

BASIC COURSE INFORMATION

Semester	Fall 2014	Instructor Name	Aida Valdez
Course Title & #	Medical Terminology (AHP 100)	EMAIL	aida.valdez@imperial.edu
CRN # / Units	10651 / 3 units	Webpage	IVC Nursing & Allied Health
Room	2139	Office	None
Class Dates	August 18 th thru December 13 th , 2014	Office hours	none
Days	Tuesday - evenings	Inst.ce11–only text	(760) 473-1673
Class Times	6:30 pm – 9:40 pm	Contact Inst. If absent by cell #	(760) 473 – 1673 – text message

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:

1. Build many medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms. (ILO1, ILO2)
2. Define medical words by analyzing Greek and Latin parts. (ILO1, ILO2)
3. Spell medical words correctly. (ILO1, ILO2)
4. Recall acceptable medical abbreviations that represents phrases and terms. (ILO1, ILO2)

Text books & Other Resources or Links

Text: Ehrlich/Schroeder: *Medical Terminology for Health Professions*, 7th Ed. 2013, Delmar Cengage Learning ISBN – 13: 978-111-54327-3

Study Ware CD - Delmar Cengage Learning (included in package with textbook)

Course Requirements and Instructional Methods & Anticipated Class Schedule/Calendar

DATE:	Description:	Assignments/Homework: Chapters: 1-15
<p>August</p> <p>08/18/2014</p> <p>Tuesday</p> <p>1st week</p>	<p>Class introductions, materials and semester activities</p> <p>Ch 1 Introduction to Medical Terminology</p>	<p>Introductions; review syllabus & discussion/questions/concerns</p> <p>Ch 1 chapter review and complete the Learning exercises at end of chapter. Listen to the vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Also work on end of chapter activity in classroom as time permits which will be a letter grade. Work on Study Guides as time permits</p>
<p>August</p> <p>08/26/2014</p> <p>Tuesday</p> <p>2nd week</p>	<p>Ch 1 Introduction to Medical Terminology</p> <p>Ch 2 The Human Body in Health and Disease</p>	<p>Ch 1 & 2 Study chapter(s) and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Also work on end of chapter activity in classroom as time permits which will be a letter grade. Review previous chapters as time permits. Health ED Video & work on study guides as time permit</p>
<p>September</p> <p>09/02/2014</p> <p>Tuesday</p> <p>3rd week</p>	<p>Ch 2 The Human Body in Health and Disease</p> <p>Ch 3 The Skeletal System</p>	<p>Ch 2 & 3 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in</p>

<p style="text-align: center;">September 09/09/2014 Tuesday 4th week</p>	<p>Exam Chapters: 1, 2 & 3 40 questions Ch 4 The Muscular System</p>	<p>classroom as time permits. Health ED Video & study guides. Ch 4 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p style="text-align: center;">September 09/16/2014 Tuesday 5th week</p>	<p>Exam: Word Part Practice Session – 40 Q Ch 5 The Cardiovascular System Ch 6 The Lymphatic and Immune Systems</p>	<p>Ch 5 & 6 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides</p>
<p style="text-align: center;">September 09/23/2014 Tuesday 6th week</p>	<p>Exam chapters: 4, 5 & 6 45 questions Ch 7 The Respiratory System</p>	<p>Ch 7 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p style="text-align: center;">September 09/30/2014 Tuesday 7th week</p>	<p>Exam: Word Part Post Test – 40 questions Ch 7 The Respiratory System Ch 8 The Digestive System</p>	<p>Ch 7 & 8 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>

<p>October 10/07/2014 Tuesday 8th week</p>	<p>Exam chapters: 7 & 8 40 questions</p> <p>Ch 9 The Urinary System</p>	<p>Ch 9 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p>October 10/14/2014 9th week</p>	<p>Mid Term: 1-8 – 100 Q (Study Guides: 1-8)</p> <p>Review Textbook: 1-8 End of Chapter Exercises</p> <p>Ch 10 The Nervous System</p>	<p>Ch 9 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p>October 10/21/2014 Tuesday 10th week</p>	<p>Ch 10 The Nervous System</p> <p>Ch 11 Special Senses: Eyes & Ears</p>	<p>Ch 10 & 11 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p>October 10/28/2014 Tuesday 11th week</p>	<p>Exam Ch: 9, 10 & 11 45 Questions</p> <p>Ch 12 The Integumentary System</p>	<p>Ch 12 Study chapter and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>

<p>November 11/04/2014 Tuesday 12th week</p>	<p>Ch 12 The Integumentary System Ch 13 The Endocrine System</p>	<p>Ch 12 & 13 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p>November 11/11/2014 Tuesday 13th week</p>	<p>HOLIDAY – NO SCHOOL</p>	<p>Continue with Homework:</p> <ol style="list-style-type: none"> 1. Study guides (9 – 15) 2. End of Chapter Exercises (9-15)
<p>November 11/18/2014 Tuesday 14th week</p>	<p>Exam Chap.: 12 & 13 40 questions Ch 14 The Reproductive System Ch 15 Diagnostic Procedures, Nuclear Medicine & Pharmacology</p>	<p>Ch 14 & 15 Study chapters and complete the Learning Exercises at end of chapter(s). Listen to the chapter's vocabulary terms on the Audio CD. Complete the chapter's StudyWARE™ activities, in classroom as time permits. Health ED Video. Work on Study Guides.</p>
<p>November 11/25/2014 Tuesday 15th week</p>	<p>NO School – HOLIDAY Week</p>	<p>Continue with Homework:</p> <ol style="list-style-type: none"> 1. Study guides (9– 15) 2. End of Chapter Exercises (9-15)
<p>December 12/02/2014 Tuesday 16th week</p>	<p>Exam Chap.: 14 & 15 40 questions Review Textbook: End of Chapter Exercises</p>	<p>Study for 'FINAL EXAM' next week 100 questions</p> <ul style="list-style-type: none"> • Study guides 9-15

<p>December 12/09/2014 Tuesday 17th week</p>	<p>FINAL EXAM – 100 QUESTIONS</p> <p>LAST DAY OF CLASS</p>	<p>YOU CAN LEAVE AFTER EXAM OR WAIT FOR FINAL EXAM RESULTS</p> <p>GRADES WILL BE POSTED BY 12/18/2014</p> <ul style="list-style-type: none"> • DO NOT CONTACT INSTRUCTOR ABOUT YOUR <ol style="list-style-type: none"> 1. FINAL EXAM GRADE 2. FINAL COURSE GRADE
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<p>Course Grading Based on Course Objectives</p>

- A student who fails to attend the first class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceeds the number of hours the class is scheduled to meet per week may be dropped.
- Testing: Every student is responsible for taking all examinations. **THERE ARE NO MAKE UPS** unless prior arrangements are made with the instructor. The instructor may include additional quiz with the scheduled exam without prior notice from your reading assignments for each chapter.
- **STUDENT MUST USE 100 QUESTION SCANTRON FOR ALL EXAMS**
- **DO NOT** ask instructor for the answer regarding questions on study guides: 1-15
- **DO NOT ask instructor for answers regarding ' end of chapter exercise questions' for answers for chapters: 1-15**
- **Students MUST sign-in weekly prior to class starting**
- **NO** other student can sign-in for another student – student signing in for another student will be dropped from the course and receive an 'F' in the course. The matter will be taken to IVC Disciplinary Officer for documentation in student's file

Grading System:

1. A= 90%-100%
 2. B= 80%-89%
 3. **C= 70%- 79% (70 % minimal requirement to pass this class)**
 4. D= 60%- 69%
 5. F= 59% > (below)
- Students **MUST** sign-in weekly prior to class starting

MUST PASS: (LAST DAY TO DROP WITH 'W' - 11/08/2014)

- **THE MID-TERM TO PASS THE CLASS (even if passing 'ALL' chapters exams)**
- **THE FINAL EXAM TO PASS THE CLASS (even if passing 'ALL' chapters exam)**
- **Student will receive a letter grade of an 'F' NOT receiving 70% or better MID-TERM or FINAL EXAM, if NOT dropped by drop date: 11/08/2014, MUST be passing chapter exam too.**
- **Student is responsible for 'Withdrawing' themselves from the course by or on the dropped as: 11/08/2014**
- **DO NOT CALL INSTRUCTOR AFTER THE COURSE TO RECEIVE YOUR FINAL GRADE**
- **THE CLASS 'FINAL' GRADE WILL BE POSTED APPROXIMATELY 5-10 DAYS AFTER THE COURSE AT THE END OF THE SEMESTER – FALL 2014**

TEXTBOOK (GRADING):

- **TEXTBOOK: 1-15 chapters (completed) = 100% = A (ALL questions NEED to be completed answered at the end of 'ALL' chapters.**
- **TEXTBOOK: 1-15 chapters (partial or incomplete) = 0% = F (NO exceptions/NO excuses will be accepted)**

NOTE FINAL CLASS GRADE:

(AVERAGE SUM OF THE FOLLOWING)

1. **AVERAGE PERCENTAGE GRADE OF CHAPTER TEST IS 1/4TH OF FINAL CLASS GRADE**
2. **TEXTBOOK GRADE (PERCENTAGE): END-OF CHAPTER(S) EXERCISES IS 1/4TH OF FINAL CLASS GRADE**
3. **MID-TERM EXAM GRADE (PERCENTAGE) IS 1/4TH OF FINAL CLASS GRADE**
4. **FINAL EXAM GRADE (PERCENTAGE IS 1/4TH OF FINAL CLASS GRADE**

Classroom Etiquette

1. ALL personal electronic devices off
2. NO food or drinks in classroom
3. Disruptive Students – The student(s) will be sent to the Campus Disciplinary Officer before returning to continue with course work

Academic Honesty

- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting other in using materials, which are prohibited or inappropriate in the context of academic assignments in question.
- Anyone caught cheating will receive a zero (0) on the exam. 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 actions. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct.
- NO photo copying of the scantron results from cell phone. Student will be dropped from the course who is caught photo copying the scantron results with a cell phone. The student will be dropped from the course and receive an 'F' in the course. The incident will be reported to the IVC Disciplinary Officer documenting in student's file.

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 (DSPS) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSPS&S office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see: <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at:
http://www.imperial.edu/index.ph?opton=com_docman&task-doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at:
<http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>