HLTH 125
Survey of Medical Terminology
CRN: 61384 & 61385

INSTRUCTOR: Jan Chouljian, DVM
OFFICE: Hale ‘Imiloa 121
OFFICE HOURS: Wednesdays 2:00-3:00 or by appointment
TELEPHONE: The best way to contact me is via email
EMAIL: janchoul@hawaii.edu
EFFECTIVE DATE: Summer 2011

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

This course covers the pronunciation, spelling, and definitions of selected medical words used in both human and veterinary medicine. The student will learn medical terminology through an analysis and understanding of the prefixes, suffixes, and word roots commonly used in the medical field.

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 the 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.
COURSE CONTENT

**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 and also be able to recognize abbreviations used for prescribing and dispensing medications. Examples include: 
*PO, bid, qid, SQ, IM, IV*
COURSE TASKS

1) View online lectures
2) Complete assigned readings
3) Complete 13 online quizzes
4) Complete 3 online exams at The Testing Center

ASSESSMENT TASKS AND GRADING

QUIZZES:

1) The student will complete 13 online quizzes to assess their comprehension of the lectures and assigned reading from the previous week. The lowest quiz score will be dropped. Only your top 12 scores will count toward your final quiz grade.
2) Each quiz is worth 20 points for a total of 240 points. (1 point per question)
3) Although the quizzes are open-book, they are timed; you will have only 10 minutes to answer 20 questions. Therefore, students must be well prepared to score well.
4) Students can take each quiz THREE times; the highest score for each quiz will be used to calculate the student's grade. Students who fail to complete each quiz by the deadline will receive a zero score for that quiz.
5) Quizzes will not be reissued for poor performance or technical difficulties in the student's computer system or online access.

EXAMINATIONS:

1) There will be 3 exams; each exam is worth 120 points for a total of 360 points.
2) The student will take three online exams at the Testing Center to demonstrate understanding and correct spelling of medical terminology presented in the lectures and text readings. Exams will be closed-book and non-cumulative.
3) These exams will be administered at the Testing Center on your campus ONLY. Exams will be typically 120 questions (1 point per question) You will be allowed 2 hours for each exam.
4) Students can take each exam TWO times; the highest score for each exam will be used to calculate the student’s grade. Students who fail to complete each exam by the deadline will receive a zero score on that exam.
5) Exams will not be reissued for poor performance or technical difficulties in the student's computer system or online access.

METHOD OF GRADING

The assignment of points will be according to the following:

<table>
<thead>
<tr>
<th>Quizzes</th>
<th>240 points</th>
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<tbody>
<tr>
<td>Exams</td>
<td>360 points</td>
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<tr>
<td>TOTAL</td>
<td>600 points</td>
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</tbody>
</table>

GRADING SCALE

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Percentage Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>537-600</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>477-536</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>417-476</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>357-416</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>&lt;357</td>
<td>0-59</td>
<td>F</td>
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</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.

**Laulima:**
1) The HLTH 125 webpage contains the course syllabus and all the lectures for this class. Other learning resources may also be posted. Students enrolled in HLTH 125 are automatically enrolled in the Laulima website.
2) To access the HLTH 125 site, go to [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal). Login using your UH username and password and click on HLTH 125 at the top of the screen.
3) To access lectures, click on "Resources".
4) **It's very important to use either FIREFOX or INTERNET EXPLORER as your internet browser; DO NOT USE SAFARI; it won’t work.**
5) To take the quizzes, click on "Tasks, Tests and Surveys" on the left hand side of the page.

**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 or by UH email.

Students should check their UH email address regularly (at least every 48 hours) so that they can be informed of course changes in a timely manner. 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**

1) Although you can download and listen to all the lectures, you will not succeed in this class without reading your textbook and taking detailed notes. Merely listening to the lectures will not be enough to master this material.
2) Science courses (including Medical Terminology) at WCC generally require a minimum of three hours of independent study time for each hour in class; since this is a 13 week course condensed into a 6 week summer session, you should anticipate the need to study for at least 6 hours per week (in addition to the time it takes you to view the online lectures).

3) 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.

4) You will need to learn a tremendous amount of medical and anatomical terms, most of which will probably be foreign to you. The most important vocabulary words appear in boldface type throughout your textbook. One way to learn these vocabulary words is to make flash cards so you can quiz yourself. There are review questions located at the end of each chapter in your textbook which also a good study tool.

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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Reading</th>
<th>Quizzes and Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 23</td>
<td>Course Introduction</td>
<td>Ch 1</td>
<td>Quiz 1: Word structure</td>
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<td></td>
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<td>Lecture 1: Fundamentals of Word Structure</td>
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<td></td>
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<td>Lecture 2: Suffixes &amp; Prefixes</td>
<td>Ch 2 &amp; 3</td>
<td>Quiz 2: Suffixes and Prefixes</td>
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<td><strong>Online quizzes due May 30 (by 11pm)</strong></td>
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<tr>
<td>2</td>
<td>May 30</td>
<td>Lecture 3: Organization of the body</td>
<td>Ch 4</td>
<td>Quiz 3: Body Organization</td>
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<td>Lecture 4: Integumentary System</td>
<td>Ch 5</td>
<td>Quiz 4: Integumentary System</td>
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<td>Lecture 5: Skeletal System</td>
<td>Ch 6</td>
<td><strong>Online quizzes due June 6 (by 11pm)</strong></td>
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<td>Exam #1 (Ch 1-6) @ Testing Center by 4pm on June 6</td>
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<td>3</td>
<td>June 6</td>
<td>Lecture 6: Muscular System</td>
<td>Ch 7</td>
<td>Quiz 5: Muscular System</td>
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<td>Lecture 7: Digestive System</td>
<td>Ch 8</td>
<td>Quiz 6: Digestive System</td>
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<td>Lecture 8: Cardiovascular System</td>
<td>Ch 9</td>
<td><strong>Online Quizzes due June 13 (by 11pm)</strong></td>
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<td>4</td>
<td>June 13</td>
<td>Lecture 9: Blood &amp; Lymphatic System</td>
<td>Ch 10</td>
<td>Quiz 7: Cardiovascular System</td>
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<td>Lecture 10: Respiratory System</td>
<td>Ch 11</td>
<td>Quiz 8: Blood &amp; Lymph</td>
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<td>Lecture 11: Urinary System &amp; Endocrine System</td>
<td>Ch 12 &amp; 13</td>
<td>Quiz 9: Urinary &amp; Endocrine System</td>
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<td><strong>Online quizzes due June 20 (by 11pm)</strong></td>
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<td>Exam #2 (Ch 7-13) @ Testing Center by 4pm on June 20</td>
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<td>5</td>
<td>June 20</td>
<td>Lecture 12: Nervous System</td>
<td>Ch 14</td>
<td>Quiz 10: Nervous System</td>
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<td>Lecture 13: Special Senses</td>
<td>Ch 15 &amp; 16</td>
<td>Quiz 11: Special Senses</td>
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<td><strong>Online quizzes due June 27 (by 11pm)</strong></td>
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<td>6</td>
<td>June 27</td>
<td>Lecture 14: Female Reproductive System &amp; Obstetrics</td>
<td>Ch 17 &amp; 18</td>
<td>Quiz 12: Female Reproduction &amp; Obstetrics</td>
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<td>Lecture 15: Male Reproductive System &amp; Oncology</td>
<td>Ch 19 &amp; 20</td>
<td>Online quizzes due by July 1</td>
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