



Medical Terminology

Basic Course Information

Semester:	Summer 2022	Instructor Name:	Rebecca Agundez RN MSN CNE
Course Title & #:	AHP 100 - Medical Terminology	Email:	Rebecca.agundez@imperial.edu
CRN #:	30172	Webpage (optional):	
Classroom:	3201	Office #:	
Class Dates:	6/21/22 to 7/21/22	Office Hours:	Thurs. 12:00 – 13:00
Class Days:	Tue., Wed., Thurs	Office Phone #:	760-550-9206
Class Times:	8:00 – 11:25 am	Emergency Contact:	Beatriz Trillas-Martinez 760-355-6468
Units:	3	Class Format:	Face to Face

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:

- Define principal systems of the body, directional terms, body cavities, abdominopelvic regions, abdominopelvic quadrants and planes of the body
- List four parts of the human cell, processes, cell division, cell disorders and related terms.
- Relate four types of tissues, membranes, tissue inflammation, fibrin formation, pus formation and tissue repair.
- Describe components of nomenclature, disorders and descriptive terms of the integumentary system
- Describe components of nomenclature, disorders, articulation of joints and descriptive terms of the skeletal system
- Describe components of nomenclature, disorders and descriptive terms of the muscular system
- Describe components of nomenclature, disorders and descriptive terms of the nervous system

- Describe components of nomenclature, disorders and descriptive terms of the special senses
- Describe components of nomenclature, disorders and descriptive terms of the cardiovascular system
- Describe components of nomenclature, disorders and descriptive terms of the lymphatic system
- Describe components of nomenclature, disorders and descriptive terms of the respiratory system
- Describe components of nomenclature, disorders and descriptive terms of the digestive system
- Describe components of nomenclature, disorders and descriptive terms of the urinary system
- Describe components of nomenclature, disorders and descriptive terms of the reproductive system

Textbooks & Other Resources or Links

Medical Terminology for Health Professions, 9th ed., Spiral Bound Version

Author: Schroeder and Ehrlich

ISBN: 9780357513699

Publisher: Cengage Learning

Year: 2022

Course Requirements and Instructional Methods

Lecture

Class Activities, Problem Solving Exercise in Teams

Complete End of Chapter Learning Exercises for each Chapter

Mid-Term and Final Exam

In-class Quizzes

Written Assignments to be completed and turned in to Canvas Assignment

Flash Cards

Course Grading Based on Course Objectives

Total Possible Points for this course: 500

13 in-class quizzes worth 10 points each= **130** possible points

Word Part Review= **10** points

14 End of Chapter Exercises worth 10 points each= **140** possible points

Midterm (in-class exam, need to bring 100-question scantron) = **100** points

Final (in-class exam, need to bring 100-question scantron) = **100** points

Medical Terminology Review and simulated final test= **20** points

Grading Criteria: Letter Grade Only

A= 500 – 450 points

B= 445 – 400 points

C= 395 – 350 points

Less than 350 points = Fail

- **350 points is the minimum required to pass this class (70%).**
- There is a remediation contract available for students who score less than 8 on two or more quizzes to help you study more efficiently and increase your grade. Your instructor will provide more information about this contract if you need it.
- **There are no make-ups for missed exams.**
- **Grades will not be rounded up, except at the discretion of the instructor.**

Course Policies

Attendance:

This class has 15 instruction days. If you are absent more than two days, you need to drop the class. If you no longer plan to attend the class, it is your responsibility, not the instructor's, to drop yourself from the class.

- A student who fails to attend the first meeting of a 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. **It is the student's responsibility to drop or officially withdraw from the class.** See [General Catalog](#) for details.
- As soon as you are aware that you will be late to class or absent, you need to contact the instructor by email via Canvas or text (**760-550-9206**) with your name and that you will be late or absent.
- Regular attendance in all classes is expected of all students. The instructor will take roll at the beginning of each class, three days tardy equals one day (3 hours, 25 min) absence.

Classroom Etiquette:

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. The instructor may collect cell phones at the beginning of class and return them at the end of class if this rule is not followed. **Students will not be allowed to have cell phones and smart watches on their person during testing.**
- **Tape Recorders or cell phone recording or video will not be allowed in the classroom due to HIPAA laws.**
- 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, **such as students who come in late, leave and enter the class several times or are repeatedly talking during lecture** 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.

Other Course Information

There will be minimal work required in Canvas for this course. I will post the syllabus, class schedule, and study helps in Modules, and use Pronto (instant messaging) and the Canvas Inbox to communicate with you.



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

Date or Week	Activity, Assignment, and/or Topic	Homework for the Weekend
Week 1 June 21 – 23 June 22 – Last day to add	Syllabus & Introduction Chapter 1- Intro to Medical Terminology Chapter 2 – The human body Chapter 3 – Skeletal system Quiz of each chapter at the beginning of class	*Study Flash cards for prefix, suffix, general and Chap 3 *Read Chap. 4 *Complete Word Part Review
Week 2 June 28 - 30	Chapter 4 – Muscular system *6/28 Turn in Word Part Review – pages WPR 1 - 7 (worth 10 pts) Chapter 5 – Cardiovascular system Chapter 6 Lymphatic and Immune system Quiz of each chapter at the beginning of class	*Study Flash cards for prefix, suffix, general and for Chap. 4, 5, 6 *Read Chap. 7
Week 3 July 5 - 7	Chapter 7- Respiratory system Chapter 8 – Digestive system Midterm exam covering Chap. 1 - 8 Chapter 9 – Urinary system Quiz of each chapter at the beginning of class	*Study Flash cards for prefix, suffix, general and for Chap. 7, 8, 9 *Read Chap. 10
Week 4 July 12 – 14 July 13 – Deadline to drop class	Chapter 10- Nervous system and Mental Health Chapter 11 – Special Senses: Eyes and Ears Chapter 12 – Integumentary system: Skin Quiz of each chapter at the beginning of class	*Study Flash cards for prefix, suffix, general and for Chap. 10, 11, 12 *Read Chap. 13
Week 5 July 19 - 21	Chapter 13 – Endocrine system Chap. 13 Canvas assignment due 7/19 Chapter 14 – Reproductive system Final Exam covering Chapter 9 – 14 * 7/21 Turn in Completed Med. Term. Review and simulated final test - pages 502 to 520 (worth 20 pts) Quiz of each chapter at the beginning of class	*Enjoy your Weekend!

Subject to change without prior notice