

Imperial Valley College
Division of Education and Health Technologies
AHP 100 – Medical Terminology
Fall 2013
CRN #10051
3 Units

Time: 6:30 pm – 9:40 pm
Days: Wednesday (evenings)
Room: #2109
E-mail: aida.valdez@imperial.edu
(with message leave contact phone number)

Instructor: Aida Valdez, RN
Phone (cell): 760-473-1673
1. ID yourself as IVC Student
2. TEXT with contact phone #

Text: Ehrlich/Schroeder: *Medical Terminology for Health Professions*, 7th 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.

Grading System:

A= 90%-100%

B= 80%-89%

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

D= 60%- 69%

F= 59% > (below)

Attendance Policy:

Be on time! Class will be held every Wednesday – 6:30 pm – 9:40 pm in Room #2139

Students are required to attend all classes. Allowed 01 absence 2 or more absence will be grounds for being dropped. Leaving early is considered absent. Students tardy 2 times is considered an absence.

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 11/09/13. 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.

Student Learning Outcomes:

The student learning outcomes for the class will be:

1. build many medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms. (ILO1, ILO2)
2. define medical words by analyzing Greek and Latin parts. (ILO1, ILO2)

3. spell medical words correctly. (ILO1, ILO2)
4. recall acceptable medical abbreviations that represents phrases and terms. (ILO1, ILO2)

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.

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DATE:	Description:	Assignment:
<u>AUGUST</u> 08/21/13 Wednesday 1 st week	Ch 1 Introduction to Medical Terminology Ch 2 The Human Body in Health and Disease	Introductions; review syllabus; review home work assignments - due dates Ch 1 & Ch 2 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, in classroom as time permits.
08/28/13 Wednesday	Ch 3 The Human Body in Health and Disease	Ch 3 Study chapter and complete the Learning Exercises at end of chapter. Listen to the chapter's vocabulary terms

2 nd week		on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits 50 question quiz over chapters 1 & 2 ☺
<u>SEPTEMBER</u> 09/04/13 Wednesday 3 rd week	Ch 4 The Muscular System	Ch 4 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, in classroom as time permits. <u>50 question quiz over chapter 3 ☺</u>
09/11/13 Wednesday 4 th week	Ch 5 The Cardiovascular System	Ch 5 Study chapter and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities, in classroom as time permits. <u>50 question quiz over chapter 4 ☺</u>
09/18/13 Wednesday 5 th week	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, in classroom as time permits. <u>50 question quiz over chapter 5 ☺</u>
09/25/13 Wednesday 6 th week	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, in classroom as time permits. <u>50 question quiz over chapter 6 ☺</u>
<u>OCTOBER</u> 10/02/13 Wednesday 7 th week	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, in classroom as time permits. <u>50 question quiz over chapter 7 ☺</u>
<u>10/09/13</u> <u>MID-TERM</u> <u>Wednesday</u> 8 th week	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, in classroom as time permits. <u>MID-TERM EXAM: Chapters 1-8</u> <u>(100 questions)</u>

10/16/13 Wednesday 9 th week	Ch 10 The Digestive 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, in classroom as time permits. 50 question quiz over chapter 9 ☺
10/23/13 Wednesday 10 th week	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, in classroom as time permits. 50 question quiz over chapter 10 ☺
10/30/13 Wednesday 11 th week	Ch 12 The Integumentary System	Ch 12 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities, in classroom as time permits. 50 question quiz over chapter 11 ☺

<u>NOVEMBER</u> 11/06/13 Wednesday 12 th week	Ch 13 The Endocrine System	Ch 13 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities, in classroom as time permits. (continue next wk) 50 question quiz over chapter 12 ☺
11/13/13 Wednesday 13 th week	Ch 13 The Endocrine System	<u>NOTE: review from last week if necessary</u> Ch 13 Study chapters and complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities, in classroom as time permits.
11/20/13 Wednesday 14 th week	Ch 14 The Reproductive Systems <u>Homework due beginning of class:</u> * Sentences (Flash Cards)	Ch 14 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, in classroom as time permits. 50 question quiz over chapter 13 ☺
11/27/13		Ch 15 Study chapters and

<p>Wednesday 15th week</p>	<p>Ch 15 Diagnostic Procedures and Pharmacology</p>	<p>complete the Learning Exercises. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities, in classroom as time permits. <u>50 question quiz over chapter 14</u> 😊</p>
<p><u>DECEMBER</u> Wednesday 12/04/13 16th week LAST DAY OF CLASS</p>	<p><u>FINAL EXAM</u> 😊</p> <ul style="list-style-type: none"> • Return sentences • Workbooks due beginning of class 	<p><u>FINAL EXAM:</u> <u>ALL</u> chapters 100 questions You may leave when you finish your FINAL EXAM</p> <p><u>REMEMBER:</u> TAKE YOUR WORKBOOK BEFORE LEAVE TODAY!</p>

Grading: A 50 question chapter quiz will be given weekly, sentences (flash cards) –letter grade, workbook-letter grade, Mid-term and Final Exam (**ALL** quizzes and exams are letter grades)

SEE GRADING SCALE

Miscellaneous: At home: 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. Listen to the chapter's vocabulary terms on the Audio CD. Complete each chapter's StudyWARE™ activities and in classroom as time permits. Also, work on homework: sentences (flash cards) and workbooks.