

Basic Course Information

Semester:	SPR 2026	Instructor Name:	Teresa Santos
Course Title & #:	AHP 100 Medical Terminology	Email:	teresa.santos@imperial.edu
CRN #:	20476	Webpage (optional):	N/A
Classroom:	ONLINE	Office #:	
Class Dates:	4/20/26-6/12/26	Office Hours:	M-TH 1PM-2PM via Pronto
Class Days:	VARIES	Office Phone #:	760-355-6425
Class Times:	VARIES	Emergency Contact:	Nursing Office EXT 6348
Units:	3.0	Class Format/Modality:	ASYNCHRONOUS

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
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

REQUIRED

Medical Terminology in a Flash, Fifth (5th) Edition

Finnegan, Lisa

F.A. Davis Publishing

ISBN 13: 978-1-7196-4864-6

CLASS CODE TO MEDICAL LANGUAGE LAB FOUND ON CANVAS

Course Requirements and Instructional Methods

AHP 100 Medical Terminology is delivered in a fully online, asynchronous Distance Education format. Instruction, learning activities, and assessments are completed through the required publisher platform **Medical Language Lab**, which is bundled with the course e-textbook.

This course is designed to develop competency in medical vocabulary through structured, self-paced learning supported by interactive instructional tools.

Required Course Materials

Students are required to obtain access to the following publisher materials:

E-Textbook

Medical Terminology in a Flash: A Multiple Learning Styles Approach, 5th Edition

Author: Lisa Finnegan

Publisher: F.A. Davis

ISBN 13: 978-1-7196-4864-6

Required Online Platform

Medical Language Lab (F.A. Davis)

The Medical Language Lab platform is packaged with the required e-textbook and provides access to all course assignments, practice activities, and examinations.

Access to both the e-textbook and Medical Language Lab is mandatory for successful completion of the course.

Instructional Methods

Instruction is delivered through a variety of online learning strategies designed to support different learning styles and promote terminology mastery. Methods of instruction include:

- Interactive Medical Language Lab modules
- E-textbook readings

These instructional methods support comprehension, retention, and application of medical terminology across body systems.

Course Requirements

Updated 11/2024

To successfully complete this course, students must:

- Obtain the required F.A. Davis e-textbook
- Access the Medical Language Lab platform
- Complete all assigned module activities
- Achieve at least 85% mastery within each Medical Language Lab module
- Complete fourteen module examinations
- Complete the comprehensive Midterm Examination
- Complete the comprehensive Final Examination
- Participate in assigned discussions or supplemental activities, if applicable
- Meet all posted deadlines

All coursework and examinations are completed within the Medical Language Lab system.

Course Grading Based on Course Objectives

Grading Scale

Final course grades are determined based on the total percentage of points earned in the course.

The traditional letter grade scale is as follows:

<u>Letter Grade</u>	<u>Percentage Range</u>
<u>A</u>	<u>90% – 100%</u>
<u>B</u>	<u>80% – 89%</u>
<u>C</u>	<u>70% – 79%</u>
<u>D</u>	<u>60% – 69%</u>
<u>F</u>	<u>Below 60%</u>

Additional Grading Notes

- A final course grade of 70% or higher is required to successfully pass the course.
- Grades are calculated based on total points earned divided by total points possible.
- No rounding of grades

Medical Language Lab Assignments — 100 points

Interactive assignments may include:

- Terminology practice exercises
- Word-building activities

- Audio pronunciation drills
- Matching and labeling exercises
- Applied case scenarios

Module Assignment Attempts

Medical Language Lab allows multiple attempts on module learning activities to support mastery.

- Students may redo module assignments until satisfied with their score.
- The highest score earned will be recorded, provided the required mastery level is achieved.

To receive full credit, students must achieve an overall 85% or higher within the Medical Language Lab module. Scores below 85% will not receive points.

Examinations and Assignment Point Distribution

Student learning in AHP 100 Medical Terminology is evaluated through online assignments and examinations completed within the required **Medical Language Lab** platform, which is included with the course e-textbook.

All coursework, module exams, the midterm examination, and the final examination are administered through this required online system.

Access to Medical Language Lab is mandatory for successful course completion.

Module Review Examination Policy

Each module includes a graded module review examination.

- Module review exams are **graded on the first attempt only**.
- Additional attempts may be available for practice purposes; however, only the first attempt will count toward the course grade.

Students are strongly encouraged to complete all practice activities prior to attempting the exam.

Module Review Examinations

There are fourteen module examinations administered throughout the course.

- Each module exam is worth **100 points**.
- Exams assess understanding of medical terminology, word elements, anatomy, physiology, and body systems presented in each module.
- All module exams are completed within Medical Language Lab by the posted due dates.

Midterm Examination

The Midterm Exam is a comprehensive, standalone assessment.

- Worth **100 points**
- Covers Modules 2 through 8



-
- Completed within Medical Language Lab during the assigned testing window
-

Final Examination

The Final Exam is a comprehensive, standalone assessment administered during Finals Week.

- Worth **100 points**
- Covers Modules 9 through 14
- Completed within Medical Language Lab by the course end date

No other exams are scheduled during Finals Week.

Grading Weight Distribution

- Midterm + Final Exams = **20% of total course grade**
- Module Exams + All Other Coursework = **80% of total course grade**

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.

Online Testing Expectations

All work completed in Medical Language Lab must represent the student's independent effort.

Academic dishonesty includes:

- Using unauthorized assistance
- Sharing login credentials
- Allowing another individual to complete coursework
- Distributing exam content

Violations may result in a zero score and disciplinary action in accordance with institutional policy.

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

Assignment Availability and Pacing

All module assignments and activities are **open at the start of the course** within the required Medical Language Lab platform. Due dates for each module are listed in the course schedule.

Students may work ahead of the posted schedule; however, all work must be completed by the assigned deadlines.

Late Work Policy

Late work is not accepted.

All assignments, module activities, and examinations must be completed by the posted due dates. Work submitted after the deadline will receive a score of zero.

Excused Exceptions Policy

Technical issues, work schedules, travel, or vacations are **not accepted** as valid excuses for missed deadlines.

Extensions or accommodations will be considered **only under extenuating circumstances**.

To be eligible for consideration:

- The student must notify the instructor via email **before the assignment due date**.
- Documentation may be required depending on the circumstance.
- Approval of extensions is at the instructor's discretion.

Requests submitted after the due date will not be considered.

Other Course Information

Technical Responsibility

Students are responsible for maintaining reliable access to:

- Internet service
- The Medical Language Lab platform
- Required course materials

Technical difficulties do not excuse missed deadlines. Students are encouraged to complete work early to avoid last-minute issues.

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



IMPERIAL VALLEY COLLEGE

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

The student is responsible to check assignments and exams with the respective due dates

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Syllabus & Introduction Obtain required eTEXTBOOK and online platform <u>All work is completed through Medical Language Lab platform</u>	CANVAS Week 1 Discussion Post due Sunday 4/24/26 @ 11:59 PM
Week 2	Module 1 Learning Preferences and Strategies Module 2 Medical Word Elements	MOD 1/MOD 2 due 5/3/26
Week 3	Module 3 Levels of Organization Module 4 Integumentary System Module 5 Nervous System	MOD 3/MOD 4/ MOD 5 due 5/10/26
Week 4	Module 6 Cardiovascular System Module 7 Lymphatic and Immune System Module 8 Respiratory System	MOD 6/MOD 7/MOD 8 due 5/17/26
Week 5	Module 9 Digestive System Module 10 Urinary System Module 11 Reproductive System	MIDTERM (MOD 2-8) OPEN FRI 5/22/26 DUE SUNDAY, 5/24/26
Week 6	Module 12 Endocrine System Module 13 Skeletal and Muscular Systems	MOD 9/MOD 10/MOD 11 due 5/31/26
Week 7	Module 14 Special Senses: Eyes and Ears	MOD 12/MOD 13/MOD 14 due 6/7/26
Week 8	FINAL	FINAL (MOD 9-14) OPEN TUES 6/9/26 DUE THURS 6/11/26

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