



Basic Course Information

Semester:	Winter 2026	Instructor Name:	Jose Mora
Course Title & #:	AHP 100	Email:	Jose.mora@imperial.edu
CRN #:	15186	Webpage (optional):	Imperial Valley College
Classroom:	2110	Office #:	Available by email and Canvas
Class Dates:	01/6/26 - 02/5/26	Office Hours:	Per appt
Class Days:	Tuesdays, Wednesdays, Thursdays	Office Phone #:	Nursing Office 760-355-6348
Class Times:	0800am-1205pm	Emergency Contact:	Nursing Office 760-355-6348
Units:	3	Class Format/Modality:	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 processors, and patient administration specialists. (CSU)

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

None

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 medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms as measured by a comprehensive final exam and the class average passing at 70% or higher.

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 human 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

Textbook (print book) OR Digital (eBook) WITH Medial Language Lab (an online program) are required for the course.

Digital: Finnegan, Lisa. 2024. Medical Terminology in a Flash: A Learning Strategies Approach (5th Edition). Publisher FA Davis 2024 ISBN-13: 978-1-7196-4865-3

- Instant Access/eBook + Medical Language Lab (this is a low-cost online education resource).

Course Requirements and Instructional Methods

Attendance for in person instruction. Course instructions may include class lecture, discussion, group discussion, audio/ visual, computer assisted instructions, online programs, presentations, canvas communication and canvas assignments. 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 each week. The course meetings will occur at the scheduled days and times.

Course Grading Based on Course Objectives

To successfully pass this course, students must achieve a minimum overall grade of 70% or higher. Grades will be calculated based on the following criteria:

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
Module Assignments	30%
Quizzes	30%
Tests	20%
Final	20%
TOTAL	100%

- Total of 13 chapter/module assignments (Medical Language Lab online)
- Total of 12 quizzes (online)
- Three Exams and Final Exam (online)
- Absolutely NO LATE ASSIGNMENTS!!!

Assignments (Medical Language Lab)

- Daily modules (assignments) in Medical Language Lab (Online program by instructor)
 - Each Medical Language Lab Module should be completed by the given time frame.

There will be NO make-up tests, exams, or quizzes. 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.

Mid-Term and Final EXAMS are mandatory (NOT OPTIONAL)

Failure to take the Mid-Term/Final will result in an “F” for the course

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance. We are here to support you and ensure that you have equal access to all course materials.

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 unexcused absences that exceed the number of hours the class is scheduled to meet per week may bedropped. Maximum excused absences allowed: 1 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. Students 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. includes a subject line
- C. avoid sarcasm
- D. respect others' opinions and privacy
- E. acknowledges and returns 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



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self-worth and 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 importance 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.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

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.



Anticipated Class Schedule/Calendar

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

AHP 100: Medical Terminology

Date or Week	Activity, Assignment, and/or Topic	Pages
01/06/2026	<u>Classroom</u> Syllabus & Introduction Chapter 2: Medical Word Elements	Week 1: Complete Medical Language Lab modules. Read, Watch, Critical Listen, Response, Pronounce, Practice, and Review.
01/07/2026	Chapter 3: Level of Organizations Quiz Chapters 2-3	
01/08/2026	Chapter 4: Integumentary System Quiz Chapter 4	
01/13/2026	Chapter 5: Nervous System Test #1 Quiz Chapter 5	Week 2: Complete Medical Language Lab modules. Read, Watch, Critical Listen, Response, Pronounce, Practice, and Review.
01/14/2026	Chapter 6: Cardiovascular System Quiz Chapter 6	
01/15/2026	Chapter 7: Lymphatic and Immune System Quiz Chapter 7	
01/20/2026	Chapter 8: Respiratory System Test #2 Quiz Chapter 8	Week 3: Complete Medical Language Lab modules. Read, Watch, Critical Listen, Response, Pronounce, Practice, and Review
01/21/2026	Chapter 9: Digestive System Quiz Chapter 9	
01/22/2026	Chapter 10: Urinary System Quiz Chapter 10	
01/27/2026	Chapter 11: Reproductive System Test #3 Quiz Chapter 11	Week 4: Complete Medical Language Lab modules. Read, Watch, Critical Listen, Response, Pronounce, Practice, and Review.
01/28/2026	Chapter 12: Endocrine System Quiz Chapter 12	
01/29/2026	Chapter 13: Skeletal and Muscular System Quiz Chapter 13	
02/03/2026	Chapter 14: Special Senses: Eyes and Ears Quiz Chapter 14	Week 5: Complete Medical Language Lab modules. Read,



Date or Week	Activity, Assignment, and/or Topic	Pages
02/04/2026	Review Final	Watch, Critical Listen, Response, Pronounce, Practice, and Review. Review for Final
02/05/2026	Final Examination	

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