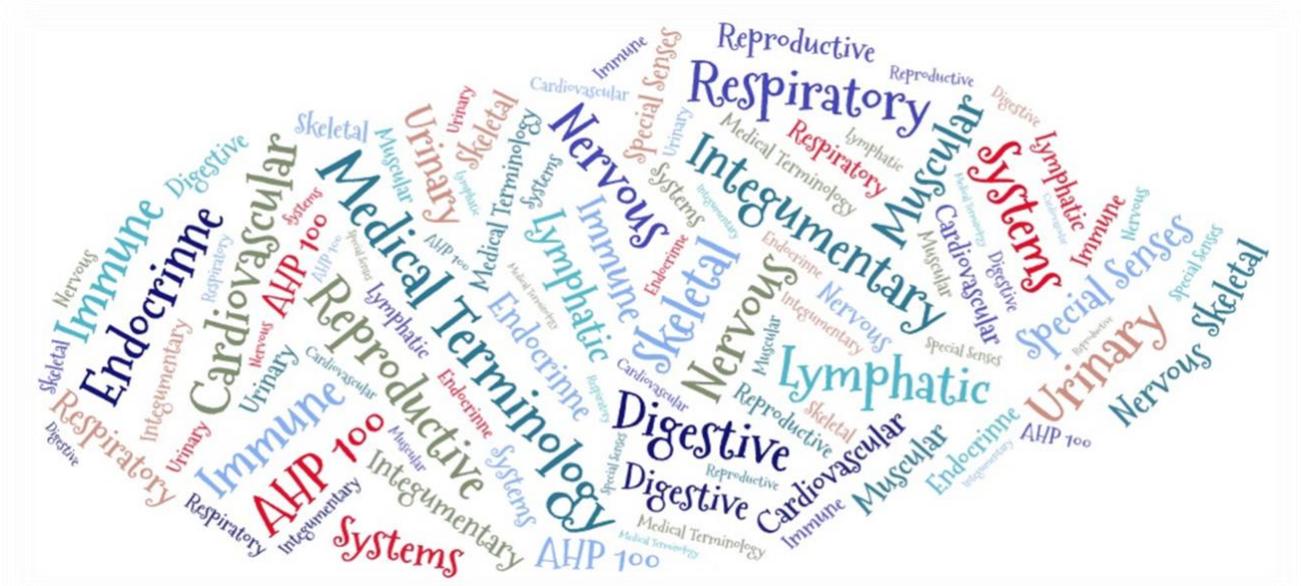




Welcome to Language of Health!

I am grateful you are taking this class; in the next weeks, we will learn the meaning of diagnosis, terms, and medical conditions. There will be interactive activities, videos, and fun activities to enhance your learning. I am committed to make this journey as engaging and productive as possible. There's a lot to learn but no need to make this boring.



Why Medical Terminology?

This is an essential course for all healthcare providers such as doctors, nurses, pharmacists, medical assistants, billing specialists, medical coders, and many more. Most medical words are derived from **Greek** or **Latin**. This course will help you understand the meanings of the word parts and medical terms. By the end of this class, you will be able to know meanings to medical terms and abbreviations used in healthcare and if you do not know a word, I am sure you will figure it out.

Learning Styles

This HyFlex modality is a new teaching method that allows you face-to-face or virtually modalities. In addition to that I am teaching the course using the different learning styles strategies.

Students, I am available to meet with you. Please contact me to set up an appointment before or after class or via email.



MEDICAL TERMINOLOGY -AHP 100

Basic Course Information

Semester:	Spring 2022	Instructor Name:	Carmen Bravo RN, MSN
Course Title & #:	AHP 100- Medical Terminology	Email:	Carmen.bravo@imperial.edu
CRN #:	20335	Webpage (optional):	Imperial Valley College
Classroom:	Hy Flex 2734	Office #:	Available via Email
Class Dates:	2/14/22 – 6/10/22	Office Hours:	This time is for you
Class Days:	Monday	Office Phone #:	
Class Times:	11:20-2:30PM	Emergency Contact:	Nursing Office 760-355-6428
Units:	3	Class Format:	HYFLEX

*****Deadline to drop WITH "W" is May 14 2022*****

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 attitude as demonstrated by being able to:

1. 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 70% or higher.

Course Objectives

Upon Satisfactory completion of the course, you 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

1. Finnegan, Lisa. 2020. Medical Terminology in a Flash: A Multiple Learning Styles Approach (4th Edition). Publisher FA Davis 2020 ISBN 9780803689534 <https://www.fadavis.com/product/medical-terminology-med-term-flash-finnegan-eagle-4>
2. Finnegan, Lisa. 2020. Medical Medical Language Lab ISBN 9780803689534

Course Requirements and Instructional Methods

Course instructions include lecture on HyFlex modality in which all course meetings are held face-to-face at IVC and may also be attended virtually, via ZOOM. Course instructions also include CANVAS assignments but is not limited discussion. The course meetings will occur at the scheduled days and times.

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 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

Letter Grade Only

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.
- There will be homework
- Weekly Exams
- Mid-Term and Final exam grades will be weighted as 20% of the final course grade and all other exams and assignment grades will be weighted as 80% of the course grade Imperial Valley College Course Syllabus
- Other assignments include, but not limited to, Medical Language Lab assignments, CANVAS discussions, presentations.
- 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
- The assignments will cover the topics discussed in modules.
- Late work will be accepted with a 10% deduction per day, until Sunday at 1159 pm. After Sunday late work will not be accepted.

Taking EXAMS from Home with HONORLOCK

- **Honorlock** will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an



IMPERIAL VALLEY COLLEGE

appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the [Honorlock Chrome Extension \(Links to an external site.\)](#).

When you are ready to complete your assessment, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page \(Links to an external site.\)](#) or within the exam itself. Some guides you should review are [Honorlock MSRs \(Links to an external site.\)](#), [Student FAQ \(Links to an external site.\)](#), [Honorlock Knowledge Base \(Links to an external site.\)](#), and [How to Use Honorlock](#)

Information to Help You Succeed in This Course

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.
- If a student leaves the class early, or after the break without notifying the instructor, this will constitute an absent equal to the number of hours absent that day
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences

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:
 - a. identify yourself,
 - b. includes a subject line
 - c. avoid sarcasm
 - d. respect others' opinions and privacy
 - e. acknowledges and return messages promptly
 - f. copy with caution
 - g. does not spam or junk mail
 - h. be concise
 - i. use appropriate language
 - j. use appropriate emoticons (emotional icons) to help convey meaning
 - k. use appropriate intensifiers to help convey meaning **[do not use ALL CAPS or multiple exclamation marks (!!).**

CLASSROOM ETIQUETTE

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, including online class, unless otherwise directed by the instructor. Electronic watches that can access internet are not allowed in class during examinations.
- **Food** is prohibited in all classrooms/online classroom. Drinks and Water bottles with lids/caps are the only exception.
- **Disruptive Students:** Students who interfere or disrupt a class may be dismissed from class and 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, only students enrolled in the class may attend; children are not allowed in the classroom, including online/zoom classes. Please keep background noise low or mute when attending online zoom classes.

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 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.

Other Course Information

CIVILITY

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, behavior misconduct or disregard for instruction, the instructor or a fellow student. Students are expected to adhere to the standards of Student Conduct and the regulations adopted by the college. behavior misconduct. Students will treat faculty and other students with respect. Students are expected to promote self-accountability for their actions and foster respectful and professional conduct in all academic interactions. Students should report any form of harassment, disrespect or threatening action. Violations are subject to student disciplinary actions, including but not limited to the removal, suspension or expulsion of a student. Education Code Section 76034, IVC Code of Student Conduct



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.

- Disabled Student Programs and Services (DSP&S) office is in Building 2100, telephone 760-355-6313. • Student Health Center. A Student Health Nurse is available on campus. Make appointment online or contact 760-355-6128.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 Feb 14	Syllabus & Introduction Chapter 1- Learning Styles Orientation to Medical Language Lab and Book Content	Pages 1-12 Assignment: <ul style="list-style-type: none"> • Complete Module 1 on Medical Language Lab • Complete VARK Questionnaire.
Week 2 Feb 21	NO SCHOOL- Washington Day Observed (CAMPUS CLOSED).	
Week 3 Feb 28	Chapter 2 - Medical Word Elements Chapter 3 - Levels of Organization	Ch. 2 Pages 17-42 Ch. 3 Pages 46-67 Assignments: <ul style="list-style-type: none"> • Complete Module 2 on Medical Language Lab • Complete Module 3 on Medical Language Lab
Week 4 March 7	Chapter 4 - Integumentary System	Ch. 4 Pages 71-100 Assignment: <ul style="list-style-type: none"> • Complete Module 4 on Medical Language Lab Exam #1 (Ch. 2) on Canvas
Week 5 March 14	Chapter 5 - Nervous System	Ch. 5 Pages 108-138 Assignment: <ul style="list-style-type: none"> • Complete Module 5 on Medical Language Lab Exam #2(Ch. 3 & 4) on Canvas
Week 6 March 21	Chapter 6. - Cardiovascular System	Ch. 6 Pages 144-181 Assignment: <ul style="list-style-type: none"> • Complete Module 6 on Medical Language Lab

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 7 March 28	Chapter 7 - Lymphatic and Immune System	Ch. 7 Pages 188-210 Assignment: <ul style="list-style-type: none"> Complete Module 7 on Medical Language Lab Exam #3 (Ch. 5 & 6) on Canvas
Week 8 April 4	Chapter 8 - Respiratory System	Ch. 8 Pages 218-247 Assignment: <ul style="list-style-type: none"> Complete Module 8 on Medical Language Lab
Week 9 April 11	Chapter 9- Digestive System	Ch. 9 Pages 255 – 290 Assignment: <ul style="list-style-type: none"> Complete Module 9 on Medical Language Lab MIDTERM EXAM #4 (Ch.1-8).
Week 10 April 18-23	*****SPRING RECESS (CAMPUS CLOSED)*****	
Week 11 April 25	Chapter 10 - Urinary System	Ch. 10 Pages 297-321 Assignment: <ul style="list-style-type: none"> Complete Module 10 on Medical Language Lab
Week 12 May 2	Chapter 11 – Reproductive System	Ch. 11 Pages 328-367 Assignment: <ul style="list-style-type: none"> Complete Module 11 on Medical Language Lab Exam #5(Ch. 9 &10) on Canvas
Week 13 May 9	Chapter 12 – Endocrine System	Ch. 12 Pages 374-401 Assignment: <ul style="list-style-type: none"> Complete Module 12 on Medical Language Lab
Week 14 May 16	Chapter 13 – Skeletal and Muscular System	Ch. 13 Pages 408-408-449 Assignment: <ul style="list-style-type: none"> Complete Module 13 on Medical Language Lab Exam #6 (Ch. 11 & 12) on Canvas
Week 15 May 23	Chapter 14 – Special Senses Eyes and Ears	Ch. 14 Pages 456- 497 Assignment:



IMPERIAL VALLEY COLLEGE

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
		<ul style="list-style-type: none">• Complete Module 14 on Medical Language Lab
Week 16 May 30	NO SCHOOL - MEMORIAL DAY (CAMPUS CLOSED).	Exam #7 (Ch. 13 & 14) on Canvas
Week 17 June 6	FINAL EXAM	ASSIGNMENTS DUE

*****Subject to change without prior notice*****