

BASIC COURSE INFORMATION

Semester	Spring 2015	Instructor Name	Aida Valdez
Course Title & #	Medical Terminology (AHP 100)	EMAIL	aida.valdez@imperial.edu
CRN # / Units	3 units	Webpage	IVC Nursing & Allied Health
Room	2139	Office	None
Class Dates	02/17/2015 – 06/12/2015	Office hours	none
Days	Tuesday - evenings	Inst.ce11–ONLY TEXT	(760) 473-1673
Class Times	6:30 pm – 9:40 pm	Contact Instructor by: if absent by cell #	(760) 473-1673 text message

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:

Build many medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms. (ILO1, ILO2)

1. Define medical words by analyzing Greek and Latin parts. (ILO1, ILO2)
2. Spell medical words correctly. (ILO1, ILO2)
3. Recall acceptable medical abbreviations that represents phrases and terms. (ILO1, ILO2)

Text books & Other Resources or Links

Text: Ehrlich/Schroeder: *Medical Terminology for Health Professions*, 7th Ed. 2013, Delmar Cengage Learning ISBN – 13: 978-111-54327-3

Study Ware CD - Delmar Cengage Learning (included in package with textbook)

Course Requirements and Instructional Methods & Anticipated Class Schedule/Calendar

Month/Date/Day/ week	Description:	Assignments/Homework: Chapters: 1-15
February 02/17/2015 Tuesday 1st week	Class introductions, materials and semester activities Ch 1 Introduction to Medical Terminology	Introductions; review syllabus, homework & discussion/questions/concerns Ch 1 chapter review 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. Also work on end of chapter activity in classroom as time permits which will be a letter grade. Work on Study Guides as time permits.
February 02/24/2015 Tuesday 2nd week	Ch 1 Introduction to Medical Terminology (review) Ch 2 The Human Body in Health and Disease	Ch 1 & 2 Study chapter(s) and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Also work on end of chapter activity in classroom as time permits which will be a letter grade. Review previous chapters as time permits. Health ED Video & work on study guides as time permits.
March 03/03/2015 Tuesday 3rd week	Ch 2 The Human Body in Health and Disease (review) Ch 3 The Skeletal System	Ch 2 & 3 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video & study guides as time permits.
March 03/10/2015 Tuesday 4th week	<u>EXAM Chapters: 1, 2 & 3</u> (multiple choice exam) <u>USE: 100 Q scantron</u> <u>USE: #2 Pencil with ERASER</u> <ul style="list-style-type: none"> • Sharpened before you start the exam ***** ***** Ch 4 The Muscular System	Ch 4 & 5 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.

	<p>Ch 5 The Cardiovascular System</p>	
<p>March 03/17/2015 Tuesday 5th week</p>	<p><u>EXAM: Word Part Practice Session</u> – (Write-in exams) <u>NO SCANTRON NEEDED</u> (Chapter 2 pages 56 – 59) <u>EXAM: Word Part Post Test</u> <u>NO SCANTRON NEEDED</u> (Chapter 2 pages 59 – 62) ***** **** <u>USE: #2 Pencil with ERASER</u> • Sharpened before you start the exam ***** **** Ch 6 The Lymphatic and Immune Systems Ch 7 The Respiratory System</p>	<p>Ch 6 & 7 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter’s vocabulary terms on the Audio CD. Complete the chapter’s StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.</p>
<p>March 03/24/2015 Tuesday 6th week</p>	<p><u>EXAM chapters: 4, 5 & 6</u> (multiple choice exam) <u>USE: 100 Q scantron</u> <u>USE: #2 Pencil with ERASER</u> • Sharpened before you start the exam ***** **** Ch 8 The Digestive System ***** <u>REVIEW</u> Textbook: 1-4 End-of-Chapter Exercises</p>	<p>Ch 8 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter’s vocabulary terms on the Audio CD. Complete the chapter’s StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.</p>

<p>March 03/31/2015 Tuesday 7th week</p>	<p><u>EXAM</u> chapters: <u>7 & 8</u> (multiple choice exam) <u>USE:</u> 100 Q scantron <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> • Sharpened before you start the exam <p>***** ****</p> <p>Ch 9 The Urinary System</p>	<p>Ch 9 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter’s vocabulary terms on the Audio CD. Complete the chapter’s StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.</p>
<p>April 04/07/2015 Tuesday 8th week</p>	<p>HOLIDAY ☺</p>	<p>Study for ‘Mid-Term’ – Study Guides (1-8) Homework (continue) – End-of-chapter exercises</p>
<p>April 04/14/2015 Tuesday 9th week</p>	<p>Mid Term: 1-8 – 100 Q (Study Guides: 1-8) (multiple choice exam) <u>USE:</u> 100 Q scantron <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> • Sharpened before you start the exam <p>***** ****</p> <p>Ch 10 The Nervous System</p> <p>***** ****</p> <p><u>REVIEW</u> Textbook: 4-8</p>	<p>Ch 10 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter’s vocabulary terms on the Audio CD. Complete the chapter’s StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.</p>

	End- of- Chapter Exercises	
April 04/21/2015 Tuesday 10th week	Ch 11 Special Senses: Eyes & Ears	Ch 11 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.
April 04/28/2015 Tuesday 11th week	<u>EXAM Ch: 9, 10 & 11</u> (multiple choice exam) <u>USE: 100 Q scantron</u> <u>USE: #2 Pencil with ERASER</u> <ul style="list-style-type: none"> • Sharpened before you start the exam ***** **** Ch 12 The Integumentary System	Ch 12 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.
May 05/05/2015 Tuesday 12th week	Ch 13 The Endocrine System ***** **** <u>REVIEW</u> Textbook: 9-13 End- of- Chapter Exercises	Ch 13 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.
May 05/12/2015 Tuesday 13th week	Ch 14 The Reproductive System	Ch 14 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.
May 05/19/2015 Tuesday 14th week	<u>EXAM Chap.: 12 & 13</u> (multiple choice exam) <u>USE: 100 Q scantron</u> <u>USE: #2 Pencil with ERASER</u>	Ch 15 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits.

	<ul style="list-style-type: none"> • Sharpened before you start the exam <p>***** ****</p> <p>Ch 15 Diagnostic Procedures, Nuclear Medicine & Pharmacology</p>	permits. Health ED Video. Work on Study Guides as time permits.
<p>May 05/26/2015 Tuesday 15th week</p>	<p><u>EXAM</u> Chap.: <u>14 & 15</u> (multiple choice exam) <u>USE:</u> 100 Q scantron <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> • Sharpened before you start the exam <p>***** ****</p> <p><u>REVIEW</u> Textbook: 14-15 End- of- Chapter Exercises END of TEXTBOOK HOMEWORK</p>	<p>Study for 'FINAL EXAM' next week 100 questions</p> <ul style="list-style-type: none"> • Study guides 9-15
<p>JUNE 06/02/2015 Tuesday 16th week</p>	<p>Q & Discussion</p> <p>STUDY (review) MODULES: 9-15</p>	<p>Ch 9-15 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides as time permits.</p>
<p>JUNE 06/09/2015 Tuesday 17th week</p>	<p><u>EXAM: FINAL EXAM</u> (STUDY GUIDES: 9-15) (multiple choice exam) <u>USE:</u> 100 Q scantron <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> • Sharpened before you start the 'Final Exam' <p>***** ****</p> <p>LAST DAY OF CLASS ☺</p>	<p>YOU CAN LEAVE AFTER EXAM OR WAIT FOR FINAL EXAM RESULTS</p> <ul style="list-style-type: none"> • GRADES WILL BE POSTED BY 06/18/2015 (Thursday) <p>***** *****</p> <p>DO <u>NOT</u> CONTACT INSTRUCTOR FOR:</p> <ul style="list-style-type: none"> • 'FINAL EXAM GRADE' – IF YOU DECIDED TO LEAVE AFTER YOU COMPLETED THE 'FINAL EXAM' & <u>NOT</u> WAIT FOR THE RESULTS • 'FINAL SEMESTER GRADE' – GRADES WILL BY POSTED BY 06/18/2015 (Thursday)

Course Grading Based on Course Objectives

- A student who fails to attend the first class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceeds the number of hours the class is scheduled to meet per week may be dropped.
- Testing: Every student is responsible for taking all examinations. **THERE ARE NO MAKE-UP exams or quizzes** unless prior arrangements are made with the instructor.
- The instructor may include additional quizzes with the scheduled exam without prior notice from your reading assignments for each chapter. Quizzes will be given from figures, tables, guidelines or abbreviations (end-of chapter) from textbook chapters.
- **STUDENT MUST USE 100 QUESTION SCANTRON FOR ALL EXAMS**
- **USE: #2 Pencil with eraser – sharpened prior starting any exam(s)**
- **DO NOT** ask instructor for the answer regarding questions on study guides: 1-15
- **DO NOT** ask instructor for answers regarding ' end of chapter exercise questions' for answers for chapters: 1-15
- **Students MUST sign-in weekly prior to class starting**
- **NO** other student can sign-in for another student – student signing in for another student will be dropped from the course and receive an 'F' in the course. The matter will be taken to IVC Disciplinary Officer for documentation in student's file

GRADING SYSTEM:

MUST PASS: 'ALL' EXAMS with 70% = C

1. A= 90%-100%
2. B= 80%-89%
3. **C= 70%- 79% (70 % minimal requirement to pass this class)**
4. D= 60%- 69%
5. F= 59% > (below)

GRADING SYSTEM: (continue)

- THE MID-TERM (MUST PASS with 70% or better) even if passing 'ALL' chapters exams.
- THE FINAL EXAM(MUST PASS with 70% or better) even if passing 'ALL' chapters exam
- Student will receive a letter grade of an 'F' NOT receiving 70% or better MID-TERM or FINAL EXAM, if NOT dropped by drop date: 05/16/2015, even is passing chapter exams
- Student will receive a letter grade of an 'F' if student does NOT pass the 'Mid-Term' and 'Final Exam' and will receive letter grade of an 'F' for the semester in the course
- Student is responsible for 'Withdrawing' themselves from the course before the dropped as: 05/16/2015. Student can 'drop' the course online
- DO NOT CALL INSTRUCTOR AFTER THE COURSE TO RECEIVE YOUR 'FINAL GRADE'
- THE CLASS 'FINAL' GRADE WILL BE POSTED APPROXIMATELY 5-10 DAYS AFTER THE COURSE AT THE END OF THE SEMESTER (06/18/2015 – Thursday) – Spring 2015

TEXTBOOK (GRADING):

- TEXTBOOK: 1-15 chapters (completed) = 100% = A
(ALL questions NEED to be completed answered at the end of 'ALL' chapters)
- TEXTBOOK: 1-15 chapters (partial or incomplete) = 'F' (0%)
(NO exceptions/NO excuses will be accepted)

'FINAL SEMESTER GRADE' INCLUDES THE FOLLOWING:

1. CHAPTER EXAMS: 1-15 - (Including – Word Part Session & Word Post-Test – Chapter 2 pgs. 56-62)
 2. Textbook: End-of-Chapters (Chapters: 1-15)
 3. Additional Quizzes chapters: Figure(s), Tables, Guidelines or End-of Chapter Abbreviations: May be given by instructor
 - Included with multiple choice exam (given at the time) for exam grade calculation
 - Quizzes will be write-ins
 4. 'Mid-Term' GRADE
 5. 'FINAL EXAM' GRADE
 6. TEXTBOOK: END-of-Chapter exercises: Chapters 1-15 (complete 100% / Incomplete 0%)
- ALL personal electronic devices off

Student Health Nurse and Mental Health Counselor available

- **NO food or drinks in classroom**
- **Disruptive Students – The student(s) will be sent to the Campus Disciplinary Officer before returning to continue with course work**
- **NO TALKING IN CLASS**
- **NO TALKING WHILE OTHER STUDENTS ARE TAKING THEIR EXAMS**
- **STUDENTS ‘MUST’ USE BATHROOM SERVICES PRIOR TO TAKING EXAMS TO PREVENT DISTRUBANCE IN CLASSROOM. IF THIS ‘ETIQUETTE’ IF NOT FOLLOWED POINTS MAYBE DEDUCTED FROM THE STUDENT(S) CURRENT EXAM**

Academic Honesty

- **Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting other in using materials, which are prohibited or inappropriate in the context of academic assignments in question.**
- **Anyone caught cheating will receive a zero (0) on the exam. 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 actions. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct.**
- **NO photo copying of the scantron results from cell phone. Student will be dropped from the course who is caught photo copying the scantron results with a cell phone. The student will be dropped from the course and receive an ‘F’ in the course. The incident will be reported to the IVC Disciplinary Officer documenting in student’s file.**

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 (DSPS) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSPS&S office is located in Building 2100, telephone 760-355-6313.

Students have campus nurse and mental health counselor available providing health services for students. The health services are provided by the pre-paid Student Health Fee. For information see: <http://www.imperial.edu/students/student-health-center/>.

The IVC Student Health Center is located in the Health Science building # 2100 – Room # 2109

Mondays – Thursdays: 8:30 am – 4:30 pm (closed 12:00 pm – 12:30 pm)

Fridays (always short days): 8:30 am- 12:30 pm - WALK-INS WELCOMED

Student Rights and Responsibilities

Students have the right to experience 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&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help 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/>