



### Basic Course Information

Semester:	<b>Spring 2022</b>	Instructor Name:	Terrie Sullivan, RN, MSN/Ed
Course Title & #:	AHP100 Medical Terminology	Email:	terrie.sullivan@imperial.edu
CRN #:	20476	Webpage (optional):	
Classroom:	Asynchronous online	Office #:	
Class Dates:	<b>Feb. 14- June 8, 2022</b>	Office Hours:	Tuesday 1030-1100 (Pronto) & 6-7pm (Pronto) Wednesday 1230-1330 Thursday 6-7pm Friday 9-9:30am (Pronto) Will be available via email, in person and Pronto. In person and Zoom by appt.
Class Days:	Asynchronous online	Office Phone #:	
Class Times:	Asynchronous online	Emergency Contact:	<b>Nursing Office (760)355-6348</b>
Units:	3	Class Format:	Asynchronous 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. 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, 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 human 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
15. Describe components of Diagnostic Procedures, Nuclear Medicine, and Pharmacology.

### Textbooks & Other Resources or Links

MindTap for Medical Terminology for Health Professions 12 Months Digital platform  
ISBN: 9780357513743



### Course Requirements and Instructional Methods

During the 2022 Spring Session, AHP 100 is offered as an asynchronous 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 (5-20 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 only in assignments in canvas, quiz and discussions, with a 10% deduction per day, until Sunday at 1159pm. After Sunday late work will not be accepted.

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.



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## 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)

## Course Policies

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.

Course first day attendance policy:

**There is a *Discussion Board* for "First Day Attendance" in the GETTING STARTED module you will leave me a message that you are checking in for attendance. This is how I take attendance for the first day. Failure to do this on the first day of class- February 14<sup>th</sup> - means that you are not in the class and will be dropped. If you are dropped for non-attendance on the first day of the class, please do not ask me for an add code to get back into class**

- 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

**\*\*\*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>Complete FIRST DAY ATTENDANCE discussion due by Monday February 14<sup>th</sup> @1100pm            Chapter 1 Introduction to Medical Terminology Assignment:</p> <ul style="list-style-type: none"> <li>• Read and Study Chapter 1. This chapter is essential for all of the remaining chapters. View Assigned videos.</li> <li>• Complete the Assignment Activities in Mind Tap</li> <li>• Participate in the discussion question of the week (if assigned)</li> </ul>
WEEK 2	<p>Chapter 2 The Human Body in Health and Disease Assignment:</p> <ul style="list-style-type: none"> <li>• Study Chapter 2 and complete the Learning Exercises.</li> <li>• Complete the Assignment Activities in MindTap</li> <li>• Participate in the discussion question of the week (if assigned)</li> <li>• Complete the WORD PART REVIEW in MindTap</li> <li>• Complete Chapter 1 -2 exam in canvas</li> </ul>
Week 3	<p>Chapter 3 The Skeletal System</p> <ul style="list-style-type: none"> <li>• Complete the Assignment in Mindtap and chapter exam in the Assignments section</li> <li>• Participate in the discussion questions of the week Chapter 3 and 4 are combined</li> </ul>
Week 4	<p>Chapter 4 The Muscular System</p> <ul style="list-style-type: none"> <li>• Complete the Assignment in Mindtap and chapter exam in the Assignments section</li> <li>• Participate in the discussion questions of the week Chapter 3 and 4 are combined</li> </ul>
Week 5	<p>Chapter 5 The Cardiovascular System</p> <ul style="list-style-type: none"> <li>• Complete the Assignment in the Modules section</li> <li>• Participate in the discussion questions of the week (if assigned)</li> </ul>
Week 6	Chapter 6 The Lymphatic and Immune Systems



	<ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 7	Chapter 7 The Respiratory System <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 8	Chapter 8 The Digestive System <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 9	Chapter 9 The Urinary System <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 10	Chapter 10 The Nervous System <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 11	<ul style="list-style-type: none"><li>• Chapter 11 Special Senses: The Eyes and Ear Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 12	Chapter 12 Skin: The Integumentary System <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 13	Chapter 13 The Endocrine System <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 14	Chapter 14 The Reproductive Systems <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 15	Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology <ul style="list-style-type: none"><li>• Complete the Assignment in Modules section</li></ul>



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	<ul style="list-style-type: none"><li>• Participate in the discussion questions of the week (if assigned)</li></ul>
Week 16	Finals Week Final to be given June 8th