

**Basic Course Information \*SUBJECT TO CHANGE\***

|                   |                                      |                                      |                                  |
|-------------------|--------------------------------------|--------------------------------------|----------------------------------|
| Semester:         | <b>Summer 2017</b>                   | Instructor Name:                     | <b>Daniel G. Ortiz, Jr</b>       |
| Course Title & #: | <b>AHP 100   Medical Terminology</b> | Email:                               | <b>daniel.ortiz@imperial.edu</b> |
| CRN #:            | <b>30042</b>                         | Webpage (optional):                  | <b>www.imperial.edu</b>          |
| Classroom:        | <b>205</b>                           | Office #:                            | <b>2126</b>                      |
| Class Dates:      | <b>June 19- July 27, 2017</b>        | Office Hours:<br>By Appointment Only | <b>Available on office door</b>  |
| Class Days:       | <b>Monday-Thursday</b>               | Office Phone #:                      | <b>760-355-6493</b>              |
| Class Times:      | <b>12:30PM - 02:40PM</b>             | Emergency Contact:                   | <b>Nursing Office Secretary</b>  |
| Units:            | <b>3.00</b>                          |                                      | <b>760-355-6348</b>              |

**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)define medical words by analyzing Greek and Latin parts. (ILO1, ILO2)spell medical words correctly. (ILO1, ILO2)recall acceptable medical abbreviations that represents phrases and terms. (ILO1, ILO2)

**Course Objectives**

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

1. Define principal systems of the body, directional terms, body cavities, abdominoplevic regions, abdominopelvic 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
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

**Required:** Ann Ehrlich; Carol L. Schroeder (2017). Medical Terminology for Health Professions (8th ed). Cengage Learning. ISBN: 9781305634350

Ann Ehrlich; Carol L. Schroeder. Workbook to accompany Medical Terminology for Health Professions (8th ed) ISBN: 9781305634367

### Course Requirements and Instructional Methods

Class Activities/ Team work in class  
Mid-Term/Final Exam(s)  
In-class Quizzes  
Chapter Learning Exercises in Workbook  
Lecture

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

A= 90-100 %  
B= 80 – 89 %  
C= 70 – 79 %  
D= 60 – 69 %  
F= below 59 %

[Number of quizzes and assignments are subject to change]  
12 in-class quizzes worth 25 points each = 120 (max points)  
14 Homework assignments due through Canvas worth 10 points each = 140 (max points)  
1 Word Part Review Test =25 points  
15 Chapter Learning Exercises from workbook worth 10 points each = 150 (max points)  
1 Mid-term worth 100 points  
1 Final worth 100 points  
Class/group work as assigned

### Attendance

This class has 23 Instruction days. If you are absent more than 3 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. The class will start as indicated above; **any student who is tardy 15 minutes or more will be counted as absent, will not be allowed to take any scheduled or unannounced quizzes, test', or major exams.** Students are strongly encouraged to meet all class sessions as homework and assignments will be provided at the end of lecture.

- 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](#).

### 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.

- **Canvas Support Site.** The Canvas 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 \*\*\*Topics and dates subject to change\*\*\*

| Date                                    | Lecture Topics   Quiz   Exam Description   | All assignments are due prior to the next class meeting date by 1800                      |
|---|--|---|
| <b>Week 1<br/>Monday<br/>June 19</b>    | <b>Orientation &amp; Course Overview</b><br><b>Chapter 1 Introduction to Medical Terminology</b><br>Learning Exercises 1:1-5   Group assignment: Human Touch | Read Ch: 1 pages 1-8<br>Complete homework as posted in Canvas<br>Student Workbook Ch 1    |
| <b>Week 1<br/>Tuesday<br/>June 20</b>   | <b>Chapter 1 Introduction to Medical Terminology</b><br>Learning Exercises 50-100  | Read Ch: 1 pages 8 - 17<br>Complete homework as posted in Canvas<br>Student Workbook Ch 1 |
| <b>Week 1<br/>Wednesday<br/>June 21</b> | <b>Chapter 2 The Human Body in Health and Disease</b><br>Learning Exercises 2:1-50   Group assignment: Human Touch   | Read Ch: 1-2<br>Complete homework as posted in Canvas<br>Student Workbook Ch 2            |
| <b>Week 1<br/>Thursday<br/>June 22</b>  | <b>Chapter 3 The Skeletal System</b><br>Quiz: Word Part Review   | Read Ch: 3<br>Complete homework as posted in Canvas<br>Student Workbook Ch 3              |
| <b>Week 2<br/>Monday<br/>June 26</b>    | <b>Chapter 4 The Muscular System</b><br>Learning Exercises 3:1-50  Group assignment: Human Touch   | Read Ch: 4<br>Complete homework as posted in Canvas<br>Student Workbook Ch 4              |
| <b>Week 2<br/>Tuesday<br/>June 27</b>   | <b>Chapter 5 The Cardiovascular System</b><br>Learning Exercises 5: 1-50  Group assignment: Human Touch  | Read Ch: 5<br>Complete homework as posted in Canvas                                       |
| <b>Week 2<br/>Wednesday<br/>June 28</b> | <b>Chapter 5 The Cardiovascular System</b><br>Learning Exercises 5: 51-100  Group assignment: Human Touch  | Read Ch: 5<br>Complete homework as posted in Canvas Student Workbook Ch 5                 |

Imperial Valley College Course Syllabus – AHP 100 Medical Terminology

| Date  | Lecture Topics   Quiz   Exam Description  | All assignments are due prior to the next class meeting date by 1800        |
|---|---|---|
| <b>Week 2</b><br><b>Thursday</b><br><b>June 29</b>  | <b>Chapter 6 The Lymphatic and Immune Systems</b><br>Learning Exercises 6: 51-100  Group assignment: Human Touch                    | Read Ch: 6<br>Complete Homework as posted in Canvas Student Workbook Ch 6   |
| <b>Week 3</b><br><b>Monday</b><br><b>July 3</b>     | <b>Chapter 7 The Respiratory System</b><br>Learning Exercises 7: 1-50  Group assignment: Human Touch Lecture by C. MORA             | Read Ch: 7<br>Complete Homework as posted in Canvas Student workbook Ch 7   |
| <b>Week 3</b><br><b>Tuesday</b><br><b>July 4</b>    | <b>CAMPUS CLOSED 4<sup>th</sup> of July</b>   |   |
| <b>Week 3</b><br><b>Tuesday</b><br><b>July 5</b>    | <b>Chapter 8 The Digestive System</b><br>Learning Exercises 6: 51-100  Group assignment: Human Touch Lecture by C. MORA             | Read Ch: 8<br>Complete Homework as posted in Canvas Student workbook Ch 8   |
| <b>Week 3</b><br><b>Thursday</b><br><b>July 6</b>   | <b>100 Question MID-TERM on Chapters 1-8</b><br>Lecture by C. MORA  | No homework   |
| <b>Week 4</b><br><b>Monday</b><br><b>July 10</b>    | <b>Chapter 9 The Urinary System</b><br>Learning Exercises 9: 1-50  Group assignment: Human Touch Lecture by C. MORA                 | Read Ch: 9<br>Complete Homework as posted in Canvas Student workbook Ch 9   |
| <b>Week 4</b><br><b>Tuesday</b><br><b>July 11</b>   | <b>Chapter 10 The Nervous System</b><br>Learning Exercises 10: 1-50<br>Lecture by C. MORA   | Read Ch: 10<br>Complete Homework as posted in Canvas                        |
| <b>Week 4</b><br><b>Wednesday</b><br><b>July 12</b> | <b>Chapter 10 The Nervous System</b><br>Learning Exercises 10: 51-100  Group assignment: Human Touch Lecture by C. MORA             | Read Ch: 10<br>Complete Homework as posted in Canvas Student workbook Ch10  |
| <b>Week 4</b><br><b>Thursday</b><br><b>July 13</b>  | <b>Chapter 11 Special Senses: The Eyes and Ears</b><br>Learning Exercises 11:1-50  Group assignment: Human Touch Lecture by C. MORA | Read Ch: 11<br>Complete Homework as posted in Canvas Student workbook Ch 11 |
| <b>Week 5</b><br><b>Monday</b><br><b>July 17</b>    | <b>Chapter 12 Skin: The Integumentary System</b><br>Learning Exercises 12: 1-50  Group assignment: Human Touch                      | Read Ch: 12<br>Complete Homework as posted in Canvas Student workbook Ch 12 |
| <b>Week 5</b><br><b>Tuesday</b><br><b>July 18</b>   | <b>Chapter 13 The Endocrine System</b><br>Learning Exercises 13: 1-50   | Read Ch: 13<br>Complete Homework as posted in Canvas                        |
| <b>Week 5</b><br><b>Wednesday</b><br><b>July 19</b> | <b>Chapter 13 The Endocrine System</b><br>Learning Exercises 13: 51-100  Group assignment: Human Touch                              | Read Ch: 13<br>Complete Homework as posted in Canvas Student workbook Ch13  |
| <b>Week 5</b><br><b>Thursday</b><br><b>July 20</b>  | <b>Chapter 14 The Reproductive Systems</b><br>Learning Exercises 14: 1-50   | Read Ch: 14<br>Complete Homework as posted in Canvas                        |
| <b>Week 6</b><br><b>Monday</b>                      | <b>Chapter 14 The Reproductive Systems</b><br>Learning Exercises 14: 51-100  Group assignment: Human                                | Read Ch: 14<br>Complete Homework as posted in Canvas Student workbook Ch 14 |

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| Date                           | Lecture Topics   Quiz   Exam Description   | All assignments are due prior to the next class meeting date by 1800 |
|--------------------------------|--|--|
| July 24                        | Touch  |  |
| Week 6<br>Tuesday<br>July 25   | <b>Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology</b>  | Read Ch: 15<br>Complete Homework as posted in Canvas                 |
| Week 6<br>Wednesday<br>July 26 | <b>Comprehensive Medical Terminology Review Section<br/>Pg. 503: 1-100<br/>Simulated Final Test pg. 513: 1-100</b> |  |
| Week 6<br>Thursday<br>July 27  | <b>100 Question FINAL EXAM on Chapters 9-15</b>  |  |

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