HLTH 125
Survey of Medical Terminology
CRN: 63110

INSTRUCTOR: Ken Longenecker, PhD
OFFICE: Online
OFFICE HOURS: None scheduled. Contact me any time via email or the Discussion pane of the course webpage on Laulima. Allow up to 48 hours for a response
TELEPHONE: N/A
EMAIL: kenl@hawaii.edu
EFFECTIVE DATE: Summer, 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.
## Concept 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:
  - \textit{po}
  - \textit{bid}
  - \textit{qid}
  - \textit{SQ}
  - \textit{IV}
  - \textit{IM}
COURSE TASKS

1) View online lectures.
2) Complete assigned readings prior to lecture.
3) Complete 13 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 related lectures and assigned reading. 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. Students who fail to complete quizzes by **5 PM Thursday, August 15, 2013** will receive a zero score for each quiz not submitted. The final due date will not be extended for any reason!

EXAMINATIONS (360 points total-100 points each for exams 1 & 2, 160 points for final exam). The student will take three online exams to demonstrate understanding and correct spelling of medical terminology presented in the lectures and text readings. Exams are timed (allowing about 30 seconds per question), 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 exams by **5 PM Thursday, August 15, 2013** will receive a zero score for each exam not submitted. The final due date will not be extended for any reason!

The short summer session requires you to work at an accelerated pace. You will be able to complete quizzes and exams on your own schedule. However, be aware that ALL QUIZZES AND EXAMS ARE DUE BY 5 PM, THURSDAY, AUGUST 15, 2013. This deadline will not be extended for any reason.

METHOD OF GRADING

The assignment of points will be according to the following:

<table>
<thead>
<tr>
<th>Quizzes</th>
<th>240 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>360 points</td>
</tr>
<tr>
<td>TOTAL</td>
<td>600 points</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;360</td>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

Because you can take all quizzes and tests at any time up to 5 PM, Thursday, August 15, 2013, 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


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 and complete all reading. The student must complete all quizzes and examinations by 5 PM, Thursday, August 15, 2013. It is the student’s responsibility to work at a pace such that all quizzes and exams are completed by 5 PM, Thursday, August 15, 2013. 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 by 5 PM, Thursday, August 15, 2013. Extensions will not be granted for any reason, including computer problems (thus the reason you should have a backup plan for internet access). Please be aware that Laulima often crashes during finals week when use is extremely heavy (again, do not wait until the last minute to complete course requirements).

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 subsequent opportunities to score a better grade.

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
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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 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. 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**
The only way to contact me is via e-mail or the Discussion page of the course’s Laulima site (I recommend email for private discussions, and Laulima for questions that may be of general interest to your classmates). It may take up to 48 hours for me to read and respond to your message. Please plan accordingly.

The following page provides a recommended schedule for completing quizzes and exams. However, it is your responsibility to find the pace that works for you. Do not procrastinate. Although you will work at your own pace, you must complete 13 quizzes and 3 exams by **5 PM, Thursday, August 15, 2013**. Extensions will not be granted for any reason. 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 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>RECOMMENDED ASSESSMENT SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7/8 – 7/14</td>
<td>Course Introduction Fundamentals of Word Structure Prefixes and Suffixes Organization of the body</td>
<td>Syllabus Ch 1, 2, 3, 4</td>
<td>Quiz 1: Word structure Quiz 2: Prefixes and suffixes Quiz 3: Body Organization</td>
</tr>
<tr>
<td>2</td>
<td>7/15 – 7/21</td>
<td>Integumentary System Skeletal System Muscular System</td>
<td>Ch 5, 6, 7</td>
<td>Quiz 4: Integumentary System Exam 1 (Ch 1-6) Quiz 5: Muscular System</td>
</tr>
<tr>
<td>3</td>
<td>7/22 – 7/28</td>
<td>Digestive System Cardiovascular System Blood and Lymph</td>
<td>Ch 8, 9, 10</td>
<td>Quiz 6: Digestive System Quiz 7: Cardiovascular System Quiz 8: Blood and Lymph</td>
</tr>
<tr>
<td>4</td>
<td>7/29 – 8/04</td>
<td>Respiratory System Urinary System Endocrine System Nervous System</td>
<td>Ch 11, 12, 13, 14</td>
<td>Exam 2 (Ch 7-11) Quiz 9: Urinary &amp; Endocrine Quiz 10: Nervous System</td>
</tr>
<tr>
<td>5</td>
<td>8/05 – 8/11</td>
<td>Special Senses Female Reproductive System &amp; Obstetrics Male Reproductive System Oncology</td>
<td>Ch 15, 16, 17, 18, 19</td>
<td>Quiz 11: Special Senses Quiz 12: Female Reproduction &amp; Obstetrics Quiz 13: Male Reproductive System and Oncology</td>
</tr>
<tr>
<td>6</td>
<td>8/12 – 8/15</td>
<td>None</td>
<td>None</td>
<td><strong>Final (3rd) Exam</strong> (and all other exams and quizzes) due by 5 PM Thursday, August 15th 2013</td>
</tr>
</tbody>
</table>

All quizzes and exams are due by 5 PM Thursday, August 15th 2013