



Basic Course Information

Semester:	SPRING 2021	Instructor Name:	Rosalba Jepson
Course Title & #:	Medical Terminology AHP 100	Email:	Rosalba.jepson@imperial.edu
CRN #:	20957	Webpage (optional):	CANVAS
Classroom:	Online-Zoom	Office #:	2128
Class Dates:	2/16/21 – 6/11/21	Office Hours:	(M) 11:30-1:30 pm (T) 10:00-11:00 (W,Th) 2:30 – 3:30 pm or TBA on CANVAS or ZOOM
Class Days:	Tuesday	Office Phone #:	760-554-9213 mobile 760-355-6294 office
Class Times:	11:20am – 2:30pm	Emergency Contact:	Analisa Veliz 760-355-6348
Units:	3.0	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 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 Objectives

Upon course completion, the successful student will have acquired new skills, knowledge and or attitudes as demonstrated by being able to:

1. Provide definitions to medical words by analyzing Greek and Latin prefixes, suffixed, word roots or combination. (ILO1, ILO2)
2. Correctly spell a variety of medical words. (ILO1, ILO2)
3. Correctly identify acceptable medical abbreviations that represent specific phrases and terms. (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 Requirements and Instructional Methods

Course instructions may include but is not limited discussion, lecture on ZOOM, and CANVAS assignments & 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

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.

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



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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**

Educational Resources

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's 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.** Tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)), to support and accommodate students during the COVID-19 Pandemic. When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- **Career Services Center.** The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.

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. When campus reopens, visit Room 1536.



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- **Mental Health Counseling Services.** Go online or contact 760-355-6310 for appointments, or when campus reopens visit Room 1536.
 - **IVC Military and Veteran Success Center.** Serves military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. Services help to connect military/veteran students, and their families, to campus and community resources. Telephone 760-355-6141 or when campus reopens, the Center is in Building 600 (Office 624).
 - The **Extended Opportunity Program and Services (EOPS)** offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. Contact the Program Office 760.335-6407 and/or visit www.imperial.edu/students/eops.
 - The **Student Equity & Achievement Program (SEA)** strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.
 - **What if I cannot afford food, books, or need other help?**
Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>
 - **Information Literacy.** The IVC **Library Department** provides numerous **Information Literacy Tutorials** to assist students in this endeavor.
 - **Student Rights and Responsibilities.** Students have the right to experience a positive learning environment and to due process of law. For more information, please refer to the IVC **General Catalog**.



Anticipated Class Schedule/Calendar

MEDICAL TERMINOLOGY

AHP 100

CRN# 20957

Instructor: Rosalba Jepson

rosalba.jepson@imperial.edu

Office: Zoom, CANVAS, room 2128

ph#: 760-554-9213

Class dates: 2/16/21 – 6/11/21

Last Date to Add: 2/27/21

DROP Deadline with "W": 5/15/21

Week/Date	Activity, Assignment, and/or Topic	Assignments/Exams Due Dates
Week 1 2/16/21	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 2/22/21	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 3/1/21	Ch 3 – The Skeletal System - Pg. 56	View Power Point ch 3 #1 EXAM ch 1,2 Workbook: complete ch 3 p. 13-17 CANVAS Discussion
Week 4 3/8/21	Ch 4 – The Muscular System - Pg. 92	View Power Point ch 4 Workbook: complete ch 4 p. 19-23 CANVAS Discussion
Week 5 3/15/21	Ch 5 – The Cardiovascular System - Pg. 122	View Power Point ch 5 #2 EXAM ch 3,4 Workbook: complete ch 5 p. 25-29 CANVAS DISCUSSION
Week 6 3/22/21	Ch 6 – The Lymphatic System - Pg. 163	View Power Point ch 6 Workbook: complete ch 6 p. 31-35 CANVAS Discussion
Week 7 3/29/21	Ch 7 – The Respiratory System - Pg. 198	View Power Point ch 7 #3 EXAM ch 5,6 Workbook: complete ch 7 p. 37-41 CANVAS Discussion
4/5/21 – 4/10/21 SPRING BREAK -- CAMPUS CLOSE		
Week 8 4/12/21	Ch 8 – The Digestive System - Pg. 231	View Power Point ch 8 #4 EXAM Midterm 1-7 Workbook: complete ch 8 p. 43-47 CANVAS Discussion
Week 9 4/19/21	Ch 9 – The Urinary System - Pg. 268	View Power Point ch 9 Workbook: complete ch 9 p. 49-53 CANVAS Discussion
Week 10 4/26/21	Ch 10 – The Nervous System - Pg. 298	View Power Point ch 10 #5 EXAM ch 8,9 Workbook: complete ch 10 p. 55-59 CANVAS Discussion
Week 11 5/3/21	Ch 11 – The Sensory System - Pg. 336	View Power Point ch 11 Workbook: complete ch 11 p. 61-65 CANVAS Discussion
Week 12 5/10/21	Ch 12 – The Integumentary System - Pg. 368	View Power Point ch 12 #6 EXAM ch 10,11 Workbook: complete ch 12 p. 67-71 CANVAS Discussion



Week/Date	Activity, Assignment, and/or Topic	Assignments/Exams Due Dates
5/16/21	A Reminder that 5/16/21 is DROP deadline with "W"	
Week 13 5/17/21	Ch 13 – The Endocrine System - Pg. 399	View Power Point ch 13 Workbook: complete ch 13 p. 73-77 CANVAS Discussion
Week 14 5/24/21	Ch 14 – The Reproductive System - Pg. 429	View Power Point ch 14 #7 EXAM ch 12,13 Workbook: complete ch 14 p. 79-83 CANVAS Discussion
Week 15 5/31/21	Ch 15– Diagnostic Tests - Pg. 231	View Power Point ch 15 #8 EXAM ch 14 Workbook: complete ch 15 p. 85-89 CANVAS Discussion
Week 16 6/7/21	FINAL EXAM	#9 FINAL EXAM ch 8-15

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