Basic Course Information

Semester:	**Spring 2019**	Instructor Name:	**Rosalba Jepson**
Course Title & #:	**Medical Terminology AHP100**	Email:	**Rosalba.jepson@imperial.edu**
CRN #:	**20643**	Webpage (optional):	
Classroom:	**208**	Office #:	**2128**
Class Dates:	**2/12/19 – 6/7/19**	Office Hours:	**Mon.11-1pm, Tue. 5-6 pm**
Class Days:	**Tuesday**	Office Phone #:	**760-355-6294**
Class Times:	6:00-9:10 pm	Emergency Contact:	**760-554-9213**
Units:	3		

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 processor and patient administration specialist. (CSU)

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 animal cell, processes, cell division, cell disorders and related terms.
3. Relate four types of tissues, membranes, tissues 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. 2017. *Medical Terminology for Health Professions. (8 ed).* Cenrage Learning. ISBN: 9781305634350

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

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. Provide definitions to medical words by analyzing Greek and Latin prefixes, suffixed, word roots or combination. (ILO1, ILO2)
2. Correctly spell a variety of medical words. (ILO1, ILO2)
3. Correctly identify acceptable medical abbreviations that represent specific phrases and terms. (IOL1, ILO2)

Course Requirements and Instructional Methods

Course instructions may include but is not limited discussion, lecture, demonstration, group activity, individual assistance, lab activity, simulation/case study, audio visual, computer assisted instructions and distance learning

Two (2) hours of independent work done out of class per each hour of lecture or class work, or three (3) hours lab, practicum, or the equivalent per unit is expected

Reading and writing:
Complete assigned reading on the Special Senses or the Integumentary system. Search for an appropriate website that is informative, evidence-based and confirms what was in your assigned reading. Compose a 1-2 page typed report in your own words describing any commonalities or differences for the nomenclatures, terms, and disorders for the special senses or integumentary system. Add the link, URL, or screenshot of the homepage of the website you used. Be prepared to read and discuss your report when the assignment is reviewed in class

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

Grading Scale:
        A = 90 - 100% of total points
        B = 80 - 89%
        C = 70 - 79%
        D = 60 - 69%
        F = below 60%

- Each exam grade equals 100 points. A presentation may be weighted 30-50 points
- Mid-Term and Final exam grades will be weighted as 30% of the final course grade and all other exams and assignment grades will be weighted as 70% of the course grade
- 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.

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.** If a student plans to drop from the class and fails to meet the "W" deadline, the student may receive a grade **"F"** in their transcript. See General Catalog for details.
- Regular and timely attendance in all classes is expected of all students. **Avoid lateness to class. Three tardies will constitute an absent**. 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.
- If a student leaves the class early, or after the break without notifying the instructor, this will constitute an absent
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

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 will 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.

Classroom Etiquette

- <u>Electronic Devices:</u> Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- <u>Food and Drink</u> 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.
- <u>Disruptive Students:</u> 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 <u>General Catalog</u>.
- <u>Children in the classroom:</u> Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

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 (!!!!)].

CIivility

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. Incivility 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

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 LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: <u>Canvas Student Login</u>. The <u>Canvas Student Guides Site</u> provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- <u>Learning Services</u>. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your <u>Campus Map</u> for the <u>Math Lab</u>; <u>Reading, Writing & Language Labs</u>; and the <u>Study Skills Center</u>.
- <u>Library Services</u>. There is more to our library than just books. You have access to tutors in the <u>Study Skills Center</u>, study rooms for small groups, and online access to a wealth of resources.

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

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 provides 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 counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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

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	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 2/12/19	Syllabus & Introduction Chapter 1 –Intro to Medical Terminology – p.1 Chapter 2 – The Human Body in Health & Disease – Cells, Tissues, cell division & disorders	
Week 2 2/19/19	Chapter 3 – The Skeletal System – p.56	Test ch 1, 2
Week 3 2/26/19	Chapter 4 – The Muscular System – p.92	
Week 4 3/5/19	Chapter 5 – The Cardiovascular System– p.122	Test ch 3, 4
Week 5 3/12/19	Chapter 6 – The Lymphatic System– p.163	
Week 6 3/19/19	Chapter 7 – The Respiratory System – p. 198	Test ch 5, 6
Week 7 3/26/19	Chapter 15 – Diagnostic Procedures - p. 462	
Week 8 4/2/19	Chapter 8 – The Digestive System – p.231	MID-TERM: ch 7, 15, comprehensive
Week 9 4/9/19	Chapter 9 – The Urinary System – p.268	
Week 10 4/16/19	Chapter 10 – The Nervous System – p.298	Test ch 8, 9
No Classes	**SPRING BREAK - NO CLASSESS**	
Week 11 4/30/19	Chapter 11 – The Sensory System: Eyes & Ears – p.336	
Week 12 5/7/19	Chapter 12 – The Integumentary System – p.368	Test ch 10, 11
Week 13 5/14/19	Chapter 13 – The Endocrine System – p.399	
Week 14 5/21/19	Chapter 14 – The Reproductive System – p.426	Test ch 12,13
Week 15 5/28/19	REVIEW	
Week 16 6/4/19	**FINAL EXAM**	Final: ch 14 and Comprehensive

Tentative, subject to change without prior notice