HLTH 125
Survey of Medical Terminology
CRN: 60398 & 60409

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OFFICE HOURS: TBA
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EFFECTIVE DATE: Fall, 2010

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.

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) View weekly online lectures.
2) Complete assigned readings prior to lecture.
3) Complete weekly quizzes.
4) Complete 3 examinations.

ASSESSMENT TASKS AND GRADING

QUZZES (120 points total- 10 points for each quiz). The student will complete 13 online quizzes to assess their comprehension of course materials (the lowest quiz score will be dropped). The quizzes will be based on the lectures and assigned reading for the previous week. Although the quizzes are open-book, they are timed (e.g., 20 words in 10 minutes). As such, students who have not studied can expect to do poorly on the quizzes. Students will have the opportunity to take each quiz THREE times. For each quiz, the attempt yielding the highest score will be used to calculate the student's grade. Quizzes must be submitted by 11:00 PM each Monday. Students who fail to submit a quiz by that time will receive a zero score on that quiz. Quizzes will not be reissued for any reason!

EXAMINATIONS (300 points total-100 points for each exam). The student will take three online exams (closed-book/non-cumulative) to demonstrate understanding and correct spelling of medical terminology presented in the lectures and text readings. Exams are timed (30s per question) and typically 50-100 questions in length. Each student will be allowed to take each exam TWO times, with the highest score being saved. Students who fail to submit an exam by the required date and time will receive a zero score on the exam. Exams will not be reissued for poor performance or technical difficulties related to defects in the student's computer system or network.

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>120</td>
</tr>
<tr>
<td>Exams</td>
<td>300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>420</strong></td>
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</table>

GRADING SCALE

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Percentage Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>376-420</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>334-375</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>292-333</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>250-291</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>&lt;250</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 will request that the student present evidence of the illness or emergency that caused the student to miss the 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


**Lectures:** PowerPoint lectures 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](https://laulima.hawaii.edu/portal) Login using your UH username and password and click on HLTH 125. To access lectures, click on "Resources". To take quizzes, click on "Tasks Tests and Surveys."

**Additional Information**

**STUDENT RESPONSIBILITIES**

The student is expected to view all lectures, participate in all course activities, and complete all examinations and course assignments on time. 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 also 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 **reading your textbook and taking detailed notes**. Merely reading the chapter will not suffice. Science courses at WCC generally require a minimum of 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 review questions located in the back of each chapter.

**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>
<th>Quiz Due by Monday 11PM</th>
</tr>
</thead>
</table>
| 1    | 8/23 | Course Introduction  
Fundamentals of Word Structure | Syllabus  
Chapter 1 |  |
| 2    | 8/30 | Prefixes and Suffixes | Chapter 2  
Chapter 3 | Quiz 1: Word structure |
| 3    | 9/6  | Organization of the body | Chapter 4 | Quiz 2: Prefixes and suffixes |
| 4    | 9/13 | Integumentary System | Chapter 5 | Quiz 3: Body Organization |
| 5    | 9/20 | Skeletal System | Chapter 6 | Quiz 4: Integumentary System |
| 6    | 9/27 | Muscular System | Chapter 7 | **Exam 1** (Ch 1-6) |
| 7    | 10/4 | Digestive System | Chapter 8 | Quiz 5: Muscular System |
| 8    | 10/11 | Cardiovascular System | Chapter 9 | Quiz 6: Digestive System |
| 9    | 10/18 | Blood and Lymph | Chapter 10 | Quiz 7: Cardiovascular System |
| 10   | 10/25 | Respiratory System | Chapter 11 | Quiz 8: Blood and Lymph |
| 11   | 11/1 | Urinary System  
Endocrine System | Chapter 12  
Chapter 13 | **Exam 2**: (Ch 7-12) |
| 12   | 11/8 | Nervous System | Chapter 24 | Quiz 9: Urinary & Endocrine |
| 13   | 11/15 | Special Senses | Chapter 15  
Chapter 16 | Quiz 10: Nervous System |
| 14   | 11/22 | Female Reproductive System & Obstetrics | Chapter 17  
Chapter 18 | Quiz 11: Special Senses |
| 15   | 11/29 | Male Reproductive System  
Oncology | Chapter 19  
Chapter 20 | Quiz 12: Female Reproduction  
& Obstetrics |
| 16   | 12/6 | Radiology and Nuclear Medicine | Chapter 21 | Quiz 13: Male Reproductive System and Oncology |

- Last day to drop without “W” grade: 9/13/10
- Last day to Withdraw (“W” entered on transcript): 10/26/10
- **Final (3rd) Exam:** Due By 11:00 PM Friday, December 17th