

HLTH 125
Survey of Medical Terminology
CRN: 62373

INSTRUCTOR: Ken Longenecker, PhD
OFFICE: Online
OFFICE HOURS: Monday, 9-10 am
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EFFECTIVE DATE: Spring, 2013

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

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 indentify 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 I 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 the due date/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 at an approved University of Hawaii Testing Center to demonstrate understanding and correct spelling of medical terminology presented in the lectures and text readings. Exams are timed (30s per question), closed-book, non-cumulative, and typically 50-100 questions in length. The student will be allowed to take each exam ONE TIME ONLY. Students who fail to take the exam by the required date and time will receive a zero score on the exam. Note that I will NOT extend an exam due date/time for any reason.

Exams must be taken at an approved University of Hawaii Testing Center. If you plan to take the exam at a campus other than WCC, please alert me immediately!

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:

Quizzes	240 points
<u>Exams</u>	<u>360 points</u>
TOTAL	600 points

GRADING SCALE

Total Points	Percentage Points	Grade
540-600	90-100	A
480-539	80-89	B
420-479	70-79	C
360-419	60-69	D
<360	0-59	F

Because you can take all quizzes and tests at any time up to the due date/time, no make-up or retests will be given for any reason.

Please note that "N" grades are not given for this course

ACADEMIC DISHONESTY

Students involved in academic dishonesty will receive an "F" grade for the course.

Academic dishonesty includes cheating on exams and plagiarism. See text beginning on page 21 of the 2011-2013 course catalog for a description of the University's policies concerning academic dishonesty.

LEARNING RESOURCES

Textbook: Rice, J. 2012. Medical Terminology: A Word Building Approach. Prentice Hall; 7th edition. 768 pp. ISBN: 0132148021

Lectures: PowerPoint lectures will be posted on Laulima (below).

Laulima: I have created a course webpage on the college's Laulima website. This webpage contains lecture outlines, copies of the course syllabus, 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. 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 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

Have reliable internet access **and an alternative**. Several computer centers on campus are available for your use.

You need basic computer skills. You should not be taking this class without them.

Do not wait until the last minute to take quizzes and tests; they must be completed on time. **Extensions will not be granted for any reason**, including computer problems (thus the reason you should have a backup plan for internet access). Because you can take each quiz up to five times, and because all quizzes are available to you right now, I suggest you make an attempt at each quiz immediately. Then you will (likely) not receive a zero grade on any quiz and will have four more opportunities to score a better grade before the quiz deadline.

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. Also, answer the review questions located in the back of each chapter.

My #1 suggestion for success in this class: Take weekly quizzes EARLY, even if you have not had a chance to properly study for the quiz. This will likely prevent you from receiving a “zero” score should you forget to take the quiz by the deadline. It will also help you to better direct your studying so you can do better on future attempts for the same quiz. Remember, only your HIGHEST score is saved for each quiz.

SPECIAL DISTANCE-LEARNING CONSIDERATIONS

Outside of my weekly online office hour, the only way to contact me is via e-mail; however, be aware that it may take up to 48 hours for me to read and respond to your message. Please plan accordingly.

This course has a minimum pace at which you must take quizzes and exams. However, please be aware that you can work at an accelerated pace (if you wish, you can finish the course this week!).

ACCOMODATION FOR STUDENTS WITH DISABLITIES

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

Week	Date	Topics	Reading	ASSESSMENT DUE 5PM for Exams, 11 PM for Quizzes
1	1/7	Course Introduction Fundamentals of Word Structure	Syllabus Chapter 1	
2	1/14	Prefixes and Suffixes	Chapter 2 Chapter 3	Quiz 1: Word structure
3	1/21	Organization of the body	Chapter 4	Quiz 2: Prefixes and suffixes
4	1/28	Integumentary System	Chapter 5	Quiz 3: Body Organization
5	2/4	Skeletal System	Chapter 6	Quiz 4: Integumentary System
6	2/11	Muscular System	Chapter 7	Exam 1 DUE (Ch 1-6)
7	2/18	Digestive System	Chapter 8	Quiz 5: Muscular System
8	2/25	Cardiovascular System	Chapter 9	Quiz 6: Digestive System
9	3/4	Blood and Lymph	Chapter 10	Quiz 7: Cardiovascular System
10	3/11	Respiratory System	Chapter 11	Quiz 8: Blood and Lymph
11	3/18	Urinary System Endocrine System	Chapter 12 Chapter 13	Exam 2 DUE: (Ch 7-11)
12	3/25	SPRING BREAK		
13	4/1	Nervous System	Chapter 14	Quiz 9: Urinary & Endocrine
14	4/8	Special Senses	Chapter 15 Chapter 16	Quiz 10: Nervous System
15	4/15	Female Reproductive System & Obstetrics	Chapter 17	Quiz 11: Special Senses
16	4/22	Male Reproductive System Oncology	Chapter 18 Chapter 19	Quiz 12: Female Reproduction & Obstetrics
17	4/29	None	None	Quiz 13: Male Reproductive System and Oncology
18	5/6	None	None	Final Exam Due by 5 PM Monday, May 6th 2013

- Last day to drop without “W” grade: Jan 28, 2013
- Last day to Withdraw (“W” entered on transcript): Mar 21, 2013
- **Final (3rd) Exam (CH 12-20): Due by 5 PM Monday May 6th**