



COURSE EXPECTATION LETTER

Subject:

Beginning Terminology for Healthcare Workers

Email Contact Information:

paluna@riohondo.edu

Catalog Course Description:

This course is offered through Distance Education and covers the basic knowledge and understanding of medical language, terminology, and basic human anatomy. The student will learn word parts, prefixes, suffixes, word roots and will review the body systems. Anatomical, physiological and pathophysiological terms will also be defined. This is an entry level course for students interested in the health care field and is highly recommended prior to enrolling in any health related course.

Student Learning Outcomes:

As a result of taking this course, the student will demonstrate:

1. A basic understanding of medical terms by identifying the key elements and their meaning.
2. Demonstrate a basic understanding of human anatomy by identifying 13 body systems and the medical terms associated with them.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to [Rio Hondo College Online Bookstore](#)

Over the course of the semester there will be regular instructor student contact.

Methods of student contact include:

Announcements
Emails
Weekly Discussion board
Weekly Assignments & quizzes
Synchronous contact such as phone or online conference
Clear statement of expectations via syllabus
Course modules

The instructor may drop you for non-participation.

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientation can be found at: <http://www.riohondo.edu/canvas-orientation/>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.

Additional Information:

STUDENT SUCCESS:

To be successful in this class (or even pass) you must;

1. Log on each week.
2. Use an email account that you visit frequently to receive email notifications.
3. Be prepared for discussion forums by reading assigned chapters, reviewing chapter power points
4. Complete assignments as assigned and on time.
5. Asking questions regarding course content is encouraged.
6. Successfully pass quizzes/mid-term/final based on theory objectives/state standards.
7. Notify Instructor as soon as possible if unable to complete any assignment or quiz on assigned date.