



MEDICAL TERMINOLOGY – AHP 100

Basic Course Information

Semester:	FALL 2021	Instructor Name:	Rosalba Jepson
Course Title & #:	Medical Terminology AHP 100	Email:	Rosalba.jepson@imperial.edu
CRN #:	10627	Webpage (optional):	CANVAS required
Classroom:	Online-Zoom	Office #:	TBA, Zoom
Class Dates:	8/16/21 – 12/11/21	Office Hours:	(M) 11:30-12:30 (T) 9:00 – 11:00 AM (W.,Th.) – 2:00 – 3:00 PM
Class Days:	Mondays	Office Phone #:	760-554-9213 mobile 760-355-6294 office
Class Times:	1:00-4:10 PM	Emergency Contact:	Analisa Veliz 760-355-6348 or Analisa.veliz@imperial.edu
Units:	3.00	Class Format:	Online, Zoom

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

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. Ann Ehrlich; Carol L. Schroeder. 2017. Medical Terminology for Health Professions. (8 ed). Cengage Learning. ISBN: 9781305634350
2. Ann Ehrlich; Carol L. Schroeder. 2017. Medical Terminology for Health Professions Workbook (8 ed.), Cengage Learning. ISBN: 9781305634350

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

Course Requirements and Instructional Methods

Course instructions include lecture on ZOOM, and CANVAS assignments but is not limited discussion. 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.
- 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, workbook 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

Course Policies

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. 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, including online 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/online classroom. 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.



MEDICAL TERMINOLOGY – AHP 100

Anticipated Class Schedule/Calendar

MEDICAL TERMINOLOGY

AHP 100

CRN# 10627

Instructor: Rosalba Jepson

rosalba.jepson@imperial.edu

ph#: 760-554-9213

Class dates: 8/16/21 – 12/11/21

Last Date to Add: 8/28/21

DROP Deadline with “W”: 11/6/21

Office: Zoom, CANVAS, room TBA

Date/Week	Activity, Assignment, and/or Topic	Assignments/Exams Due Dates
Week 1 8/16/21	Syllabus & Introduction Ch 1 -Intro to Medical Terminology – Pg 3	View Power Point ch 1 Workbook: complete ch 1 p. 1-5 Intro discussion on CANVAS
Week 2 8/23/21	Ch 2 – The Human Body in Health & Disease Cells, Tissues, & disorders – Pg. 28	View Power Point ch 2 Workbook: complete ch 2 p. 7-11 CANVAS Discussion
Week 3 8/30/21	Ch 3 – The Skeletal System - Pg. 56	EXAM #1 ch 1,2 View Power Point ch 3 Workbook: complete ch 3 p. 13-17 CANVAS Discussion
Week 4 9/6/21	HOLIDAY - NO CLASSES - CAMPUS CLOSED	
Week 5 9/13/21	Ch 4 – The Muscular System - Pg. 92	View Power Point ch 4 Workbook: complete ch 4 p. 19-23 CANVAS Discussion
Week 6 9/20/21	Ch 5 – The Cardiovascular System - Pg. 122	EXAM #2 ch 3,4 View Power Point ch 5 #2 Workbook: complete ch 5 p. 25-29 CANVAS DISCUSSION
Week 7 9/27/21	Ch 6 – The Lymphatic System - Pg. 163	View Power Point ch 6 Workbook: complete ch 6 p. 31-35 CANVAS Discussion
Week 8 10/4/21	Ch 7 – The Respiratory System - Pg. 198	EXAM #3 ch 5,6 View Power Point ch 7 #3 Workbook: complete ch 7 p. 37-41 CANVAS Discussion
Week 9 10/11/21	Ch 8 – The Digestive System - Pg. 231	MIDTERM EXAM #4 ch 1-7 View Power Point ch 8 Workbook: complete ch 8 p. 43-47 CANVAS Discussion
Week 10 10/18/21	Ch 9 – The Urinary System - Pg. 268	View Power Point ch 9 Workbook: complete ch 9 p. 49-53 CANVAS Discussion



Date/Week	Activity, Assignment, and/or Topic	Assignments/Exams Due Dates
Week 11 10/25/21	Ch 10 – The Nervous System - Pg. 298	EXAM #5 ch 8,9 View Power Point ch 10 Workbook: complete ch 10 p. 55-59 CANVAS Discussion
Week 12 11/1/21	Ch 11 – The Sensory System - Pg. 336	View Power Point ch 11 Workbook: complete ch 11 p. 61-65 CANVAS Discussion
Week 13 11/8/21	Ch 12 – The Integumentary System - Pg. 368	EXAM #6 ch 10,11 View Power Point ch 12 Workbook: complete ch 12 p. 67-71 CANVAS Discussion
Week 14 11/15/21	Ch 13 – The Endocrine System - Pg. 399	View Power Point ch 13 Workbook: complete ch 13 p. 73-77 CANVAS Discussion
11/22/21	HOLIDAY - THANKSGIVING BREAK – NO CLASSES	
Week 15 11/29/21	Ch 14 – The Reproductive System - Pg. 429	EXAM #7 ch 12,13 View Power Point ch 14 Workbook: complete ch 14 p. 79-83 CANVAS Discussion
Week 16 11/6/21	FINAL EXAM	ALL ASSIGNMENTS DUE

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