



Basic Course Information

Semester:	Winter 2025	Instructor Name:	Suellen Encinas, MSN-NEd, RN
Course Title & #:	AHP 100- Medical Terminology	Email:	Suellen.Encinas@imperial.edu
CRN #:	15186	Webpage (optional):	Imperial.edu
Classroom:	2131	Office #:	
Class Dates:	01/02/25 – 02/03/25	Office Hours:	WTR 1205-1305
Class Days:	TWR	Last day to drop with a "W"	01/25/2025
Class Times:	0800-1205	Emergency Contact:	Nursing Office 760-355-6428
Units:	3.0	Class Format/Modality:	In-person

Course Description

The 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, patient administration specialists. (CSU)

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

N/A

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge and or attitude 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, you 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

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11. Describe components of nomenclature, disorders and descriptive terms of the respiratory system³
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

Medical Terminology in a Flash: A Learning Strategies Approach Instant Access Digital Only

5th Edition:

Lisa FinneganPTA

ISBN-13: 978-1-7196-4865-3

Course Requirements and Instructional Methods

Course instructions include in-person lectures as per course meeting dates.

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

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:

Grading Scale:

A = 90 - 100% of total points

B = 80 - 89%

C = 70 - 79%

F = <69%

Students who score below 70% will not meet the passing requirements for this course and may need to retake it to fulfill program or degree requirements.

Students must pass the final exam with a score of >70% to pass the class. Students who score < 70% on the final will receive an "F" as final grade.

Chapter Activities:

Within each topic, students have the opportunity to practice applying what they've learned with interactive exercises.

Students will be able to attempt the assessment multiple times. When satisfied with their score, they will be able to submit it to the instructor. Scores of <70% will result in 0 pts.



Chapter Activity Quizzes:

Worth 10pts

- 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, students will receive 70% maximum score.
- Late work will not be accepted.

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.

Attendance

A student who fails to attend the first day of class will be dropped.

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 absence equal to the number of hours absent that day.

Student will be dropped from class upon three tardies.

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

Date or Week	Topic	Activities
01/02/2025	Syllabus & Introduction Ch. 1: Learning Preferences and Strategies	As per Chapter: <ul style="list-style-type: none"> • Read • Watch • Critical listening • Response • Pronounce • Practice • Review
01/07/2025	Ch. 2: Medical Word Elements	
01/08/2025	Ch. 3: Levels of Organization	
01/09/2025	Ch. 4: Integumentary System Ch. 5: Nervous System	
01/14/2025	Test #1: Ch. 1- 5 (50 pts) Ch. 6: Cardiovascular System	
01/15/2025	Ch. 7: Lymphatic and Immune System Ch. 8: Respiratory System	
01/16/2025	Ch. 9: Digestive System Ch. 10: Urinary System	
01/21/2025	Test #2: Ch. 6-10 (50 pts) Ch. 11: Reproductive System	
01/22/2025	Ch. 12: Endocrine System	
01/23/2025	Ch. 13: Skeletal and Muscular Systems Ch. 14: Special Senses: Eyes and Ears	
01/28/2025	Test #3: Ch. 11-14 (50 pts) Review for Final	
01/29/2025	Review for Final	
01/30/2025	Final Exam: Ch. 1-14 (100pts)	

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