

Medical Terminology- AHP 100  
Fall Term 2012  
CRN11020  
3 Units

Instructor: Pam Hansink BSN, RN  
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**Text: Ehrlich/Schroeder: *Medical Terminology for Health Professions*, 7<sup>th</sup> Ed. 2013, Delmar  
Cengage Learning ISBN – 13: 978-111-54327-3**

This 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 and anyone going into a nursing program.

Testing:

Every student is responsible for taking all examinations. THERE ARE NO MAKE UPS unless prior arrangements are made with the instructor.

Tests are usually given at the end of the lecture. If you choose to leave early, you will not be allowed to make up the test.

Grading System:

A= 90%-100% of points possible

B= 80%-89% of points possible

C= 70%- 79% of points possible (minimal requirement to pass this class)

D= 60%- 69% of points possible

F= 59% or less of points possible

Attendance Policy:

Be on time! Class will be held every Tuesday & Wednesday .

Hours are 0830 - 1130

Students are required to attend all classes. Missing 2 or more classes will be grounds for being dropped. Tardiness will be counted as an absence after the third incident, regardless of time missed. Leaving early counts as a tardy.

DO NOT RELY ON ANYONE ELSE; PROTECT YOUR RECORDS. I may not drop you for nonattendance. You are responsible for all classes for which you register. Do not assume you will be dropped for nonattendance. The failing grades you receive will not be changed because you quit attending.

**Deadline to drop this course with a "W" is 11/21/12.** DO NOT WAIT until this deadline to drop. Some fall on days when the College is closed. If you have problems, no one will be available to assist and exceptions will not be made because you did not drop on time.

Classroom disturbances:

Please turn off cell phones and pagers before coming to class. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day.

Cheating policy:

Students caught cheating or attempting to cheat on exams will be given a zero for that exam. The student may also be referred to the Dean of Instruction for further discipline. Cheating includes, but is not limited to, looking at another student's papers, minimized cheat sheets, speaking out answers or questions, the use of open books or notes, finger spelling in sign language or by notes written on the skin.

Disabled Student Programs and Services (DSP&S) statement:

If applicable, any student with a documented disability who may need educational accommodations should notify their Instructor(s) and the Disabled Student Programs and Services (DSP&S) office as soon as possible. Otherwise, your examinations could be delayed.

Request for Accommodation of Disabilities at DSP&S  
Health Science Building, Room 2117  
760-355-6312  
TDD (760) 355-4174

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, age, gender, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

**Standards and procedures may refer to the College Catalog or website.**

**Imperial Valley College**  
**Division of Education and Health Technologies**  
**AHP 100 - Medical Terminology**  
**Fall 2012**

**Time: 0830 – 1130**  
**Days: T/W**  
**Room: 2136 (T) / 315 (W)**

**Instructor: Pam Hansink, BSN, RN**  
**Phone: 760-355-3530 (leave message)**  
**Email: [pam.hansink@imperial.edu](mailto:pam.hansink@imperial.edu)**

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Date	Description	Assignment
10/09/12 Tuesday	Ch 1 Introduction to Medical Terminology	Ch 1 Study chapter and complete the Learning exercises at end of chapter. Listen to the vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities.
10/10/12 Wednesday	Ch 2 The Human Body in Health and Disease	Ch 2 Study chapter and complete the Learning Exercises at end of chapter. Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities.
10/16/12 Tuesday	Ch 3 The Skeletal System	Ch 3 Study chapter and complete the Learning Exercises at end of chapter. Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities. <b>50-point quiz over chapters 1 &amp; 2. ☺</b>
10/17/12 Wednesday	Ch 4 The Muscular System	Ch 4 Study chapter and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities.
10/23/12 Tuesday	Ch 5 The Cardiovascular System	Ch 5 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities. <b>50-point quiz over chapters 3 &amp; 4 ☺</b>
10/24/11 Wednesday	Ch 6 The Lymphatic and Immune Systems	Ch 6 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities.
10/30/12 Tuesday	Ch 7 The Respiratory System	Ch 7 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities. <b>50 point quiz over chapters 5 &amp; 6. ☺</b>
10/31/12 Wednesday	Ch 8 The Digestive System	Ch 8 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities.

11/06/12 Tuesday	Ch 9 The Urinary System	Ch 9 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities. <b><u>50 point quiz over chapters 7 &amp; 8 ☺</u></b>
11/07/12 Wednesday	Ch 10 The Nervous System	Ch 10 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities.
11/13/12 Tuesday	Ch 11 Special Senses: The Eyes and Ears	Ch 11 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities. <b><u>50-point quiz over chapters 9 &amp; 10. ☺</u></b>
11/14/12 Wednesday	Ch 12 The Integumentary System	Ch 12 Study chapter and complete the Learning Exercises at end of chapter. Listen to the vocabulary terms on the Audio CD. Complete the chapters StudyWARE™ activities.
11/20/12 Tuesday	Ch 13 The Endocrine System	Ch 13 Study chapter and complete the Learning exercises at end of chapter. Listen to the vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities. <b><u>50-point quiz over chapters 11 &amp; 12. ☺</u></b>
11/21/12 Wednesday	Ch 13 The Endocrine System	Ch 13 Study chapters and complete the Learning exercises at the end of chapter. Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities.
11/27/12 Tuesday	Ch 14 The Reproductive Systems	Ch 14 Study chapter and complete the Learning exercises at the end of chapter. Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities.
11/28/12 Wednesday	Ch 15 Diagnostic Procedures and Pharmacology	Ch 15 Study chapter and complete the Learning exercises at the end of chapter. Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities.
12/04/12 Tuesday	Chapter Exam and review for Final	<b><u>50-point quiz over chapters 13, 14 &amp; 15. ☺</u></b>
12/05/12 Wednesday	<b>FINAL EXAM ☺</b>	<b><u>Final is over ALL chapters and is worth 100 points</u></b>

**Grading:** A 50-point quiz will be given at the end of every 2 chapters.

**You, as a student, are responsible for keeping your assignments. THERE WILL BE NO MAKE UPS FOR QUIZZES.** Grading will be based on percentage of points possible.

A = 90 -100% of points possible

D = 60 - 69 % of points possible

B = 80 - 89 % of points possible

F = 59 % or less of points possible

C = 70 - 79 % of points possible

**Cheating:** Cheating of any kind WILL NOT be tolerated.

**Attendance:** Missing ANY classes will be grounds for being dropped.

**Miscellaneous:** Students are encouraged to utilize their personal practice/study CD's that come with their books and do the Learning Exercises at the end of each chapter

