# WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide ʻOʻahu’s Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

# 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.
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; 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

QUIZZES (240 points total- 20 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 FIVE 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 (Even Holidays!)**. Note that your instructor will NOT reset the quiz due to technical difficulties (which sometimes occur). This is why you are given five attempts. 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 (360 points total-100 points each for exams 1 & 2, 160 points for final exam). The student will take three computer-based 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 take the exam by the required date and time will receive a zero score on the exam. **Exams must be taken at an approved University of Hawaii Testing Center. If you plan to take the exam at another campus, please alert your course instructor!**

**WCC Testing Center (located in library learning commons)**

Spring and Fall Semester Hours

Monday: 8:00am to 6:00pm  
Tuesday: 8:00am to 6:00pm  
Wednesday: 8:00am to 8:00pm  
Thursday: 8:00am to 8:00pm  
Friday: 8:00am to 4:00pm
METHOD OF GRADING
The assignment of points will be according to the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>240</td>
</tr>
<tr>
<td>Exams</td>
<td>360</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>600</strong></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>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>
</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". BE SURE TO USE FIREFOX or INTERNET EXPLORER (DO NOT USE SAFARI). 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 or by UH email. Students should check their UH email address regularly (at least every 48
hrs.) 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**

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.
## HLTH 125
### 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>
<tbody>
<tr>
<td>1</td>
<td>8/20</td>
<td>Course Introduction Fundamentals of Word Structure</td>
<td>Syllabus Chapter 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8/27</td>
<td>Prefixes and Suffixes</td>
<td>Chapter 2 Chapter 3</td>
<td>Quiz 1: Word structure</td>
</tr>
<tr>
<td>3</td>
<td>9/3</td>
<td>Organization of the body</td>
<td>Chapter 4</td>
<td>Quiz 2: Prefixes and suffixes</td>
</tr>
<tr>
<td>4</td>
<td>9/10</td>
<td>Integumentary System</td>
<td>Chapter 5</td>
<td>Quiz 3: Body Organization</td>
</tr>
<tr>
<td>5</td>
<td>9/17</td>
<td>Skeletal System</td>
<td>Chapter 6</td>
<td>Quiz 4: Integumentary System</td>
</tr>
<tr>
<td>6</td>
<td>9/24</td>
<td>Muscular System</td>
<td>Chapter 7</td>
<td>Exam 1 (Ch 1-6)</td>
</tr>
<tr>
<td>7</td>
<td>10/1</td>
<td>Digestive System</td>
<td>Chapter 8</td>
<td>Quiz 5: Muscular System</td>
</tr>
<tr>
<td>8</td>
<td>10/8</td>
<td>Cardiovascular System</td>
<td>Chapter 9</td>
<td>Quiz 6: Digestive System</td>
</tr>
<tr>
<td>9</td>
<td>10/15</td>
<td>Blood and Lymph</td>
<td>Chapter 10</td>
<td>Quiz 7: Cardiovascular System</td>
</tr>
<tr>
<td>10</td>
<td>10/22</td>
<td>Respiratory System</td>
<td>Chapter 11</td>
<td>Quiz 8: Blood and Lymph</td>
</tr>
<tr>
<td>11</td>
<td>10/29</td>
<td>Urinary System</td>
<td>Chapter 12</td>
<td>Exam 2 DUE: (Ch 7-11)</td>
</tr>
<tr>
<td>12</td>
<td>11/5</td>
<td>Nervous System</td>
<td>Chapter 13</td>
<td>Quiz 9: Urinary &amp; Endocrine</td>
</tr>
<tr>
<td>13</td>
<td>11/12</td>
<td>Special Senses</td>
<td>Chapter 14</td>
<td>Quiz 10: Nervous System</td>
</tr>
<tr>
<td>14</td>
<td>11/19</td>
<td>Female Reproductive System &amp; Obstetrics</td>
<td>Chapter 15</td>
<td>Quiz 11: Special Senses</td>
</tr>
<tr>
<td>15</td>
<td>11/26</td>
<td>Male Reproductive System &amp; Oncology</td>
<td>Chapter 16</td>
<td>Quiz 12: Female Reproduction &amp; Obstetrics</td>
</tr>
<tr>
<td>16</td>
<td>12/3</td>
<td>None</td>
<td>None</td>
<td>Quiz 13: Male Reproductive System and Oncology</td>
</tr>
</tbody>
</table>

- Last day to drop without “W” grade: 9/10
- Last day to Withdraw (“W” entered on transcript): 10/29
- **Final (3rd) Exam (CH 12-20): Due by Monday December 10th**