

### Medical Terminology

Semester	<b>Fall 2014</b>	Instructor Name	<b>Cristal Mora RN MSN</b>
Course Title & #	<b>AHP 100</b>	Email	<b>Cristal.Mora@imperial.edu</b>
CRN #	<b>10927</b>	Webpage (optional)	
Room	<b>211</b>	Office	
Class Dates	<b>October 14- December 11, 2014</b>	Office Hours	<b>Email for appointment</b>
Class Days	<b>Tues/Thursday</b>	Office Phone #	
Class Times	<b>1830-2140</b>	Office contact if student will be out or emergency	<b>EMAIL ME</b>
Units	<b>3 units</b>		

### Course Description

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, and patient administration specialists. (CSU)

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- 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)

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Define principal systems of the body, directional terms, body cavities, abdomen-oplevic regions, abdominopelvic quadrants and planes of the body
2. List four parts of the animal cell, processes, cell division, cell disorders and related terms.
3. Relate four types of tissues, membranes, tissue inflammation, fibrin formation, pus formation and tissue repair.
4. Describe components of nomenclature, disorders and descriptive terms of the integumentary system
5. Describe components of nomenclature, disorders, articulation of joints and descriptive terms of the skeletal system
6. Describe components of nomenclature, disorders and descriptive terms of the muscular system
7. Describe components of nomenclature, disorders and descriptive terms of the nervous system
8. Describe components of nomenclature, disorders and descriptive terms of the special senses
9. Describe components of nomenclature, disorders and descriptive terms of the cardiovascular system
10. Describe components of nomenclature, disorders and descriptive terms of the lymphatic system
11. Describe components of nomenclature, disorders and descriptive terms of the respiratory system
12. Describe components of nomenclature, disorders and descriptive terms of the digestive system
13. Describe components of nomenclature, disorders and descriptive terms of the urinary system
14. Describe components of nomenclature, disorders and descriptive terms of the reproductive system

### Textbooks & Other Resources or Links

**Required:** Ann Ehrlich; Carol L. Schroeder (2012). *Medical Terminology for Health Professions (7/e)*. Cengage Learning. ISBN: 9781111543273

### Course Requirements and Instructional Methods

Class Activity, Mid-Term/Final Exam(s), Quizzes, Group Activity, Discussion, Lecture, Simulation Case Study  
Audio Visual, Blackboard

**Chapter reading and written assignments are to be completed *before* class. Students must bring the textbook with them for each class session. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions, and engaging in additional learning activities.**

**I rely heavily on Blackboard. You must have an Internet connection and access to computer to complete assignments, and quizzes online. It is NOT recommended that you use your smart phone to complete assignments or quizzes. Blackboard has a hard time recognizing phones as computers. Always refer to blackboard with questions that may arise.**

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Last Date to Drop with "W" November 20, 2014.

### Course Grading Based on Course Objectives

Evaluation Methods	Grading
Quizzes 10 @ 10 points each= 100	A=440-335 points
Homework 10 @ 10 points each= 100	B=334-329 points
Attendance @5 points/8 weeks= 40	C=328-323 points
Mid-Term 100 points	D=322-317 points
Final 100 points	F= 316-311 points

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of 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. It is the **student's responsibility to drop or officially withdraw from the class**. See General Catalog for details.
- 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 may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to 'cite a source' correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Study Skills Center (library). Please speak to the instructor about labs unique to your specific program.
- Library Services: There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313, if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities, please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&qid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&qid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Anticipated Class Schedule / Calendar

<u>Week 1</u>	Chapter 1 Introduction to Medical Terminology/ Chapter 2 The Human Body in Health & Disease
<u>Week 2</u>	Chapter 3 The Skeletal System/ Chapter 4 Muscular System
<u>Week 3</u>	Chapter 5 The Cardiovascular System/ Chapter 6 The Lymphatic and Immune System
<u>Week 4</u>	Chapter 7 The Respiratory System/ Chapter 8 The Digestive System
<u>Week 5</u>	<i>Midterm Examination</i> **Chapters 1-8** in class long scantron needed/Chapter 9 The Urinary System Chapter 10 The Nervous System
<u>Week 6</u>	Chapter 11 The Special Senses The Eyes and Ears/ Chapter 12 The Integumentary System Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology
<u>Week 7</u>	Chapter 13 The Endocrine System/ Chapter 14 The Reproductive System/
<u>Week 8</u>	<i>Final Examination</i> **Chapters 9-15** in class long scantron needed.

Quizzes and homework will be given on Black Board. No late assignments will be accepted unless prior arrangements have been made with professor. ***No late assignments will be accepted otherwise.***

Syllabus assignments may change students will be notified in advance of changes. Always refer to blackboard for questions or assignments.