



## AHP 100 Medical Terminology Syllabus SPRING 2025

### Basic Course Information

Semester:	<b>Spring 2025</b>	Instructor Name:	<b>Jeannette Lazarin, RN, MSN, CCM</b>
Course Title & #:	<b>AHP 100 – Medical Terminology</b>	Email:	<b>jeannette.lazarin@imperial.edu</b>
CRN #:	<b>20334</b>	Webpage (optional):	<b>Imperial Valley College</b>
Classroom:	<b>Room 2131</b>	Office #:	<b>I am available via email and Canvas inbox</b>
Class Dates:	<b>2/10/2025 – 6/6/2025</b>	Office Hours:	<b>Per appointment</b>
Class Days:	<b>Tuesdays</b>	Office Phone #:	<b>Nursing Office 760-355-6348</b>
Class Times:	<b>3:30 PM – 6:40 PM</b>	Emergency Contact:	<b>Nursing Office 760-355-6348</b>
Units:	<b>3</b>	Class Format/Modality:	<b>In-person</b>

**\*\*\*Deadline to drop with “W” is May 10<sup>th</sup>, 2025\*\*\***

### 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, abdominoplevic 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 Medical Language Lab (an online program) are required for the course.**

- ⇒ **Textbook:** Finnegan, Lisa. 2024. Medical Terminology in a Flash: A Learning Strategies Approach (5<sup>th</sup> Edition). Publisher FA Davis 2024 ISBN-13: 978-1-7196-4864-6
- An access code is provided on the inside front cover of your textbook for Medical Language Lab.

OR

- ⇒ **Digital:** Finnegan, Lisa. 2024. Medical Terminology in a Flash: A Learning Strategies Approach (5<sup>th</sup> 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).

### Open Educational Resources (OER)

1. [Learn Medical Terminology Online](#)
2. [Medical Terminology 2e Textbook Online](#)

### 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
Homework Assignments	30%
Weekly Tests	30%
Quizzes	20%
Mid-Term and Final	20%
TOTAL	100%

- Total of 14 chapter/module assignments (canvas)
- Total of 12 weekly tests (canvas)
- Total of 12 quizzes (in-class)
- 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.
  - 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, 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



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## 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 be dropped. Maximum unexcused absences allowed: 3
- 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,

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- 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 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:

- plagiarism;
- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- 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](mailto: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, Test, Quiz and/or Topic/ Due Dates	Pages
Week 1 February 11 <sup>th</sup>	<p style="text-align: center;"><b>Classroom</b></p> <p>Syllabus &amp; Introduction Review Medical Language Lab <b>LECTURE</b> Chapter 1: Learning Preferences and Strategies</p> <p style="text-align: center;"><b>Canvas</b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Learning Preferences and Strategies) due by Monday 3/3/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• <i>Read Syllabus</i></li> <li>• <i>Read/Review Chapter 1: Learning Preferences and Strategies</i></li> <li>• <i>Read Chapter 2: Medical Word Elements before the next class session.</i></li> </ul>
Week 2	<b>Classroom</b>	<ul style="list-style-type: none"> <li>• <i>Read/Review Chapter 2</i></li> </ul>



Date or Week	Activity, Assignment, Test, Quiz and/or Topic/ Due Dates	Pages
February 18 <sup>th</sup>	<p><b>LECTURE</b> Chapter 2: Medical Word Elements  <b>QUIZ</b> #1 (ch. 2)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Medical Word Elements) due by Monday 3/3/25 before midnight (2359)  <b>TEST</b> Chapter 2: Medical Word Elements due by Monday 3/3/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read Chapter 3: Levels of Organization before the next class session.</li> </ul>
Week 3 February 25 <sup>th</sup>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 3: Levels of Organization  <b>QUIZ</b> #2 (ch.3)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Levels of Organization) due by Monday 3/3/25 before midnight (2359)  <b>TEST</b> Chapter 3: Levels of Organization due by Monday 3/3/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 3</li> <li>• Read Chapter 4: Integumentary System Organization before the next class session.</li> </ul>
Week 4 March 4 <sup>th</sup>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 4: Integumentary System  <b>QUIZ</b> #3 (ch. 4)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Integumentary System) due by Monday 3/10/25 before midnight (2359)  <b>TEST</b> Chapter 4: Integumentary System due by Monday 3/10/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 4</li> <li>• Read Chapter 5: Nervous System before the next class session</li> </ul>
Week 5 March 11 <sup>th</sup>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 5: Nervous System  <b>QUIZ</b> #4 (ch. 5)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Nervous System) due by Monday 3/17/25 before midnight (2359)  <b>TEST</b> Chapter 5: Nervous System due by Monday 3/17/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 5</li> <li>• Read Chapter 6: Cardiovascular System before the next class session</li> </ul>
Week 6 March 18 <sup>th</sup>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 6: Cardiovascular System  <b>QUIZ</b> #5 (ch. 6)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Cardiovascular System) due by Monday 3/24/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 6</li> <li>• Read Chapter 7: Lymphatic and Immune System before the next class session</li> </ul>





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	<b>TEST</b> Chapter 6: Cardiovascular System due by Monday 3/24/25 before midnight (2359)	
Week 7 March 25 <sup>th</sup>	<p style="text-align: center;"><b>Classroom</b></p> <p><b>LECTURE</b> Chapter 7: Lymphatic and Immune System <b>QUIZ</b> #6 (ch. 7)</p> <p style="text-align: center;"><b>Canvas</b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Lymphatic and Immune System) due by Monday 3/31/25 before midnight (2359) <b>TEST</b> Chapter 7 due by Monday 3/31/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 7</li> <li>• Read Chapter 8: Respiratory System before the next class session</li> </ul>
Week 8 April 1 <sup>st</sup>	<p style="text-align: center;"><b>Classroom</b></p> <p><b>LECTURE</b> Chapter 8: Respiratory System <b>QUIZ</b> #7 (Ch. 8) Review for Mid-Term</p> <p style="text-align: center;"><b>Canvas</b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Respiratory System) due by Monday 4/7/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 8</li> <li>• Study for mid-term (ch 2-8)</li> </ul>
Week 9 April 8 <sup>th</sup>	<p style="text-align: center;"><b>Classroom</b></p> <p style="text-align: center;"><b>MID-TERM EXAM (Chapters 2– 8)</b></p> <p style="text-align: center;"><b>Canvas</b></p> <p>Chapter 9: Digestive System (lecture slides in canvas) <b>ASSIGNMENT</b> in Medical Language Lab (Digestive System) due by Monday 4/14/25 before midnight (2359) <b>TEST</b> Chapter 9 due by Monday 4/14/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 9</li> <li>• Read Chapter 10: Urinary System before the next class session</li> </ul>
Week 10 April 15 <sup>th</sup>	<p style="text-align: center;"><b>Classroom</b></p> <p><b>LECTURE</b> Chapter 10: Urinary System <b>QUIZ</b> #8 (ch. 10)</p> <p style="text-align: center;"><b>Canvas</b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Urinary System) due by Monday 4/28/25 before midnight (2359) <b>TEST</b> Chapter 10 due by Monday 4/28/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 10</li> <li>• Read Chapter 11: Reproductive System before the next class session</li> </ul>
	<b>SPRING BREAK – NO CLASS THIS WEEK</b>	<b>April 20<sup>th</sup> – 26<sup>th</sup></b>
Week 11 April 29 <sup>th</sup>	<p style="text-align: center;"><b>Classroom</b></p> <p><b>LECTURE</b> Chapter 11: Reproductive System <b>QUIZ</b> #9 (ch. 11)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 11</li> </ul>





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	<p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Reproductive System) due by Monday 5/5/25 before midnight (2359)</p> <p><b>TEST</b> Chapter 11 due by Monday 5/5/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read Chapter 12: Endocrine System before the next class session</li> </ul>
<p>Week 12 May 6<sup>th</sup></p>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 12: Endocrine System</p> <p><b>QUIZ</b> #10 (ch. 12)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Endocrine System) due by Monday 5/12/25 before midnight (2359)</p> <p><b>TEST</b> Chapter 12 due by Monday 5/12/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 12</li> <li>• Read Chapter 13: Skeletal and Muscular System before the next class session</li> </ul>
<p>Week 13 May 13<sup>th</sup></p>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 13: Skeletal and Muscular System</p> <p><b>QUIZ</b> #11 (ch. 13)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Skeletal and Muscular System) due by Monday 5/19/25 before midnight (2359)</p> <p><b>TEST</b> Chapter 13 due by Monday 5/19/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 13</li> <li>• Read Chapter 13: Special Senses: Eyes and Ears before the next class session</li> </ul>
<p>Week 14 May 20<sup>th</sup></p>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p><b>LECTURE</b> Chapter 14: Special Senses: Eyes and Ears</p> <p><b>QUIZ</b> #12 (ch. 14)</p> <p style="text-align: center;"><b><u>Canvas</u></b></p> <p><b>ASSIGNMENT</b> in Medical Language Lab (Special Senses: Eyes and Ears) due by Tuesday 5/27/25 before midnight (2359)</p> <p><b>TEST</b> Chapter 14 due by Tuesday 5/27/25 before midnight (2359)</p>	<ul style="list-style-type: none"> <li>• Read/Review Chapter 14</li> </ul>
<p>Week 15 May 27<sup>th</sup></p>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p style="text-align: center;">Review for Final</p>	<ul style="list-style-type: none"> <li>• Study for Final (ch 9-14)</li> </ul>
<p>Week 16 June 3<sup>rd</sup></p>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <p style="text-align: center;"><b>FINAL EXAM (Chapters 9 -14)</b></p>	

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