

## BASIC COURSE INFORMATION

Semester	Fall 2015	Instructor Name	Aida Valdez
Course Title & #	Medical Terminology (AHP 100)	EMAIL	aida.valdez@imperial.edu
CRN # / Units	10649 / 3.00 units	Webpage	IVC Nursing & Allied Health
Room	3112	Office	2155
Class Dates	09.01.2015 - 12.08.2015	Office hours	none
Days	Tuesday - evenings	Inst.ce11– only text (instructor will call you back as soon as possible)	(760) 473-1673 – text the following: MT, name, question & call back number
Class Times	5:30 pm – 9:15 pm		

## 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)

## Text books & Other Resources or Links

**Text:** Ehrlich/Schroeder: *Medical Terminology for Health Professions*, 7<sup>th</sup> 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
<p>September 09.01.2015 Tuesday 1<sup>st</sup> week</p>	<p><b>Class introductions, materials and semester activities</b> Ch 1 Introduction to Medical Terminology</p>	<p><b>Introductions; review syllabus, homework &amp; discussion/questions/concerns</b> 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.</p>
<p>September 09.08.2015 Tuesday 2<sup>nd</sup> week</p>	<p>Ch 1 Introduction to Medical Terminology (review) Ch 2 The Human Body in Health and Disease</p>	<p>Ch 1 &amp; 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 &amp; work on study guides as time permits.</p>
<p>September 09.15.2015 Tuesday 3<sup>rd</sup> week</p>	<p>Ch 3 The Skeletal System Ch 4 The Muscular System</p>	<p>Ch 3 &amp; 4 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 &amp; study guides as time permits.</p>
<p>September 09.22.2015 Tuesday 4<sup>th</sup> week</p>	<p><b>EXAM Chapters: 1 &amp; 2</b> (40 multiple choice exam) <b>USE: 100 Q scantron</b> <b>USE: #2 Pencil with ERASER</b>  <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 4 The Muscular System Ch 5 The Cardiovascular System</p> </p>	<p>Ch 4 &amp; 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>

<p><b>September 09.29.2015</b></p> <p><b>Tuesday 5<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> Chapters: <u>3 &amp; 4</u></b>  (40 multiple choice exam)  <u>USE:</u> 100 Q scantron  <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 6 The Lymphatic and Immune Systems  Ch 7 The Respiratory System</p>	<p>Ch 6 &amp; 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><b>October 10.06.2015</b></p> <p><b>Tuesday 6<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> Chapters: <u>5 &amp; 6</u></b>  (40 multiple choice exam)  <u>USE:</u> 100 Q scantron  <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 8 The Digestive System</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><b>October 10.13.2015</b></p> <p><b>Tuesday 7<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> chapters: <u>7 &amp; 8</u></b>  (multiple choice exam)  <u>USE:</u> 100 Q scantron  <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 9 The Urinary System  *****</p> <p><b><u>Homework due:</u></b>  <b>Textbook: 1-8</b>  <b>End-of-Chapter Exercises</b></p> <p>*****</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><b>Study for Mid-term Exam next week study guides: 1 – 8</b></p>

<p><b>October 10.20.2015</b></p> <p><b>Tuesday 8<sup>th</sup> week</b></p>	<p><b>Mid Term: 1-8 – 100 Q (Study Guides: 1-8) (multiple choice exam)</b>  <u>USE:</u> 100 Q scantron  <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 10 The Nervous System</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>
<p><b>October 10.27.2015</b></p> <p><b>Tuesday 9<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> Study guide: 9 (multiple choice exam)</b>  <u>USE:</u> 20 Q scantron  <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 11 Special Senses: Eyes &amp; Ears</p>	<p>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.</p>
<p><b>November 11.03.2015</b></p> <p><b>Tuesday 10<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> chapters: 10 &amp; 11 (multiple choice exam)</b>  <u>USE:</u> 100 Q scantron  <u>USE:</u> #2 Pencil with ERASER</p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch 12 The Integumentary System</p>	<p>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.</p>
<p><b>November 11.10.2015</b></p> <p><b>Tuesday 11<sup>th</sup> week</b></p>	<p>Review: Ch 12 The Integumentary System</p> <p>*****</p> <p>Ch 13 The Endocrine System</p>	<p>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.</p> <p>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.</p>

<p><b>November 11.17.2015</b></p> <p><b>Tuesday 12<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> chapters: <u>12 &amp; 13</u></b> (multiple choice exam) <b><u>USE:</u> 100 Q scantron</b> <b><u>USE:</u> #2 Pencil with ERASER</b></p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul> <p>*****</p> <p>Ch <b>14</b> The Reproductive System</p>	<p>Ch <b>14</b> 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><b>November 11.24.2015</b></p> <p><b>Tuesday 13<sup>th</sup> week</b></p>	<p>Ch <b>15</b> Diagnostic Procedures, Nuclear Medicine &amp; Pharmacology</p> <p>*****</p> <p><b>Homework: DUE</b></p> <p><b>End-of-Chapter-Exercises</b> <b>Chapters: 9-15</b> <b>FINAL HOMEWORK CHECK</b> <b>NO EXCEPTIONS</b></p>	<p>Ch <b>15</b> 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><b>December 12.01.2015</b></p> <p><b>Tuesday 14<sup>th</sup> week</b></p>	<p><b><u>EXAM</u> Chap.: <u>14 &amp; 15</u></b> (multiple choice exam) <b><u>USE:</u> 100 Q scantron</b> <b><u>USE:</u> #2 Pencil with ERASER</b></p> <ul style="list-style-type: none"> <li>• Sharpened before you start the exam</li> </ul>	<p><b>Study for 'FINAL EXAM' next week</b> <b>100 questions</b></p> <ul style="list-style-type: none"> <li>• Study guides 9-15</li> <li>• Qs &amp; As – discussion for FINAL EXAM</li> </ul>
<p><b>December 12.08.2015</b></p> <p><b>Tuesday 15<sup>th</sup> week</b></p>	<p><b><u>EXAM:</u> <u>FINAL EXAM</u></b> (STUDY GUIDES: 9-15) (multiple choice exam) <b><u>USE:</u> 100 Q scantron</b> <b><u>USE:</u> #2 Pencil with ERASER</b></p> <ul style="list-style-type: none"> <li>• Sharpened before you start the 'Final Exam'</li> </ul> <p>*****</p> <p><b>LAST DAY OF CLASS ☺</b></p>	<p><b>YOU CAN LEAVE AFTER EXAM OR WAIT FOR FINAL EXAM RESULTS</b></p> <ul style="list-style-type: none"> <li>• GRADES WILL BE POSTED By 12.15.2015</li> </ul> <p>*****</p> <p><b>DO <u>NOT</u> CONTACT INSTRUCTOR FOR:</b></p> <ul style="list-style-type: none"> <li>• 'FINAL EXAM GRADE' – IF YOU DECIDED TO LEAVE AFTER YOU COMPLETED THE 'FINAL EXAM' &amp; <b><u>NOT</u></b> WAIT FOR EXAM RESULTS</li> <li>• 'FINAL SEMESTER GRADE' – GRADES WILL BY POSTED BY 12.15.2015 (Tuesday)</li> </ul>

## 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.
- **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 will 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: 11/10/2015, 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: 11/10/2015. 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 (12/15/2015 – Tuesday) – Fall 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 Grades: 1-15
2. Mid-Term GRADE
3. FINAL EXAM GRADE
4. TEXTBOOK: END-of-Chapter exercises: Chapters 1-15 (complete 100% / Incomplete 0%)

## Classroom Etiquette

- ALL personal electronic devices off
- **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
- Disruptive Students – The student(s) will be sent to the Campus Disciplinary Officer before returning to continue with course work
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- 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.



## Student Health Nurse and Mental Health Counselor available

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 'West Side' of the library – Room # 1539

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

## 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.

## 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](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/>