

Basic Course Information

Semester:	Spring 2018	Instructor Name:	Daniel G. Ortiz, Jr
Course Title & #:	AHP 100 Medical Terminology	Email:	daniel.ortiz@imperial.edu
CRN #:	20643	Webpage (optional):	www.imperial.edu
Classroom:	208	Office #:	2126
Class Dates:	Feb 13, 2018, June 8, 2018	Office Hours:	By Appointment Only
Class Days:	Tuesday	Office Phone #:	760-355-6493
Class Times:	0600-0910pm	Emergency Contact:	Nursing Office Secretary
Units:	3.00		760-355-6348

Last Date to Add: 24 FEB 2018

Deadline to drop WITH "W": 12 MAY 2018

(IT IS NOT THE INSTRUCTOR'S RESPONSIBILITY TO ADD OR DROP STUDENTS)

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)

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

This course does not carry any prerequisites and or corequisites

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to: build many medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms. (ILO1, ILO2) define medical words by analyzing Greek and Latin parts. (ILO1, ILO2) spell medical words correctly. (ILO1, ILO2) recall acceptable medical abbreviations that represents phrases and terms. (ILO1, ILO2)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Define principal systems of the body, directional terms, body cavities, abdominoplevic 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, 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

Textbooks & Other Resources or Links

Required: Ann Ehrlich; Carol L. Schroeder (2017). Medical Terminology for Health Professions (8th ed). Cengage Learning. ISBN: 9781305634350 (The Digital version of this text may be substituted in place of the “hard-copy” textbook)

Ann Ehrlich; Carol L. Schroeder. Workbook to accompany Medical Terminology for Health Professions (8th ed) ISBN: 9781305634367

Course Requirements and Instructional Methods

Class Activities/ Team work in class
Mid-Term/Final Exam(s)
In-class Quizzes
Chapter Learning Exercises in Workbook
Lecture

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

A= 92-100 %
B= 83 – 91 %
C= 75 – 82 %
D= 68 – 74 %
F= below 68 %

[Number of quizzes and assignments are subject to change]
12 in-class quizzes worth 25 points each = 120 (max points)
1 Word Part Review Test =25 points

15 Chapter Learning Exercises from workbook worth 10 points each = 150 (max points)

1 Mid-term worth 100 points

1 Final worth 100 points

Class/Group/Home work ***as assigned***

Assignments will be given daily/weekly and are due as specified by the instructor. Assignments will be turned in at the beginning of class to receive full credit. All late assignments turned (submitted 15 minutes after class has started) **WILL NOT BE ACCEPTED**. You will be graded on the following areas in this class: Homework, Quizzes, Tests, Labs, Classroom Participation, and Extra Credit. The above scale refers to all assignments, as well as your total overall points for the class. There is no set amount of points for this class, as pop quizzes will be given.

Study Time:

Approximately eight to ten hours per week of study or homework time outside of class is recommended for successful completion of course requirements.

Attendance

This class has 23 Instruction days. If you are absent more than 3 days, you need to drop the class. If you no longer plan to attend class it is your responsibility, not the Instructor's, to drop you from the class. The class will start as indicated above; any student who is tardy 15 minutes or more will be counted as absent, will not be allowed to take any scheduled or unannounced quizzes, test, or major exams. Also, students who are 15 minutes or more late to class will not be allowed to turn in homework as assigned for that day. Students are strongly encouraged to meet all class sessions as homework and assignments will be provided at the end of lecture.

- 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.

Classroom Etiquette

I expect each student in this class to respectfully participate. While I enjoy teaching and I hope you have fun in this class, please act professionally and keep other student's feelings in mind and refrain from rude, inappropriate behavior and language in class.

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink 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.
- Disruptive Students: 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 [General Catalog](#).

- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

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 (!!!!)].

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 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.

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: [Canvas Student Login](#). The [Canvas Student Guides Site](#) 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.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

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 provide 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..

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.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of

both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

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 [General Catalog](#).

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	Lecture Topics Quiz Exam Description	All assignments are due prior to the next class meeting date before the start of lecture/exam
Week 1 Feb. 13	Chapter 1 Introduction to Medical Terminology Chapter 2 The Human Body in Health and Disease	Read Ch: 1-2 Due Feb 17: Complete Homework questions as posted in Canvas
Week 2 Feb. 20	Chapter 3 The Skeletal System Quiz: Word Part Review	Read Ch: 3 Due Feb 24: Complete Homework questions as posted in Canvas
Week 3 Feb. 28	Chapter 4 The Muscular System Quiz on previous material	Read Ch: 4 Due Mar. 3: Complete Homework questions as posted in Canvas
Week 4 Mar. 6	Chapter 5 The Cardiovascular System Quiz on previous material	Read Ch: 5 Due Mar. 10: Complete Homework questions as posted in Canvas
Week 5 Mar. 13	Chapter 6 The Lymphatic and Immune Systems Quiz on previous material	Read Ch: 6 Due Mar. 17: Complete Homework questions as posted in Canvas
Week 6 Mar. 20	Chapter 7 The Respiratory System Quiz on previous material	Read Ch: 7 Due Mar 24: Complete Homework questions as posted in Canvas
Week 7 Mar. 27	100 Question MID-TERM on Chapters 1-7	
Week 8	CAMPUS CLOSED Spring Break, April 2-6	
Week 9 Apr. 10	Chapter 8 The Digestive System Quiz on previous material	Read Ch: 8 Due Apr 14: Complete Homework questions as posted in Canvas
Week 10 Apr. 17	Chapter 9 The Urinary System Quiz on previous material	Read Ch: 9 Due Apr 14: Complete Homework questions as posted in Canvas
Week 11 Apr. 24	Chapter 10 The Nervous System Quiz on previous material	Read Ch: 10 Due Apr 28: Complete Homework questions as posted in Canvas
Week 12 May 1	Chapter 11 Special Senses: The Eyes and Ears Quiz on previous material	Read Ch: 11 Due May 5: Complete Homework questions as posted in Canvas

Anticipated Class Schedule/Calendar		
Date	Lecture Topics Quiz Exam Description	All assignments are due prior to the next class meeting date before the start of lecture/exam
Week 13 May 8	Chapter 12 Skin: The Integumentary System Quiz on previous material	Read Ch: 12 Due May 12: Complete Homework questions as posted in Canvas
Week 14 May 15	Chapter 13 The Endocrine System Quiz on previous material	Read Ch: 13 Due May 19: Complete Homework questions as posted in Canvas
Week 15 May 22	Chapter 14 The Reproductive Systems Quiz on previous material	Read Ch: 14 Due May 26: Complete Homework questions as posted in Canvas
Week 16 May 29	Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology Comprehensive Medical Terminology Review Section	Read Ch: 15 Due Jun 2: Complete Homework questions as posted in Canvas
Week 17 Jun. 5	100 Question FINAL EXAM on Chapters 8-15	

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