

---

---

## MEDICAL TERMINOLOGY -AHP 100

### Basic Course Information

Semester:	<b>Fall 2025</b>	Instructor Name:	<b>alejandra villegas FNP-C, DNP</b>
Course Title & #:	<b>AHP 100- Medical Terminology</b>	Email:	<b>alejandra.villegas@imperial.edu</b>
CRN #:		Webpage (optional):	<b>Imperial Valley College</b>
Classroom:	<b>Online (Asynchronous)</b>	Office #:	
Class Dates:	<b>10/6-12/6</b>	Office Hours:	<b>This time is for you</b>
Class Days:	<b>Online</b>	Office Phone #:	<b>7606794694</b>
Class Times:	<b>Online</b>	Emergency Contact:	<b>Nursing Office 760-355-6428</b>
Units:	<b>3</b>	Class Format:	<b>Asynchronous</b>

\*\*\*\*\* **check college website for drop dates**

### 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, 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 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
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

- **Medical Language Lab Online Program + e-book and/or textbook are required for the course. This is a Low cost online educational resource**

### Open Educational Resources (OER)

1. [Learn Medical Terminology Online](#)
2. [HSC- 201 Medical Terminology Textbook Online](#)

### Course Requirements and Instructional Methods

Course instructions include lectures on asynchronous modality in which all course presentations will be provided via canvas. Course instructions also include CANVAS assignments but is not limited discussion.

The course meetings will occur at the scheduled days and times.

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

Letter Grade Only

Grading Scale:

- A = 90 - 100% of total points
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = below 60%

- There will be homework and that is how you pass the class, it is a self-pace class, you have 8 weeks to complete all the work, we do have deadlines, check canvas.
  - **Each Medical Language Lab Module needs to be completed with 85% overall to receive all possible points. Less than 84% will receive zero points.**
- 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
- The assignments will cover the topics discussed in modules.
- Late work will be accepted with a 10% deduction per day, until Sunday at 1159 pm. After Sunday late work will not be accepted.

## Information to Help You Succeed in This Course

### ATTENDANCE

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. 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.
- 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 absent equal to the number of hours absent that day
- 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 return messages promptly.
  - f. copy with caution
  - g. does not spam or junk mail.
  - h. be concise.
  - i. use appropriate language
  - j. use appropriate emoticons (emotional icons) to help convey meaning.
  - 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, including online class, unless otherwise directed by the instructor. Electronic watches that can access internet are not allowed in class during examinations.
- Food is prohibited in all classrooms/online classroom. Drinks and Water bottles with lids/caps are the only exception.
- Disruptive Students: Students who interfere with or disrupt a class may be dismissed from class and 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 in the classroom, including online/zoom classes. Please keep background noise low or mute when attending online zoom classes.

## 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



IMPERIAL VALLEY COLLEGE

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.

### **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 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.

## **Other Course Information**

### **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. Incivility includes any and all forms of disrespect, behavior misconduct or disregard for instruction, the instructor or a fellow student. Students are expected to adhere to the standards of Student Conduct and the regulations adopted by the college. behavior misconduct. Students will treat faculty and other students with respect. Students are expected to promote self-accountability for their actions and foster respectful and professional conduct in all academic interactions. Students should report any form of harassment, disrespect or threatening action. Violations are subject to student disciplinary actions, including but not limited to the removal, suspension or expulsion of a student. Education Code Section 76034, IVC Code of Student Conduct

## **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.