



**AHP 100 Medical Terminology Syllabus FALL 2022 version 08 10 2022**

**Basic Course Information**

Semester:	<b>SPRING 2023</b>	Instructor Name:	<b>Julie Kunath MS APRN</b>
Course Title & #:	<b>AHP 100 Medical Terminology</b>	Email:	<b>julie.kunath@imperial.edu</b>
CRN #:	<b>20334</b>	Webpage (optional):	<b>Canvas</b>
Classroom:	<b>2131</b>	Office #:	<b>2103</b>
Class Dates:	<b>02/13 – 06/09/2023</b>	Office Hours:	<b>Mondays 1315 – 1515; Tuesdays 1430 – 1530; Wednesdays 1300 – 1400;</b>
Class Days:	<b>Tuesdays</b>	Office Phone #:	<b>(760) 355 - 6422</b>
Class Times:	<b>3:30pm – 6:40pm (1530 – 1840)</b>	Emergency Contact:	<b>Nursing Office (760) 355 - 6348</b>
Units:	<b>3</b>	Class Format:	<b>In-person</b>

Last date to Add: 02/25/2023

Deadline to drop with "W": 05/13/2023

**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)

**Course Prerequisite(s) and/or Corequisite(s)**

None required.

**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 medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms as measured by a comprehensive final exam and the class average passing at 70% or higher.

**Course Objectives**

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

1. Define principal systems of the body, directional terms, body cavities, abdominopelvic regions, abdominopelvic quadrants and planes of the body.
2. List four parts of the human 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

- Ann Ehrlich; Carol L. Schroeder 2022. *Medical Terminology for Health Professions* (9<sup>th</sup> edition). Cengage Learning. ISBN: 978-0-357-51369-9.

## Course Requirements and Instructional Methods

Course instructions may include class lecture, discussion, group discussion, audio/visual, computer assisted instructions, and/or canvas communication.

Two (2) hours of independent work done out of class per each hour of lecture or class work, or the equivalent per unit is expected each week.

Textbook and online topics for discussion related to chapter. Assignments and discussions will be posted on Canvas. Assignments can be turned in through Canvas.

The Department of Education Policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one (1) 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.

## Course Grading Based on Course Objectives

**Course is for letter grade only**

**Grading Scale:**

A = 90 - 100% of total points

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = below 60%

Activity/Assessment	% of grade total
Homework Assignments	20%
Quizzes	10%
Tests	50%
Mid-Term Exam	10%

Final Exam	10%
TOTAL	100%

- There will be **NO make-up tests**. The instructor reserves the right to review the extreme cases for absences and will consider a make-up exam. In this case a 10% deduction of the grade will apply.
- Assignments are due Mondays at 2359 (midnight) on canvas or at the beginning of the following class if on paper unless otherwise instructed. Late assignments will have decreased point value.

## Course Policies

### ATTENDANCE

- A student who fails to attend the first meeting of the class will be dropped by the instructor. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. You will need an add code to re-enter the class.
- Regular attendance in all classes is expected of all students.
- A student who continuously accrues unexcused absences that exceed the number of hours the class is scheduled to meet per week will be dropped. (3 absences is the maximum allowed).
- If a student leaves the class early or leaves after the break without notifying the instructor, this will constitute an absence equal to the number of hours absent that day
- It is the student's responsibility to drop or officially withdraw from the class. Students must drop through Webstar. See General Catalog for details.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### ONLINE NETIQUETTE

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
  - identify yourself,
  - include a subject line,
  - avoid sarcasm,
  - respect others' opinions and privacy,
  - acknowledge and return messages promptly,
  - copy with caution,
  - do not spam or junk mail,
  - be concise,
  - use appropriate language,
  - use appropriate emoticons (emotional icons) to help convey meaning, and
  - **use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].**

### CLASSROOM ETIQUETTE

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Electronic watches that can access internet are not allowed in class during examinations.

- Food and Drinks are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- 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, only students enrolled in the class may attend; children are not allowed.

### **CIVILITY**

Civility is treating others and ourselves with respect, dignity and care. Civility is evident when we are sensitive to the impact that our communications, and behaviors have on others, and when we acknowledge each other's self-worth and unique contributions to the community as a whole. This includes any and all forms of disrespect or disregard for instruction, the instructor or a fellow student. Education Code Section 76034, IVC Code of Student Conduct

### **ACADEMIC HONESTY**

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property. There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- 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 plagiarizing 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 Catalog for more information on academic dishonesty or other misconduct.

Acts of cheating include, but are not limited to, the following:

- plagiarism.
- copying or attempting to copy from others during an examination or on an assignment.
- communicating test information with another person during an examination.
- allowing others to do an assignment or portion of an assignment.
- using a commercial term paper service.

## **IVC Student Resources**

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.



**AHP 100: MEDICAL TERMINOLOGY: Anticipated Class Schedule/Calendar SPRING 2023 (v12/27/22)**

<b>Tuesdays @ 1530 Week/Date</b>	<b>Topics and Chapters Assigned in Textbook &amp; In-Class Activities</b>	<b>Assignments (HW, exams, etc) Check in Canvas</b>
Week 1 02/14/2023	Syllabus & Introduction Chapter 1: Introduction to Medical Terminology Practice Quiz in Canvas: on Syllabus & Chapter 1	Read Syllabus Read/Review Chapter 1 Review Canvas Set-Up
Week 2 02/21/2023	Chapter 2: The Human Body in Health and Disease  Quiz in Canvas: Ch 1 & 2	HW Ch 1: in Canvas due 02/20 Monday by 2359 Read/Review Chapter 2 Word Part Practice
Week 3 02/28/2023	Word Part Test (Chapters 1 & 2) Chapter 3: The Skeletal System  Quiz in Canvas: Ch 3	HW Ch 2: in Canvas due 02/27 Monday by 2359 Review Ch 1 & 2 Read/Review Chapter 3
Week 4 03/07/2023	Chapter 4: The Muscular System Quiz in Canvas: Ch 3 & 4	HW Ch 3: in Canvas due 03/06 Monday by 2359 Read/Review Chapter 4
Week 5 03/14/2023	Musculoskeletal Test (Chapters 3 & 4) Chapter 5: The Cardiovascular System Quiz in Canvas: Ch 5	HW Ch 4: in Canvas due 03/13 Monday by 2359 Review Ch 3 & 4 Read/Review Chapter 5
Week 6 03/21/2023	Chapter 6: The Lymphatic and Immune Systems Quiz in Canvas: Ch 5 & 6	HW Ch 5: in Canvas due 03/20 Monday by 2359 Read/Review Chapter 6
Week 7 03/28/2023	Cardiovascular, Lymphatic, and Immune Systems Test (Chapters 5 & 6) Chapter 7: The Respiratory System Quiz in Canvas: Ch 7	HW Ch 6: in Canvas due 03/27 Monday by 2359 Review Ch 5 & 6 Read/Review Chapter 7
Week 8 04/04/2023	Chapter 8: The Digestive System Quiz in Canvas: Ch 7 & 8	HW Ch 7: in Canvas due 04/03 Monday by 2359 Read/Review Chapter 8
04/11/2023 NO CLASS	HOLIDAY BREAK; NO CLASSES THIS WEEK	Review for Mid-Term Exam
Week 9 04/18/2023	MID-TERM EXAM (Chapters 1 – 8) Chapter 9: The Urinary System Quiz in Canvas: Ch 9	HW Ch 8: in Canvas due 04/17 Monday by 2359 Review for Mid-Term Ch 1-8 Read/Review Chapter 9
Week 10 04/25/2023	Chapter 10: The Nervous System and Mental Health Quiz in Canvas: Ch 9 & 10	HW Ch 9: in Canvas due 04/24 Monday by 2359 Read/Review Chapter 10



IMPERIAL VALLEY COLLEGE

<b>Tuesdays @ 1530 Week/Date</b>	<b>Topics and Chapters Assigned in Textbook &amp; In-Class Activities</b>	<b>Assignments (HW, exams, etc) Check in Canvas</b>
Week 11 05/02/2023	Urinary and Nervous Systems and Mental Health Test (Chapters 9 & 10) Chapter 11: Special Senses: The Eyes and Ears Quiz in Canvas: Ch 11	HW Ch 10: in Canvas due 05/01 Monday by 2359 Review Ch 9 & 10 Read/Review Chapter 11
Week 12 05/09/2023	Chapter 12: Skin: The Integumentary System Quiz in Canvas: Ch 11 & 12	HW Ch 11: in Canvas due 05/08 Monday by 2359 Read/Review Chapter 12
Week 13 05/16/2023	Skin and the Special Senses Test (Chapters 11 & 12) Chapter 13: The Endocrine System Quiz in Canvas: Ch 13	HW Ch 12: in Canvas due 05/15 Monday by 2359 Review Ch 11 & 12 Read/Review Chapter 13
Week 14 05/23/2023	Chapter 14: The Reproductive Systems Quiz in Canvas: Ch 13 & 14	HW Ch 13: in Canvas due 05/22 Monday by 2359 Read/Review Chapter 14
Week 15 05/30/2023	Endocrine and Reproductive Systems Test (Chapter 13 & 14) Chapter 15: Diagnostic Procedures, Pharmacology, and Complementary Medicine Quiz in Canvas: Ch 15 Comprehensive Medical Terminology Review	HW Ch 14: in Canvas due 02/27 Monday by 2359 Review Ch 13 & 14 Read/Review Chapter 15 Simulated Final Test in Text
Week 16 06/06/2023	<b>FINAL EXAM</b>	HW Ch 15: in Canvas due 06/05 Monday by 2359 Study & Review Ch 1 - 15

**\*\*\*Subject to change without prior notice\*\*\***