



Basic Course Information

Semester:	FALL 2023	Instructor Name:	Rosalba Jepson
Course Title & #:	Medical Terminology AHP 100	Email:	Rosalba.jepson@imperial.edu
CRN #:	10622	Webpage (optional):	
Classroom:	2131	Office #:	2113
Class Dates:	8/14/2023 – 12/9/2023	Office Hours:	M. 11:30-12:30, T. 9-11 AM W. Th. 2-3 PM (1st 8 weeks)
Class Days:	Monday	Office Phone #:	760-355-6294
Class Times:	1:00 pm – 4:10 pm	Emergency Contact:	760-554-9213
Units:	3.0	Class Format:	Classroom in-person

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 processor and patient administration specialist. (CSU)

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

None Required

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 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

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, suffixed, word roots and combining forms as



measured by a comprehensive final exam and the class average passing at 70% or higher. (ILO1, ILO2)

Textbooks & Other Resources or Links

1. Carol L. Schroeder, Ann Ehrlich; et al . 2022. Medical Terminology for Health Professions. (9 ed). Cengage Learning. ISBN: 978035751369-9
2. Carol L. Schroeder, Ann Ehrlich; et al . 2022. Medical Terminology for Health Professions Workbook (9 ed.), Cengage Learning. ISBN: 035751369X (optional)

Course Requirements and Instructional Methods

Course instructions may include class lecture, discussion, group discussion, audio/ visual, computer assisted instructions, canvas communication.

Two (2) hours of independent work done out of class per each hour of lecture or class work, or the equivalent per unit is expected

Reading and writing: Textbook and online topics for discussion related to chapter.

Assignments and discussions will be posted on Canvas. Assignments can be turned in through Canvas.

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

Course is for letter grade only

Grading Scale: A = 90 - 100% of total points

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = below 60%

Activity/Assignments	% of Grade Total
Hmwrk Assignments	Homework Assignments
Discussion questions	25%
Class Participation one points each day	5%
Tests/Quizzes	50%
Mid-Term Exam	20%
Final Exam	
TOTAL	100%

- Exams value 100 points.
- Mid-Term and Final exam 150 points each
- 15 Chapter assignments 10 points
- 5 Chapter discussion questions 5 points
- 1 Quiz: root word, prefix suffix, 20 points
- 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
- Assignments are due at the beginning of the following class.

Course Policies

ATTENDANCE

- A student who fails to attend the first meeting of class will be dropped by the instructor. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. You will need an add code to re-enter the class.
- Regular attendance in all classes is expected of all students. A student whose accrues continuous, unexcused absences that exceed the number of hours the class is scheduled to meet per week may be dropped.
- If a student leaves the class early, or leaves after the break without notifying the instructor, this will constitute an absent equal to the number of hours absent that day
- It is the student's responsibility to drop or officially withdraw from the class. Student must drop through Webstar. See General Catalog for details.
- 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. include a subject line,
 - c. avoid sarcasm,
 - d. respect others' opinions and privacy,
 - e. acknowledge and return messages promptly,
 - f. copy with caution,
 - g. do not spam or junk mail,
 - h. be concise,
 - i. use appropriate language,
 - j. use appropriate emoticons (emotional icons) to help convey meaning, and
 - 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, unless otherwise directed by the instructor. Electronic watches that can access internet are not allowed in class during examinations.
- Food and Drinks 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, only students enrolled in the class may attend; children are not allowed.

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



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unique contributions to the community as a whole. This includes any and all forms of disrespect or disregard for instruction, the instructor or a fellow student. Education Code Section 76034, IVC Code of Student Conduct

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.

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

MEDICAL TERMINOLOGY

AHP 100

CRN# 10622

Instructor: Rosalba Jepson

rosalba.jepson@imperial.edu

Office: room 2113, office phone 760-355-6294

mobile #: 760-554-9213

Class dates: 8/14/23 – 12/9/23

Last Date to Add: 8/26/23

DROP Deadline with "W": 11/4/23

Date or Week	Activity, Assignment, and/or Topic	Assignment Due Dates
Week 1 8/14/23	Review Syllabus Ch 1 - Introduction to Medical Terminology (Meeting 3:00 PM auditorium)	Homework from workbook ch 1 due 8/21/23
Week 2 8/21/23	Ch 2 - The Human Body in Health & Disease Ch 3 - The Skeletal System	Homework from workbook ch 2-3 Due 8/28/23
Week 3 8/28/23	Ch 4 - The Muscular System Exam #1 - ch 1 & ch 2	Pg.92 Homework due 9/11/23
Week 4 9/4/23	HOLIDAY - NO CLASSES	
Week 5 9/11/23	Ch 5 - The Cardiovascular System Exam#2 - ch 3 & ch 4	Pg.122 Homework due 9/18/23
Week 6 9/18/23	Ch 6 - The Lymphatic System	Pg.162 Homework due 9/25/23
Week 7 9/25/23	Ch 7 - The Respiratory System Exam #3 - ch 5 & ch 6	Pg.198 Homework due 10/2/23
Week 8 10/2/23	Ch 8 - The Digestive System	Pg.229 Homework due 10/9/23
Week 9 10/9/23	Ch 10 - The Nervous System & Mental Health #4 - Mid-Term Exam , ch 1-8	Pg.295 Homework due 10/16/23
Week 10 10/16/23	Ch 11 - Special Senses: Eyes & Ears	Pg.334 Homework due 10/23/23
Week 11 10/23/23	Ch 9 - Urinary System Exam #5 - ch 10 & ch 11	Pg.264 Homework due 10/30/23
Week 12 10/30/23	Ch 12 - The Integumentary System	Pg.366 Homework due 11/6/23
Week 13 11/6/23	Ch 13 - The Endocrine System	Pg.397 Homework due 11/13/23
Week 14 11/13/23	Ch 14 - The Reproductive System Exam #6 - ch 12, 13	Pg.424 Homework due 11/27/23
11/20/23 - 11/25/23	HOLIDAY - CAMPUS CLOSED	
Week 15 11/27/23	Ch 15 - Diagnostic Tests	Pg. 460 Homework due 12/6/23
Week 16 12/6/23	#7 - Final Exam - 9-15	

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