## HLTH 125
**Survey of Medical Terminology**
CRNs: 61110 & 61111

**INSTRUCTOR:** Ross Langston, PhD  
**OFFICE:** Imiloa 104  
**OFFICE HOURS:** Online via email or Chat  
**TELEPHONE:** 236-9119 (Office) 429-6218 (Cell)  
**EMAIL:** langston@hawaii.edu  
**EFFECTIVE DATE:** Spring, 2016

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### 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.*

### 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 TASKS

1) View weekly online lectures.
2) Complete assigned readings prior to lecture.
3) Complete weekly quizzes.
4) Complete 3 examinations.
5) Complete 3 Discussion Board assignments

ASSESSMENT TASKS AND GRADING

QUIZZES (240 points total- 20 points for each quiz). The student will complete 15 online quizzes to assess their comprehension of course materials (the lowest three quiz scores 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 (300 points total-100 points each for 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 ONCE ONLY. 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 at least one week before the exam! If you experience a technical problem with the exam, you must alert the testing center proctor immediately and notify me within 24 hrs.**

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

DISCUSSION BOARDS (60 points total- 20 points for each activity). The student will complete three discussion board assignments on selected topics from the course text. The purpose of these assignments is to facilitate open discussion of course topics between students in the class. For discussion boards, you will be required to post a response based on the prompt posted by your instructor. You will also be required to read and post responses to at least TWO of the posts from your fellow students. Both your initial post and your responses MUST be completed by the deadline. Your posts and responses will be graded based on effort, clarity, and accuracy. The topics for each discussion board will be posted on the course website.
METHOD OF GRADING
The assignment of points will be according to the following:

Quizzes 240 points
Exams 300 points
Discussion Boards 60 points
TOTAL 600 points

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>

Please note that “N” grades are not given for this course

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 2015-2016 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 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."
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.

**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 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.

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 &amp; Lecture</th>
<th>ASSIGNMENTS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5PM for Exams, 11 PM for Quizzes &amp; Discussion Boards</td>
</tr>
<tr>
<td>1</td>
<td>1/11</td>
<td>Course Introduction Introduction to Medical Terminology</td>
<td>Syllabus Chapter 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1/18</td>
<td>Suffixes &amp; Prefixes</td>
<td>Chapter 2 Chapter 3</td>
<td>Quiz 1: Intro to Medical Term (CH 1) Discussion Board #1</td>
</tr>
<tr>
<td>3</td>
<td>1/25</td>
<td>Organization of the body</td>
<td>Chapter 4</td>
<td>Quiz 2: Prefixes and suffixes (CH 2-3)</td>
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<tr>
<td>4</td>
<td>2/1</td>
<td>Integumentary System</td>
<td>Chapter 5</td>
<td>Quiz 3: Body Organization (CH 4)</td>
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<tr>
<td>5</td>
<td>2/8</td>
<td>Skeletal System</td>
<td>Chapter 6</td>
<td>Quiz 4: Integumentary System (CH 5) Discussion Board #2</td>
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<tr>
<td>6</td>
<td>2/15</td>
<td>Muscular System</td>
<td>Chapter 7</td>
<td>Exam 1 DUE (CH 1-6) Quiz 5: Skeletal System</td>
</tr>
<tr>
<td>7</td>
<td>2/22</td>
<td>Digestive System</td>
<td>Chapter 8</td>
<td>Quiz 6: Muscular System (CH 7)</td>
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<tr>
<td>8</td>
<td>2/29</td>
<td>Cardiovascular System</td>
<td>Chapter 9</td>
<td>Quiz 7: Digestive System (CH 8)</td>
</tr>
<tr>
<td>9</td>
<td>3/7</td>
<td>Blood and Lymph</td>
<td>Chapter 10</td>
<td>Quiz 8: Cardiovascular System (CH 9)</td>
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<tr>
<td>10</td>
<td>3/14</td>
<td>Respiratory System</td>
<td>Chapter 11</td>
<td>Quiz 9: Blood and Lymph (CH 10) Discussion Board #3</td>
</tr>
<tr>
<td>11</td>
<td>3/21</td>
<td><strong>SPRING BREAK</strong></td>
<td>None</td>
<td>None</td>
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<tr>
<td>12</td>
<td>3/28</td>
<td>Urinary System Endocrine System</td>
<td>Chapter 12 Chapter 13</td>
<td>Exam 2 DUE: (CH 7-11) Quiz 10: Respiratory System</td>
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<tr>
<td>13</td>
<td>4/4</td>
<td>Nervous System</td>
<td>Chapter 14</td>
<td>Quiz 11: Urinary &amp; Endocrine (CH 12-13)</td>
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<tr>
<td>14</td>
<td>4/11</td>
<td>Special Senses</td>
<td>Chapter 15 Chapter 16</td>
<td>Quiz 12: Nervous System (CH 14)</td>
</tr>
<tr>
<td>15</td>
<td>4/18</td>
<td>Female Reproductive System &amp; Obstetrics</td>
<td>Chapter 17</td>
<td>Quiz 13: Special Senses (CH 15 &amp; 16)</td>
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<tr>
<td>16</td>
<td>4/25</td>
<td>Male Reproductive System Oncology</td>
<td>Chapter 18 Chapter 19</td>
<td>Quiz 14: Female Repro &amp; Obstetrics (CH 17) Discussion Board #4</td>
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<tr>
<td>17</td>
<td>5/2</td>
<td>None</td>
<td>None</td>
<td>Quiz 15: Male Reproductive System and Oncology (CH 18 &amp; 19)</td>
</tr>
</tbody>
</table>

- Last day to drop without “W” grade: 2/1/16
- Last day to Withdraw ("W" entered on transcript): 3/29/16
- **Final (3rd) Exam (CH 12-19): Due by 5 PM Thursday, May 12th**

**Emergency? Need to contact your instructor right away? Call or text: 808-429-6218**
This is my personal cell phone, so please do not call before 8 AM or after 10 PM.