

Imperial Valley College

Medical Terminology: AHP-100

Class Location: Building 2100, room 2131
Instructor: Daniel G. Ortiz, Jr., BSN, RN, PHN

Class meets: 1800hrs - 2110hrs [6:00pm - 9:10pm]
E-Mail: Daniel.Ortiz@imperial.edu

Required Text: *Medical Terminology for Health Professions, 7th Edition* by Ann Ehrlich and Carol L. Schroeder

Course Goal: “On completion of this course, the student will be able to identify, spell and define at least 75% of the primary medical terms related to the diagnosis, pathology, and treatment of the major body systems.”

Attendance and Administrative Withdrawals

A student who fails to attend the first meeting of a class will be dropped by the instructor from that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week (3) may be dropped.

Student Learning Outcomes:

At the end of this class the student will be able to:

1. Identify at least 75% of medical words from prefixes, suffixes, word roots, and combining forms.
2. Spell correctly at least 75% of medical words by analyzing word parts.
3. Define medical words by analyzing word parts.
4. Recall at least 75% of accepted medical abbreviations that represent phrases and terms.

Student Learning Activities will include:

1. Chapter readings and written assignments as assigned
2. Quizzes and examinations as assigned with at least 70% passing.
3. Use of Blackboard as instructed.

Chapter reading and written assignments are to be completed ***before*** class.

Class time will be devoted to discussing content, presenting enrichment materials, answering student questions, and engaging in additional learning activities.

Quizzes and Examinations: There *will be* a 25- or 50-question quiz at any class session. Therefore it is imperative that you are prepared for each class meeting.

Word Part Review Test: There may be a test at the end of week 2. This test, which is located after Chapter 2 in the textbook, covers the content word parts that are presented in Chapters 1 and 2.

Homework: Weekly homework assignments as indicated. Instructions will be provided at the end of each class. **NO LATE ASSIGNMENTS ACCEPTED** unless specific arrangements made with the instructor. Once Lecture has started, any work submitted will be considered late.

Midterm & Final 100 Question Test: The midterm examination, covering Chapters 1 through 8, while the final will cover chapters 9-15.

Attendance: Class will begin as scheduled at 6pm. Any students who are ≥ 15 minutes late will be counted as tardy and will not be allowed to test should a quiz, Mid Term, or Final be due.

Evaluation Methods

1/3 of grade	Chapter exercises, class quizzes attendance & class participation
1/3 of grade	Mid Term
1/3 of grade	Final Exam

Grading

Unless stated otherwise, grading is on the following scale	
90-100	A
80-89	B
70-79	C
60-69	D [low passing]

16-Week Medical Terminology Course Outline

WEEK 1**Chapter 1 Introduction to Medical Terminology**

Assignment: Study Chapter 1 and complete the Learning Exercises.
Optional: Listen to the Chapter 1 vocabulary terms on the audio CD.
Optional: Complete the Chapter 1 StudyWARE™ activities.

WEEK 2**Chapter 2 The Human Body in Health and Disease**

Assignment: Study Chapter 2 and complete the Learning Exercises.
Optional: Listen to the Chapter 2 vocabulary terms on the audio CD.
Optional: Complete the Chapter 2 StudyWARE™ activities.

***** Word Part Test *****

WEEK 3**Chapter 3 The Skeletal System**

Assignment: Study Chapter 3 and complete the Learning Exercises.
Optional: Listen to the Chapter 3 vocabulary terms on the audio CD.
Optional: Complete the Chapter 3 StudyWARE™ activities.

WEEK 4**Chapter 4 The Muscular System**

Assignment: Study Chapter 4 and complete the Learning Exercises.
Optional: Listen to the Chapter 4 vocabulary terms on the audio CD.
Optional: Complete the Chapter 4 StudyWARE™ activities.

WEEK 5**Chapter 5 The Cardiovascular System**

Assignment: Study Chapter 5 and complete the Learning Exercises.
Optional: Listen to the Chapter 5 vocabulary terms on the audio CD.
Optional: Complete the Chapter 5 StudyWARE™ activities.

WEEK 6**Chapter 6 The Lymphatic and Immune Systems**

Assignment: Study Chapter 6 and complete the Learning Exercises.
Optional: Listen to the Chapter 6 vocabulary terms on the audio CD.
Optional: Complete the Chapter 6 StudyWARE™ activities.

WEEK 7**Chapter 7 The Respiratory System**

Assignment: Study Chapter 7 and complete the Learning Exercises.
Optional: Listen to the Chapter 7 vocabulary terms on the audio CD.
Optional: Complete the Chapter 7 StudyWARE™ activities.

**WEEK 8
/MidTerm****Chapter 8 The Digestive System**

Assignment: Study Chapter 8 and complete the Learning Exercises.
Optional: Listen to the Chapter 8 vocabulary terms on the audio CD.
Optional: Complete the Chapter 8 StudyWARE™ activities.

***** Midterm Examination *****

WEEK 9	<p>Chapter 9 The Urinary System</p> <p><i>Assignment:</i> Study Chapter 9 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 9 vocabulary terms on the audio CD. <i>Optional:</i> Complete the Chapter 9 StudyWARE™ activities.</p>
WEEK 10	<p>Chapter 10 The Nervous System</p> <p><i>Assignment:</i> Study Chapter 10 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 10 vocabulary terms on the audio CD. <i>Optional:</i> Complete the Chapter 10 StudyWARE™ activities.</p>
WEEK 11	<p>Chapter 11 Special Senses: The Eyes and Ears</p> <p><i>Assignment:</i> Study Chapter 11 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 11 vocabulary term on the audio CD. <i>Optional:</i> Complete the Chapter 11 StudyWARE™ activities.</p>
WEEK 12	<p>Chapter 12 Skin: The Integumentary System</p> <p><i>Assignment:</i> Study Chapter 12 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 12 vocabulary terms on the audio CD. <i>Optional:</i> Complete the Chapter 12 StudyWARE™ activities.</p>
WEEK 13	<p>Chapter 13 The Endocrine System</p> <p><i>Assignment:</i> Study Chapter 13 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 13 vocabulary terms on the audio CD. <i>Optional:</i> Complete the Chapter 13 StudyWARE™ activities.</p>
WEEK 14	<p>Chapter 14 The Reproductive Systems</p> <p><i>Assignment:</i> Study Chapter 14 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 14 vocabulary terms on the audio CD. <i>Optional:</i> Complete the Chapter 14 StudyWARE™ activities.</p>
WEEK 15	<p>Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology</p> <p><i>Assignment:</i> Study Chapter 15 and complete the Learning Exercises. <i>Optional:</i> Listen to the Chapter 15 vocabulary terms on the audio CD. <i>Optional:</i> Complete the Chapter 15 StudyWARE™ activities.</p>
WEEK 16	<p>Comprehensive Medical Terminology Review Section</p> <p><i>Assignment:</i> Complete the Comprehensive Medical Terminology Review exercises and practice test, and be prepared to take part in class review activities. <i>Optional:</i> Complete the Comprehensive Medical Terminology Review StudyWARE™ activities.</p>
EXAM WEEK	<p>Final Examination</p> <p>Student Evaluations of instructor may be completed via Blackboard or provided to the instructor</p>

GENERAL EXPECTATIONS AND GUIDELINES:

Adding Classes

Students may add classes through the registration period which will end before census. After the deadline to register, requests for exceptions must be made by the student and include the approval of the instructor. Approval or denial of the request is the responsibility of the Chief Admissions and Records Officer or his/her designee. Procedures and decision-making will be coordinated with the Vice President of Academic Services and may require his/her signature. (See also IVC Catalog and IVC Policy: AP 5075 Course Adds and Drops)

Dropping Classes

No notation will be made on students' records for courses dropped prior to census for the course. Students may drop (withdraw from) full-term courses up to 75% of the term, or short-term courses up to 75% of the length of the course. Symbols of W shall be recorded for courses dropped on census day through the 75% date. (See also IVC Catalog and IVC Policy: AP 5075 Course Adds and Drops)
Students who discontinue class attendance and fail to Withdraw from the course will receive the letter grade earned. It is not the instructors responsibility to add / drop students.

Disruptive Students:

Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

Cheating and Plagiarism:

IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.

Disabled Student Programs and Services:

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. Visit or call DSP&S, Mel Wendrick Access Center, Room 2117, (760) 355-6312