

Basic Course Information

Semester:	Spring 2016	Instructor Name:	Alejandra Villegas RN, BSN
Course Title & #:	AHP 100	Email:	Alejandra.villegas@imperial.edu
CRN #:	20643	Office #:	2158
Classroom:	2131	Office Phone #:	760-355-6530
Class Dates:	February 16-June 8	Emergency Contact:	Laura Hartsock 760-355-6348
Class Days:	Friday	Units:	3
Class Times:	08-1110 am		

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

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 represent phrases and terms. (ILO1, ILO2)

Course Objectives

1. Define principal systems of the body, directional terms, body cavities, abdomino-pelvic regions and 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, the nervous system, senses, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and the reproductive system.

Textbooks & Other Resources or Links

Required: Ann Ehrlich; Carol L. Schroeder (2015). Medical Terminology for Health Professions (8/e). Cengage Learning. ISBN: 9781305634350

Course Requirements and Instructional Methods

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

Quizzes 12 @ 10 points each=120

Homework 14 @ 10 points each=140

Attendance 20 points

In-class participation 20 points

Midterm 100 points

Final 100 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 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

[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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 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

Class date	Material covered in class:	Homework Assignments
2/19	Chapter 1 Introduction to Medical Terminology	Read chapter 1, complete learning exercises (end of chapter)
2/26	Chapter 2 The Human Body in Health & Disease (Quiz)	Read chapter 2, complete learning exercises (end of chapter), prepare for quiz based on chapter 1
3/4	Chapter 3 The Skeletal System and Chapter 4 The Muscular System (Quiz)	Read chapter 3 & 4, complete learning exercises (end of chapter) prepare for quiz based on chapter 2
3/11	Chapter 5 The Cardiovascular System (Quiz)	Read chapter 5, complete learning exercises (end of chapter) prepare for quiz based on chapter 3&4
3/18	Chapter 6 The Lymphatic and Immune System (Quiz)	Read chapter 6, complete learning exercises (end of chapter) prepare for quiz based on chapter 5
3/25	Chapter 7 The Respiratory System (Quiz)	Read chapter 7, complete learning exercises (end of chapter) prepare for quiz based on chapter 6

Class date	Material covered in class:	Homework Assignments
4/8	Chapter 8 The Digestive System (Quiz)	Read chapter 8, complete learning exercises (end of chapter) prepare for quiz based on chapter 7
4/15	Midterm Examination **Chapters 1-8** Chapter 9 The Urinary System	Read chapter 9, complete learning exercises (end of chapter)
4/22	Chapter 10 The Nervous System (Quiz)	Read chapter 10, complete learning exercises (end of chapter) prepare for quiz based on chapter 9
4/29	Chapter 11 The Special Senses The Eyes and Ears (Quiz)	Read chapter 11, complete learning exercises (end of chapter) prepare for quiz based on chapter 10
5/6	Chapter 12 The integumentary System (Quiz)	Read chapter 12, complete learning exercises (end of chapter) prepare for quiz based on chapter 11
5/13	Chapter 13 Endocrine system (Quiz)	Read chapter 13, complete learning exercises (end of chapter) prepare for quiz based on chapter 12
5/20	Chapter 14 The Reproductive System (Quiz)	Read chapter 14, complete learning exercises (end of chapter) prepare for quiz based on chapter 13
5/27	Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology (Quiz)	Read chapter 15, complete learning exercises (end of chapter) prepare for quiz based on chapter 14
6/3	Final Examination **Chapters 9-15** in class long scantron needed	

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