



AHP 100 Medical Terminology Syllabus FALL 2024

Basic Course Information

Semester:	Fall 2024	Instructor Name:	Jeannette Lazarin, RN, MSN, CCM
Course Title & #:	AHP 100 – Medical Terminology	Email:	jeannette.lazarin@imperial.edu
CRN #:	11199	Webpage (optional):	Imperial Valley College
Classroom:	Room 2131	Office #:	I am available via email and Canvas inbox
Class Dates:	08/12/2024 - 12/07/2024	Office Hours:	Per appointment
Class Days:	Tuesdays	Office Phone #:	Nursing Office 760-355-6348
Class Times:	1300 - 1610	Emergency Contact:	Nursing Office 760-355-6348
Units:	3	Class Format/Modality:	In-person

*****Deadline to drop with "W" is November 2nd, 2024*****

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.



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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 or Digital (eBook) WITH Medical Language Lab (an online program) is required for the course.

Only one or the other is required, depending on your preference, hardcopy or digital (up to you). Both have access to the medical language lab. You need to register with your IVC email.

*Access to a 20% discount coupon is located in Canvas.

⇒ **Textbook:** Finnegan, Lisa. 2024. Medical Terminology in a Flash: A Learning Strategies Approach (5th Edition). Publisher FA Davis 2024 ISBN 9781719648646

- *Textbook with free access code in text for Medical Language Lab*

OR

⇒ **Digital:** Finnegan, Lisa. 2024. Medical Terminology in a Flash: A Learning Strategies Approach (5th Edition). Publisher FA Davis 2024 ISBN 9781719648653

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

Course Requirements and Instructional Methods

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.

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
Assignments	30%
Quizzes	10%
Weekly Tests	40%
Mid-Term and Final	20%
TOTAL	100%

- Total of 14 chapter/module assignments (canvas)
- Total of 12 quizzes (in-class)
- Total of 12 weekly tests (canvas)
- Mid-Term and Final exam (in-class)

Assignments (homework):

- Weekly modules (assignments) in Medical Language Lab (Online Program via Canvas):
 - Each Medical Language Lab Module should be completed
 - Grades for each module are an average of the several individual exercises within that module. Your grade for each module will reflect your score on the work you've completed in that module so far prior to the due date. Once the due date passes, however, any incomplete exercises will be given a ZERO, and your module score adjusts accordingly. Be sure to complete every exercise in each module before the due date!
 - Assignments are due Mondays before midnight.
 - Late assignments will be accepted with a 10% deduction per day, until Thursday at 1159 pm. After Thursday late work will not be accepted.

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.

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

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.

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. (3 absences is the maximum allowed)
- 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. 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 unique contributions to the community as a whole. This includes any and all forms of



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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.

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 an appointment online or contact 760-355-6128.

IVC offers various services in support of student success. The following are some of the services available for students.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log on to 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](#). There are several learning labs on campus to assist students through the



use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.

- **Library Services.** There is more to our library than just books. You have access to tutors in the StudySkills Center, study rooms for small groups, and online access to a wealth of resources.

Anticipated Class Schedule/Calendar

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

AHP 100: MEDICAL TERMINOLOGY

Date or Week	Activity, Assignment, Test, Quiz and/or Topic/ Due Dates	Pages
Week 1 August 13 th	<p style="text-align: center;"><u>Classroom</u></p> <p>Syllabus & Introduction Review Medical Language Lab LECTURE Chapter 1: Learning Preferences and Strategies</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Learning Preferences and Strategies) due by Monday 8/26/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read Syllabus • Read/Review Chapter 1: Learning Preferences and Strategies • Read Chapter 2: Medical Word Elements before the next class session.
Week 2 August 20 th	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 2: Medical Word Elements QUIZ (ch. 2)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Medical Word Elements) due by Monday 8/26/24 before midnight (2359) TEST Chapter 2: Medical Word Elements due by Monday 8/26/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 2 • Read Chapter 3: Levels of Organization before the next class session.
Week 3 August 27 th	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 3: Levels of Organization QUIZ (ch.3)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Levels of Organization) due by Tuesday 9/3/24 by noon (1159) TEST Chapter 3: Levels of Organization due by Tuesday 9/3/24 before noon (1159)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 3 • Read Chapter 4: Integumentary System Organization before the next class session.
Week 4 September 3 rd	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 4: Integumentary System QUIZ (ch. 4)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Integumentary System) due by Monday 9/9/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 4 • Read Chapter 5: Nervous System before the next class session



Date or Week	Activity, Assignment, Test, Quiz and/or Topic/ Due Dates	Pages
	<p>TEST Chapter 4: Integumentary System due by Monday 9/9/24 before midnight (2359)</p>	
<p>Week 5 September 10th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 5: Nervous System QUIZ (ch. 5)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Nervous System) due by Monday 9/16/24 before midnight (2359)</p> <p>TEST Chapter 5: Nervous System due by Monday 9/16/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 5 • Read Chapter 6: Cardiovascular System before the next class session
<p>Week 6 September 17th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 6: Cardiovascular System QUIZ (ch. 6)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Cardiovascular System) due by Monday 9/23/24 before midnight (2359)</p> <p>TEST Chapter 6: Cardiovascular System due by Monday 9/23/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 6 • Read Chapter 7: Lymphatic and Immune System before the next class session
<p>Week 7 September 24th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 7: Lymphatic and Immune System QUIZ (ch. 7)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Lymphatic and Immune System) due by Monday 9/30/24 before midnight (2359)</p> <p>TEST Chapter 7 due by Monday 9/30/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 7 • Read Chapter 8: Respiratory System before the next class session
<p>Week 8 October 1st</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 8: Respiratory System QUIZ (Ch. 8)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Respiratory System) due by Monday 10/7/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 8 • Study for mid-term (ch 2-8)
<p>Week 9 October 8th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p style="text-align: center;">MIDTERM EXAM (Chapters 2– 8)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>Chapter 9: Digestive System (lecture slides in canvas)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 9 • Read Chapter 10: Urinary System before the next class session



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Date or Week	Activity, Assignment, Test, Quiz and/or Topic/ Due Dates	Pages
	<p>ASSIGNMENT in Medical Language Lab (Digestive System) due by Monday 10/14/24 before midnight (2359)</p> <p>TEST Chapter 9 due by Monday 10/14/24 before midnight (2359)</p>	
<p>Week 10 October 15th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 10: Urinary System QUIZ (ch. 10)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Urinary System) due by Monday 10/21/24 before midnight (2359)</p> <p>TEST Chapter 10 due by Monday 10/21/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 10 • Read Chapter 11: Reproductive System before the next class session
<p>Week 11 October 22nd</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 11: Reproductive System QUIZ (ch. 11)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Reproductive System) due by Monday 10/28/24 before midnight (2359)</p> <p>TEST Chapter 11 due by Monday 10/28/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 11 • Read Chapter 12: Endocrine System before the next class session
<p>Week 12 October 29th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 12: Endocrine System QUIZ (ch. 12)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Endocrine System) due by Monday 11/4/24 before midnight (2359)</p> <p>TEST Chapter 12 due by Monday 11/4/24 before midnight (2359)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 12 • Read Chapter 13: Skeletal and Muscular System before the next class session
<p>Week 13 November 5th</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>LECTURE Chapter 13: Skeletal and Muscular System QUIZ (ch. 13)</p> <p style="text-align: center;"><u>Canvas</u></p> <p>ASSIGNMENT in Medical Language Lab (Skeletal and Muscular System) due by Tuesday 11/12/24 before noon (1159)</p> <p>TEST Chapter 13 due by Tuesday 11/12/24 before noon (1159)</p>	<ul style="list-style-type: none"> • Read/Review Chapter 13 • Read Chapter 13: Special Senses: Eyes and Ears before the next class session



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Date or Week	Activity, Assignment, Test, Quiz and/or Topic/ Due Dates	Pages
Week 14 November 12 th	<p style="text-align: center;"><u>Classroom</u></p> LECTURE Chapter 14: Special Senses: Eyes and Ears QUIZ (ch. 14) <p style="text-align: center;"><u>Canvas</u></p> ASSIGNMENT in Medical Language Lab (<i>Special Senses: Eyes and Ears</i>) due by Monday 11/18/24 before midnight (2359) TEST Chapter 14 due by Monday 11/18/24 before midnight (2359)	<ul style="list-style-type: none"> • <i>Read/Review Chapter 14</i>
Week 15 November 19 th	<p style="text-align: center;"><u>Classroom</u></p> Review for Final	<ul style="list-style-type: none"> • <i>Study for Final (ch 9-14)</i>
	HOLIDAY BREAK – NO CLASS THIS WEEK	November 25th – 29th
Week 16 December 3 rd	<p style="text-align: center;"><u>Classroom</u></p> FINAL EXAM (Chapters 9 -14)	

Subject to change without prior notice