

HLTH 125
Survey of Medical Terminology
CRN: 62039

INSTRUCTOR: Dani Carico, CVT.
OFFICE: Hale Na'auao 111
OFFICE HOURS: **Online via email or by appointment**
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EFFECTIVE DATE: Summer, 2016- 7/05-8/12

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 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 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. **Because this course is offered in the summer there is no due date for quizzes but the end of Summer Session II (by August 9, 2016 by 11 pm).**

EXAMINATIONS (300 points total-100 points each for exam). The student will take three computer-based exams (closed-book/non-cumulative) 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) and typically 50-100 questions in length. Each student will be allowed to take each exam ONCE ONLY and there is no re-takes for exams. 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-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
<u>Discussion Boards</u>	<u>60 points</u>
TOTAL	600 points

GRADING SCALE

Total Points	Percentage Points	Grade
537-600	90-100	A
477-536	80-89	B
417-476	70-79	C
357-416	60-69	D
<357	0- 59	F

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

Textbook: Rice, J. 2014 Medical Terminology for Health Care Professionals (8th Ed). P 768 pp. ISBN: 978-0133772005

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 "Quizzes."

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.

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 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 & Lecture	ASSIGNMENTS DUE 5PM for Exams, 11 PM for Quizzes & Discussion Boards
1	7/5	Course Introduction Introduction to Medical Terminology	Syllabus Chapter 1	
	7/6	Suffixes & Prefixes	Chapter 2 Chapter 3	Quiz 1: Intro to Medical Term (CH 1) <u>Discussion Board #1</u>
	7/8	Organization of the body	Chapter 4	Quiz 2: Prefixes and suffixes (CH 2-3)
2	7/12	Integumentary System	Chapter 5	Quiz 3: Body Organization (CH 4)
	7/13	Skeletal System	Chapter 6	Quiz 4: Integumentary System (CH 5) <u>Discussion Board #2</u>
	7/15	Muscular System	Chapter 7	Exam 1 DUE (CH 1-6) by 5pm Quiz 5: Skeletal System
3	7/19	Digestive System	Chapter 8	Quiz 6: Muscular System (CH 7)
	7/20	Cardiovascular System	Chapter 9	Quiz 7: Digestive System (CH 8)
	7/22	Blood and Lymph	Chapter 10	Quiz 8: Cardiovascular System (CH 9)
4	7/26	Respiratory System	Chapter 11	Quiz 9: Blood and Lymph (CH 10) <u>Discussion Board #3</u>
	7/27	Urinary System Endocrine System	Chapter 12 Chapter 13	Exam 2 DUE: (CH 7-11) by 5pm Quiz 10: Respiratory System
	7/29	Nervous System	Chapter 14	Quiz 11: Urinary & Endocrine (CH 12-13)
5	8/2	Special Senses	Chapter 15 Chapter 16	Quiz 12: Nervous System (CH 14)
	8/3	Female Reproductive System & Obstetrics	Chapter 17	Quiz 13: Special Senses (CH 15 & 16)
	8/5	Male Reproductive System Oncology	Chapter 18 Chapter 19	Quiz 14: Female Repro & Obstetrics (CH 17) <u>Discussion Board #4</u>
6	8/9	None	None	Quiz 15: Male Reproductive System and Oncology (CH 18 & 19) All Quizzes are DUE today by 11pm!
	8/9-8/11	Final (3 rd) Exam (last day to take it 8/11).	CH 12-19	To be taken at the testing center by August 11th

- 07/06/2016 Last day to receive 100% tuition refund
- 07/11/2016 Last day to receive 50% tuition refund
- 07/11/2016 Last day to drop (No "W" on transcript)
- 07/27/2016 Last day to withdraw from class ("W" on transcript)
- **Final (3rd) Exam (CH 12-19): Due by 4 PM Thursday, August 11th**