



### Basic Course Information

Semester:	<b>Fall 2021</b>	Instructor Name:	Terrie Sullivan, RN, MSN/Ed
Course Title & #:	AHP100 Medical Terminology	Email:	terrie.sullivan@imperial.edu
CRN #:	<b>10442</b>	Webpage (optional):	
Classroom:	online	Office #:	Will be available via email and Pronto
Class Dates:	<b>Aug. 16 – Dec. 11, 2021</b>	Office Hours:	online
Class Days:	online	Office Phone #:	
Class Times:	online	Emergency Contact:	760-355-6428 Nursing Office
Units:	3	Class Format:	online

### 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, patient administration specialists. (CSU)

### Course Prerequisite(s) and/or Corequisite(s)

*none*

### 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. To build medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms as measured by a comprehensive final exam and the class average passing at 75% or higher. (ILO1, ILO2)
2. To spell medical words correctly as measured by individuals scoring at least 8 out of 10 points for one short answer question on the final exam. (ILO1, ILO2).
3. To recall acceptable medical abbreviations that represents phrases and terms as measured by individuals scoring at least 23 out of 25 for one matching question on the final exam (ILO1, ILO2).

### Course Objectives

On completion of this course the student will:

1. Be able to identify, spell, and define medical terms related to the diagnosis, pathology, and treatment of the major body systems.
2. Have a working knowledge of terminology related to:
3. Principal systems and planes of the body
4. Disorders and descriptive terms of the integumentary system
5. Disorders, articulation joints & terms of the skeletal system
6. Disorders & descriptive terms of the muscular system
7. Disorders & descriptive terms of the nervous system



8. Disorders & descriptive terms of the special senses
9. Disorders & descriptive terms of the cardiovascular system
10. Disorders & descriptive terms of the lymphatic system
11. Disorders & descriptive terms of the respiratory system
12. Disorders & descriptive terms of the digestive system
13. Disorders & descriptive terms of the urinary system
14. Disorders & descriptive terms of the reproductive system

### Textbooks & Other Resources or Links

MindTap Medical Terminology, 2 term (12 months) Printed Access Card for Ehrlich/Schroeder's Medical Terminology for Health Professions, 8<sup>th</sup>. Digital format is the only required format.  
ISBN: 9781305634442



### Course Requirements and Instructional Methods

*[Describe course activities, assignments, tests, homework, etc.]*

### Course Grading Based on Course Objectives

During the 2021 Spring Semester, AHP 100 is offered as an online class.

A student shall treat this course like a job.

There will be:

- ❖ Homework: Chapter assignments in MindTap (points are assigned by the activity) overall percentage (100 points)
- ❖ Chapter discussions (10-20 points each)
- ❖ Weekly Exams (50-75 points each)
- ❖ 1 Final Exam (100 points )

Classroom work:

The student is expected to log into the class at least 3-4 times per week.

Tests: There will be exams covering the topics reviewed online in the weekly modules. They will be taken in Canvas.

**THERE ARE NO MAKE-UP EXAMS REGARDLESS OF EXCUSE.**

Assignments: There will be homework assignments from the required MindTap (Cengage) online site. These assignments will be outlined in Canvas. The assignment will cover the topics discussed in modules and on MNL.

Late work will be accepted with a 10% deduction per day, until Sunday at 1159pm. After Sunday late work will not be accepted.



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Online and Hybrid courses must demonstrate compliance with the IVC [Regular and Effective Contact Policy for Distance Education](#).

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.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants MUST remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

**Course Grading Based on Course Objectives**

Course Grading Based on Course Objectives:

GRADING SYSTEM:

- ❖ A= 90%-100%
- ❖ B= 80%-89%
- ❖ C= 70%-79% (70 % minimal requirement to pass this class)
- ❖ D= 60%-69%
- ❖ F= 59% > (below)

**Attendance**

The below information is the IVC attendance policy.

- 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.

What does it mean to “attend” an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

### IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

### Anticipated Class Schedule/Calendar

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

Below is the projected schedule of weekly activities and assignments that will assist you in meeting the course objectives and the course Student Learning Outcomes. Please review carefully and often as the list includes required reading, estimated exam dates, assignments with due dates, etc. Finally, complete assigned reading prior to class date.

WEEK 1	<p><b>Complete FIRST DAY ATTENDANCE discussion due by Monday August 16, 2021 @1100pm</b></p> <p>Chapter 1 Introduction to Medical Terminology Assignment: Read and Study Chapter 1. This chapter is essential for all of the remaining chapters.</p>
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	<p>View Assigned videos. Complete the Assignment Activities in Mind Tap Participate in the discussion question of the week (if assigned)</p>
WEEK 2	<p>Chapter 2 The Human Body in Health and Disease Assignment: Study Chapter 2 and complete the Learning Exercises. Complete the Assignment Activities in Mind Tap Participate in the discussion question of the week (if assigned) Complete the WORD PART REVIEW in MindTap Complete Chapter 1-2 exam</p>
Week 3	<p>Chapter 3 The Skeletal System Complete the Assignment in Mindtap and chapter exam in the Assignments section Participate in the discussion questions of the week Chapter 3 and 4 are combined</p>
Week 4	<p>Chapter 4 The Muscular System Complete the Assignment in the Modules section Participate in the discussion questions of the week Chapter 3 and 4 are combined</p>
Week 5	<p>Chapter 5 The Cardiovascular System Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 6	<p>Chapter 6 The Lymphatic and Immune Systems Complete the Assignment in Mind Tap Participate in the discussion questions of the week</p>
Week 7	<p>Chapter 7 The Respiratory System Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned) Complete Midterm exam covering chapters 1-7</p>
Week 8	<p>Chapter 8 The Digestive System Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)</p>
Week 9	<p>Chapter 9 The Urinary System Assignment: Study Chapter 9, videos and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week</p>



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Week 10	Chapter 10 The Nervous System Assignment: Study Chapter 9, videos and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)
Week 11	Chapter 11 Special Senses: The Eyes and Ears Assignment: Study Chapter 11 and complete the Learning Exercises. . Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)
Week 12	Chapter 12 Skin: The Integumentary System Assignment: Study Chapters 12 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)
Week 13	Chapter 13 The Endocrine System Assignment: Study Chapters 13 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)
Week 14	Chapter 14 The Reproductive Systems Assignment: Study Chapters 14 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)
November 22-26	<p>Thanksgiving Break <b>NO SCHOOL!</b></p> 
Week 15	Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology Assignment: Study Chapters 15 and complete the Learning Exercises. Complete the Assignment in Mind Tap Participate in the discussion questions of the week (if assigned)
Week 16	Finals Week Final to be given December 11th