

Basic Course Information

Semester:	Spring 2015	Instructor Name:	Yolanda Paz-Gilbert, BS
Course Title & #:	AHP 100	Email:	yolanda.paz-gilbert@imperial.edu
CRN #:	20039	Webpage (optional):	
Classroom:	2734	Office #:	
Class Dates:	Feb 18 - Jun 10 2015	Office Hours:	Email or text for appointment
Class Days:	W	Office Phone #:	760-604-3743 cell#
Class Times:	1830 - 2140	Emergency Contact:	
Units:	3 units		

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 an acceptable medical abbreviation that represents phrases and terms. (ILO1, ILO2)

Course Objectives

1. Upon satisfactory completion of the course, students will be able to:
 2. 1. Define principal systems of the body, directional terms, body cavities, abdominopelvic regions, abdominopelvic quadrants and planes of the body
 3. 2. List four parts of the animal cell, processes, cell division, cell disorders and related terms.
 4. 3. Relate four types of tissues, membranes, tissue inflammation, fibrin formation, pus formation and tissue repair.
 5. 4. Describe components of nomenclature, disorders and descriptive terms of the integumentary system

6. 5. Describe components of nomenclature, disorders, articulation of joints and descriptive terms of the skeletal system
7. 6. Describe components of nomenclature, disorders and descriptive terms of the muscular system
8. 7. Describe components of nomenclature, disorders and descriptive terms of the nervous system
9. 8. Describe components of nomenclature, disorders and descriptive terms of the special senses
10. 9. Describe components of nomenclature, disorders and descriptive terms of the cardiovascular system
11. 10. Describe components of nomenclature, disorders and descriptive terms of the lymphatic system
12. 11. Describe components of nomenclature, disorders and descriptive terms of the respiratory system
13. 12. Describe components of nomenclature, disorders and descriptive terms of the digestive system
14. 13. Describe components of nomenclature, disorders and descriptive terms of the urinary system
15. 14. Describe components of nomenclature, disorders and descriptive terms of the reproductive system
16. Describe components of the nervous system.
17. Describe components of the special senses, the eyes and ears.
18. Describe components of the skin and integumentary system.
19. Describe components of the endocrine system.
20. Describe components of the reproductive systems
21. Describe components of the diagnostic procedures, nuclear medicine, and pharmacology.

Textbooks & Other Resources or Links

1. **Required:** Ann Ehrlich; Carol L. Schroeder (2012). *Medical Terminology for Health Professions* (7th Edition). Cengage Learning. ISBN: 9781111543273
2. **Required:** Ann Ehrlich; Carol L. Schroeder. Workbook to accompany Introduction to Medical Terminology (7th Edition) ISBN:

Course Requirements and Instructional Methods

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

Chapter Quizzes: There may be a 25 or 50 question quiz at any class session. These will not be announced in advanced.

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 Chapter 1 and 2.

Midterm Test: The midterm examination, covering Chapters 1 through 8, will be given at the end of week 8.

Final Exam: The final examination, covering all course contents, will be given as scheduled during exam week.

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.

Course Grading Based on Course Objectives

Evaluation Methods	Grading
Quizzes 13 @ 10 points each= 130	A=550-495 points
Homework 14 @ 10 points each= 140	B=494-440 points
Attendance@5 points/16 weeks=80	C=439-385 points
Midterm 100 points	D= 384-330 points
Final 100 points	F= 329-0 points

Attendance

This class has 17 instruction days. If you are absent more than 2 days, you need to drop the class. If you no longer plan to attend class it is your responsibility, not the instructor's to drop you from the class.

- 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

I expect each student in this class to respectfully participate. While I enjoy teaching and I hope you have fun in this class, please act professionally and keep other students feelings in mind and refrain from rude, inappropriate behavior and language in class.

- 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 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, no one who is not enrolled in the class may attend, including children.

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: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

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: (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 Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [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. Please contact them 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.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Medical Terminology Course Outline	Assignment
Week 1 February 18	Chapter 1 Introduction to Medical Terminology	Study Chapter 1 and complete the Learning Exercise
Week 2 February 25	Chapter 2 The human Body in Health and Disease **** WORD PART TEST****	Study Chapter 2 and complete the Learning Exercise
Week 3 March 4	Chapter 3 The Skeletal System	Study Chapter 3 and complete the Learning Exercise
Week 4 March 11	Chapter 4 The Muscular System	Study Chapter 4 and complete the Learning Exercise
Week 5 March 18	Chapter 5 The Cardiovascular System	Study Chapter 5 and complete the Learning Exercise
Week 6 March 25	Chapter 6 The Lymphatic and Immune Systems	Study Chapter 6 and complete the Learning Exercise
Week 7 April 1	Chapter 7 The Respiratory System	Study Chapter 7 and complete the Learning Exercise
Week 8 April 8	Chapter 8 The Digestive System	Study Chapter 8 and complete the Learning Exercise
Week 9 April 15	**** MIDTERM EXAMINATION****	
Week 10 April 22	Chapter 9 The Urinary System	Study Chapter 9 and complete the Learning Exercise
Week 11 April 29	Chapter 10 The Nervous System	Study Chapter 10 and complete the Learning Exercise
Week 12 May 6	Chapter 11 Special Senses: The Eyes and Ears	Study Chapter 11 and complete the Learning Exercise
Week 13 May 13	Chapter 12 Skin: The Integumentary System	Study Chapter 12 and complete the Learning Exercise

Week 14 May 20	Chapter 13 The Endocrine System	Study Chapter 13 and complete the Learning Exercise
Week 15 May 27	Chapter 14 The Reproductive Systems	Study Chapter 14 and complete the Learning Exercise
Week 16 June 3	Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology	Complete the Comprehensive Medical Terminology Review exercises and practice test, and be prepared to take part in class review activities.
Week 17 June 10	***FINAL EXAMINATION***	

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.

*****Tentative, subject to change without prior notice*****