be found at this site: www.yc.edu/alliedhealth.</p>
Internet Downloading:	<p>Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.</p>
Course Mentoring:	<p>Please contact the course instructor during office hours, through e-mail or by phone if questions arise about course work or testing. Many student support services, as stated above, are also available to assist students in successful course completion.</p>
Disability Resources:	<p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a</p>

	<p>student must be arranged by the student through the Disability Resources Coordinator (Prescott Campus: 928-776-2079 or Verde Valley Campus: 928-634-6563).</p>
<p>Cell Phone, Pages & Texting:</p>	<p>Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas. Cell phones and pagers need to be used outside these facilities.</p>
<p>Tobacco Use:</p>	<p>Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents.</p> <p>In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.</p>
<p>Drug & Alcohol Free Environment:</p>	<p>Yavapai College’s policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited.</p>
<p>Medical Marijuana:</p>	<p>In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes.</p> <p>Because of its obligations under federal law, however, Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.</p> <p>Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, “...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has</p>

	<p>adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.</p> <p>Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)</p>
<p>Online System & Assignment Requirements:</p>	<p>Computer Hardware/Internet Connection</p> <p>To find help with technical requirements and new learner support please begin at the Home page for YC College. On the top of the screen you will see “ A-Z Index”, click on this. Once you are in the index click the letter “T”. Once in the index under “T” choose Technology Enhanced Learning Services “TELS:” In the TELS screen on the far right you will see these selections: Click on the selection that will answer your question.</p> <p>TELS</p> <ul style="list-style-type: none"> Home Support for Students Support for Online Learning Blackboard Support Hardware/Software Recommendations <ul style="list-style-type: none"> Tegrity Support for Students 2011 Live Orientation Schedule Best Practices for Online Learners Academic Integrity Title