University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - □ A. Addition
   - □ B. Deletion
   - □ C. Modification:
     - [ ] in credits
     - [ ] in title
     - [ ] in number or alpha
     - [ ] in prerequisites or co-requisites
     - □ Other (click to specify)

2. New Alpha, Number and Title
   - HLTH 125 Survey of Medical Terminology

3. Credits
   - [ ] 1 credit

4. Old Alpha, Number and Title
   - *

5. Credits *
   - *

6. New Catalog Description
   - HLTH 125 Familiarizes the student with medical terminology used in both human and animal medicine through analysis of prefixes, suffixes, and word roots. This course covers the pronunciation, spelling, and definitions of selected medical words dealing with mammalian body systems. Commonly used medical abbreviations and pharmacological terms are also discussed.

7. Select box and type specific information in text box.
   - [ ] Prerequisites
   - [ ] Corequisites or Recommended Preparation
   - Grade of "C" or better in ENG 21 or placement into ENG 22 or higher.

8. Student Contact Hours Per Week
   - Lecture 1
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester
   - Fall
   - Year

10. This course □ is proposed for the * Program. □ can fulfill * If Other, specify Veterinary Assisting

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KapiolaniCC</td>
<td>HLTH 125 Survey of Medical Terminology</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>LeewardCC</td>
<td>HLTH 125 Survey of Medical Terminology</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>MauiCC</td>
<td>HLTH 125 Survey of Medical Terminology</td>
<td>*</td>
<td></td>
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<tr>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - [ ] Already articulated with
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - [ ] Appropriate for Articulation with HLTH 125
   - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - This course will be similar in scope and rigor to HLTH 125 courses offered at KCC, LCC and Maui CC.
   - [ ] Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
    - This course is required for Certificate of Achievement in Veterinary Assisting.

Requested by:

Approved by:

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: HLTH 125 Survey of Medical Terminology

Signatures

1. Department Area (more than one departmental instructor's signature required)

   [Signatures]

   Dates
   
   2/23/10
   2/23/10
   2/23/10

2. Department

   [Signature]

   Department Chairperson

   Was this course discussed in a department meeting? □ Yes □ No

3. Division

   [Signature]

   Dates
   
   2/23/10
   02/24/10

4. Curriculum Committee Review

   Approved □

   Disapproved □

   Reason:

   [Signature]

   Curriculum Committee Chairperson

   Dates
   
   3/10/10

CCC M #6100 (Amended for WCC use October 2002)
1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   HLTH 125 is a prerequisite for the Certificate of Achievement in Veterinary Assisting. It is also required for some allied health programs (nursing, kinesiology, medical technology, etc). According to the current WCC mission statement, the college is "committed to excellence in liberal arts and career development." This course will enable allied health and veterinary assisting students to fulfill a program requirement without attending other campuses.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   This course could be taught by a number of WCC faculty (e.g., those in biological/zoological sciences and CNA program). No additional equipment is necessary. Necessary reference and library texts (<$200) can be purchased with existing grant funds.

3. Is a similar course taught elsewhere in the UH system? Yes If yes, provide details of how this course differs from existing similar courses.

   HLTH 125 is taught at KCC, LCC, and Maui CC. The scope and rigor of this course will be similar. It will also contain some terminology (<5%) that is unique to the care of domestic and companion animals.

4. Is this course experimental and/or unique to Windward Community College? No If yes, provide rationale and details of its impact on the College Curriculum

   This course is not experimental.

5. Is a similar course taught in the upper division level by a 4-year UH college? No If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course
Submitted by
Date February 23, 2010

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.

2. What is the rationale for the change?

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

4. Is the course articulated with any 4-year program? *

   If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *
WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number

Submitted by

Date February 23, 2010

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course and related baccalaureate program area.

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College DATE SUBMITTED: February 23, 2010

COURSE ALPHA & NUMBER: SEMESTER CREDITS: *

COURSE TITLE:

DATE OF OUTLINE: February 23, 2010 Year *

(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

   Standing Committees
   Written Communication □
   Mathematical & Logical Thinking □
   World Civilizations □
   Languages □
   Arts & Humanities □
   Natural Science □
   Social Science □

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

   In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include ‘none’). An equivalent course, if known, may be helpful to committee members but is not required.

<table>
<thead>
<tr>
<th>Receiving Campus</th>
<th>Equivalent Course (Alpha and Number)</th>
<th>Core Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UH Manoa</td>
<td></td>
<td></td>
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<tr>
<td>UH West Oahu</td>
<td></td>
<td></td>
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<tr>
<td>Hawaii CC</td>
<td></td>
<td></td>
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<tr>
<td>Honolulu CC</td>
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<td></td>
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<tr>
<td>Kapiolani CC</td>
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<td>Kauai CC</td>
<td></td>
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<tr>
<td>Leeward CC</td>
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<tr>
<td>Maui CC</td>
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<tr>
<td>Windward CC</td>
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</tr>
</tbody>
</table>

3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

   Typed Name or Signature

Note: If possible submit coversheet and course outline electronically as e-mail attachments (preferably in ‘pdf’ format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

1. When the committee has completed its review of a course, the “ARTICULATION RECOMMENDATION FORM” (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is “accept,” indicate receiving campus core area. If the committee choice is “not recommended,” a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course’s supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. DO NOT SEND THE RECOMMENDATIONS DIRECTLY TO ANY CAMPUS.

RECEIVING CAMPUS:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even if it is “we agree with the committee”).

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication

5. The Community College Policy on Acceptance of UCA Reviewed Courses is as follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

ARTICULATEDCOURSE
CHANGE IN ALPHA/NUMBER/TITLE

Old Course

Course Alpha & Number:

Title:

Revised Course

Course Alpha & Number:

Title:

Semester and Year when the revised course was/will be first offered:

Reason for the change in Alpha/Number/and/or Title:

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College

Certifying Authority (Typed Name or Signature and Title)

Date:

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street

Revised 1/19/01
**HLTH 125**  
**Survey of Medical Terminology**  
(1 credit)

**INSTRUCTOR:** TBA  
**OFFICE:** TBA  
**OFFICE HOURS:** TBA  
**TELEPHONE:** TBA  
**EMAIL:** TBA  
**EFFECTIVE DATE:** TBA

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**WINDWARD COMMUNITY COLLEGE MISSION STATEMENT**

*Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.*

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**CATALOG DESCRIPTION**

HLTH 125 Familiarizes the student with medical terminology used in both human and animal medicine through analysis of prefixes, suffixes, and word roots. This course covers the pronunciation, spelling, and definitions of selected medical words dealing with mammalian body systems. Commonly used medical abbreviations and pharmacological terms are also discussed. *Prerequisite: Grade of “C” or better in ENG 21 or placement into ENG 100.*

**Activities Required at Scheduled Times Other Than Class Times:** None

**STUDENT LEARNING OUTCOMES**

Upon successful completion of HLTH 125, the student should be able to:

1) Correctly define, spell and pronounce selected medical terms dealing with anatomical planes and regions, anatomy of major body systems and associated diseases and disorders.

2) Correctly use plural endings for medical terms.

3) Apply knowledge of word roots, prefixes and suffixes to identify meaning of novel medical terms.

4) Define and give examples of terminology used to describe common surgical and diagnostic procedures.

5) Recognize and define common medical and pharmacological abbreviations.
Concepts or Topics

The student will identify, spell, and correctly pronounce medical terms pertaining to the following topics:

Word Structure
Identify the meanings and pronunciation of common word roots
Identify the meanings and pronunciation of prefixes and suffixes
Use your knowledge of word roots, prefixes and suffixes to identify and correctly pronounce novel medical terms.

Anatomical Terminology- Be able to use the following terms to describe anatomical position.
Dorsal/Ventral
Medial/Lateral
Proximal/Distal
Superior/Inferior
Cranial/Caudal
Mesial/Distal

Sectioning Planes- Identify and define the following sectioning planes and know their uses in medical diagnostic imaging.
Midsagittal
Parasagittal
Transverse
Longitudinal
Oblique

Body Systems- Be able to recognize and define anatomical terms, disorders, and major clinical tests and instruments pertaining to the following body systems:
- Integumentary System
- Skeletal system
- Muscular system
- Nervous System
- Endocrine System
- Circulatory System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive system

Medical Abbreviations- Know abbreviations for selected terms from above; also be able to recognize abbreviations used for prescribing and dispensing medications. Examples include:

po
bid
qid
SQ
IV
IM
COURSE TASKS

1) Attend class at scheduled times.
2) Complete assigned readings prior to lecture.
3) Participate in class discussions (face-to-face and online).
4) Complete weekly quizzes.
5) Complete 4 examinations.

ASSESSMENT TASKS AND GRADING

QUIZZES (100 points total- 10 points for each quiz). The student will complete 10 online quizzes to assess their comprehension of course materials. The quizzes will be based on the lectures and assigned reading for the previous week. Although the quizzes are open-book, they are timed (20 words in 10 minutes). As such, students who have not studied can expect to do poorly on the quizzes.

EXAMINATIONS (300 points total-100 points for each exam). The student will take three exams (closed-book/non-cumulative) to demonstrate understanding and correct spelling of medical terminology presented in the lectures and text readings.

FINAL PRACTICUM (100 points). The student will meet individually with the course instructor on the final exam date. The final exam will consist of 50 terms selected at random from the course reading. During the exam, the student will be asked to define and correctly pronounce each term.

METHOD OF GRADING

The assignment of points will be according to the following:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Exams</td>
<td>300</td>
</tr>
<tr>
<td>Final Practicum</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>500</td>
</tr>
</tbody>
</table>

GRADING SCALE

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Percentage Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>448-500</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>398-447</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>348-397</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>298-347</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>&lt;298</td>
<td>0- 59</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades may be curved at the instructor’s discretion; however, the student should use the above grading scale to evaluate their performance throughout the class. If you miss an examination because of an illness or legitimate emergency, you must contact the instructor within 48 hours to arrange a time to take a make-up exam. The instructor may request that the student present evidence of the illness or emergency that caused the student to miss the exam. If the student misses an exam for any other reason, the student may be prohibited from taking a make-up exam, thus failing to receive any points for the missed exam. While make-up exams will cover the same content area as a missed exam, the exam format and specific questions may be different.

No retests will be given for any reason.
ACADEMIC DISHONESTY

Students involved in academic dishonesty will receive an "F" grade for the course. Academic dishonesty includes cheating on exams and plagiarism. See the 2010-2011 course catalog for a description of the University’s policies concerning academic dishonesty.

LEARNING RESOURCES


Lecture Outlines: PowerPoint outlines and study guides will be posted on Laulima (below).

Laulima: Your instructor has created a course webpage on the college’s Laulima website. This webpage contains lecture outlines, copies of course forms and syllabi, and links to on-line learning resources. Students enrolled in HLTH 125 are automatically enrolled in the Laulima website. To access, navigate to https://laulima.hawaii.edu/portal. Login using your UH username and password and click on HLTH 125.

Additional Information

STUDENT RESPONSIBILITIES

The student is expected to attend lectures, participate in all course activities, and complete all examinations and course assignments on time. Please be considerate to other students by turning off any cell phones or beepers during class. Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time on the course website. It is the student's responsibility to be informed of these changes. It is the student's responsibility to be informed about deadlines critical to making registration changes (e.g., last day for making an official withdrawal).

HOW TO SUCCEED IN THIS CLASS

Although you can download all lecture outlines and course materials, you will not succeed in this class without attending lecture and taking detailed notes on the corresponding material in the textbook. Merely reading the chapter will not suffice. Science courses at WCC generally require a minimum of two to three hours of independent study time for each hour in class. It is your responsibility to allocate the appropriate amount of time needed for study and be realistic about all personal and professional commitments that may cut into your study time.

As part of your studies, you will need to understand a veritable mountain of medical and anatomical terms, most of which will probably be foreign to you. Most important vocabulary words appear in boldface throughout your textbook. One way to learn these vocabulary words is to make flash cards so you can quiz yourself. Answering the "Test Yourself" questions located throughout the chapter can also be a helpful way to learn new vocabulary and evaluate your comprehension of important concepts.

ACCOMODATION FOR STUDENTS WITH DISABILITIES

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.
## Schedule of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/24</td>
<td>Course Introduction</td>
<td>Syllabus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fundamentals of Word Structure</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>2</td>
<td>8/31</td>
<td>Prefixes and Suffixes</td>
<td>Chapter 2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter 3</td>
</tr>
<tr>
<td>3</td>
<td>9/7</td>
<td>Organization of the Body</td>
<td>Chapter 4</td>
</tr>
<tr>
<td></td>
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<td>The Integumentary System</td>
<td>Chapter 5</td>
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<tr>
<td>4</td>
<td>9/14</td>
<td>Exam #1</td>
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<td>5</td>
<td>9/21</td>
<td>Skeletal System</td>
<td>Chapter 6</td>
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<td>Muscular System</td>
<td>Chapter 7</td>
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<td>6</td>
<td>9/28</td>
<td>Digestive System</td>
<td>Chapter 8</td>
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<tr>
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<td>Cardiovascular System</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>7</td>
<td>10/5</td>
<td>Blood and The Lymphatic System</td>
<td>Chapter 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Respiratory System</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>8</td>
<td>10/12</td>
<td>Exam # 2</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10/19</td>
<td>Urinary System</td>
<td>Chapter 12</td>
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<td>Endocrine System</td>
<td>Chapter 13</td>
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<td>10</td>
<td>10/26</td>
<td>Nervous System</td>
<td>Chapter 14</td>
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<td>11</td>
<td>11/2</td>
<td>Special Senses: The Eye and Ear</td>
<td>Chapter 15</td>
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<td>Chapter 16</td>
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<tr>
<td>12</td>
<td>11/9</td>
<td>Female Reproductive System</td>
<td>Chapter 17</td>
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<td>Obstetrics and Gynecology</td>
<td>Chapter 18</td>
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<tr>
<td>13</td>
<td>11/16</td>
<td>Exam # 3</td>
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<tr>
<td>14</td>
<td>11/23</td>
<td>Male Reproductive System</td>
<td>Chapter 19</td>
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<td></td>
<td></td>
<td>Oncology</td>
<td>Chapter 20</td>
</tr>
<tr>
<td>15</td>
<td>11/30</td>
<td>Radiology and Nuclear Medicine</td>
<td>Chapter 21</td>
</tr>
</tbody>
</table>

- Last day to drop without “W” grade: ?
- Last day to Withdraw (“W” entered on transcript): ?
- **Final Practicum**: See Final Exam Schedule