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 O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

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.

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) Listen to online lectures weekly
2) Complete assigned readings weekly
3) Complete 12 online quizzes
4) Complete 3 online exams at the WCC Testing Center (or other UH community college Testing Center)

**ASSESSMENT TASKS AND GRADING**

**QUIZZES:**

1) The student will complete 12 online quizzes to assess their comprehension of the lectures and assigned reading from the previous week. Each quiz is worth 20 points for a total of 240 points. (1 point per question)

2) Although the quizzes are open-book, they are timed so you will have only 10 minutes to answer 20 questions. Therefore, students must be well prepared to score well.

3) **Students can take each quiz AS MANY TIMES AS THEY WANT BEFORE THE DEADLINE;** 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.

4) Quizzes will not be reissued for poor performance or technical difficulties in the student's computer system or online access.

5) The deadline for each quiz is **Monday (at 11pm) in the week following the study of one or two chapters (even though several Mondays do happen to fall on holidays)** There are several chapters that are not covered specifically on the quizzes but will be covered on the exams (such as the Skeletal system and Male Reproductive & Oncology sections).

**EXAMINATIONS:**

1) There will be 3 exams; each exam is worth 120 points for a total of 300 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 of your choice (any UH community college or UH Manoa Testing Center).** Exams will be 100 questions (1 point per question) You will be allowed 2 hours for each exam.

4) **Students may 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.

6) The deadline for each exam will be **5pm on the due date** (or at the closing time of your
campus testing center). Please allow yourself adequate time to take the exams (e.g. don’t show up at 4pm) See page 6 schedule for details.

METHOD OF GRADING
The assignment of points will be according to the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>240 points</td>
</tr>
<tr>
<td>Exams</td>
<td>360 points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>600 points</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>540-600</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>480-539</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>420-479</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>360-419</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>&lt;359</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

Required Textbook:

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 quiz/examination dates or other deadlines 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).

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.

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 credit; however since this class involves learning the new language of medicine, you probably will spend **more than 3 hours per week** listening to the lectures, and reading and studying the text to master this course. 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.

3) You will 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.

HLTH 125: Medical Terminology
Schedule of Lectures, Required Reading and Tests
Spring 2012
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture Topics</th>
<th>Reading</th>
<th>Online quizzes due by 11PM on date listed below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan. 9</td>
<td>Course Introduction Fundamentals of Word Structure</td>
<td>Syllabus Chapter 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jan 16</td>
<td>Prefixes and Suffixes</td>
<td>Chapter 2, Chapter 3</td>
<td>Quiz 1: Word Structure due 1/16</td>
</tr>
<tr>
<td>3</td>
<td>Jan 23</td>
<td>Organization of the body</td>
<td>Chapter 4</td>
<td>Quiz 2: Prefixes and Suffixes due 1/23</td>
</tr>
<tr>
<td>4</td>
<td>Jan 30</td>
<td>Integumentary System</td>
<td>Chapter 5</td>
<td>Quiz 3: Body Organization due 1/30</td>
</tr>
<tr>
<td>5</td>
<td>Feb 6</td>
<td>Skeletal System</td>
<td>Chapter 6</td>
<td>Quiz 4: Integumentary System due 2/6</td>
</tr>
<tr>
<td>6</td>
<td>Feb 13</td>
<td>Muscular System</td>
<td>Chapter 7</td>
<td>Exam 1: (Chapters 1-6) at Testing Center due 2/13 by 5pm</td>
</tr>
<tr>
<td>7</td>
<td>Feb 20</td>
<td>Digestive System</td>
<td>Chapter 8</td>
<td>Quiz 5: Muscular System due 2/20</td>
</tr>
<tr>
<td>8</td>
<td>Feb 27</td>
<td>Cardiovascular System</td>
<td>Chapter 9</td>
<td>Quiz 6: Digestive System due 2/27</td>
</tr>
<tr>
<td>9</td>
<td>March 5</td>
<td>Blood and Lymph</td>
<td>Chapter 10</td>
<td>Quiz 7: Cardio System due 3/5</td>
</tr>
<tr>
<td>10</td>
<td>March 12</td>
<td>Respiratory System</td>
<td>Chapter 11</td>
<td>Quiz 8: Blood and Lymph due 3/12</td>
</tr>
<tr>
<td>11</td>
<td>March 19</td>
<td>Urinary System</td>
<td>Chapter 12, Chapter 13</td>
<td>Exam 2: (Chapters 7-11) at Testing Center due 3/19 by 5pm</td>
</tr>
<tr>
<td></td>
<td>3/26-4/1</td>
<td>Endocrine System</td>
<td></td>
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<td></td>
<td></td>
<td><strong>SPING BREAK</strong></td>
<td></td>
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<tr>
<td>12</td>
<td>April 2</td>
<td>Nervous System</td>
<td>Chapter 14</td>
<td>No online quiz this week</td>
</tr>
<tr>
<td>13</td>
<td>April 9</td>
<td>Special Senses</td>
<td>Chapter 15, Chapter 16</td>
<td>Quiz 9: Urinary &amp; Endocrine due 4/9</td>
</tr>
<tr>
<td>14</td>
<td>April 16</td>
<td>Female Reproductive System &amp; Obstetrics</td>
<td>Chapter 17, Chapter 18</td>
<td>Quiz 10: Nervous System due 4/16</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Assignment</td>
<td>Exam Dates</td>
<td>Due Date</td>
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<tr>
<td>15</td>
<td>April 23</td>
<td>Male Reproductive System Oncology</td>
<td>Chapter 19 Chapter 20</td>
<td>Quiz 11: Special Senses due 4/23</td>
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<tr>
<td>16</td>
<td>April 30</td>
<td>None</td>
<td>None</td>
<td>Quiz 12: Female Reproduction &amp; Obstetrics due 4/30</td>
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<tr>
<td></td>
<td>May 11</td>
<td></td>
<td></td>
<td>Exam 3: (Chapters 12-20) at Testing Center due 5/11 by 5pm</td>
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- ✓ Last day to drop without “W” grade: January 30, 2012
- ✓ Last day to withdraw (“W” entered on transcript): April 2, 2012