HEALTH 125
Survey of Medical Terminology
CRN: 61364; 61361

INSTRUCTOR: Joe Herzog, DVM
OFFICE: Hale Kākoʻo 125
OFFICE HOURS: Contact me any time via email (preferred) or 8a to 10p via personal mobile phone for calls or texts
TELEPHONE: see course Announcements
EMAIL: jherzog2@hawaii.edu or my private Yahoo! E-address
EFFECTIVE DATE: August 21, 2017

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 or consent of the instructor.

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.
3) Complete weekly quizzes.
4) Complete three (3) examinations.
5) Complete three (3) Discussion Board/Forum assignments.

ASSESSMENT TASKS AND GRADING

QUIZZES (300 points total- 20 points for each quiz). The student will complete 15 online quizzes to assess comprehension of course materials. 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 questions in 15 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 completed 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 (240 points total- 80 points for each exam). The student will take three computer-based exams at a University of Hawaii-approved testing center to demonstrate understanding and correct spelling of medical terminology presented in the lectures and text readings. Exams are timed (60 minutes), closed-book, non-cumulative, and 40 to 80 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 testing center. The WCC Testing Center and Castle High School are approved. If you plan to take any of the three exams at a UH campus other than WCC, please alert me immediately!

WCC Testing Center (located in Library Learning Commons):

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  

Please verify the Testing Center hours before you show up to take an exam. The Center is closed on weekends and holidays. Always carry positive ID for entry to the UH Testing Centers.

https://windward.hawaii.edu/kapiko/testing/
DISCUSSION BOARDS/FORUMS (60 points total- 20 points for each activity). The student will complete three “discussion board” assignments on selected topics assigned by the instructor. The purpose of these assignments is to facilitate open discussion of course topics between students in the class and to demonstrate ability to properly pronounce the medical terms of the course. For Discussion Board 1, you will be required to post a response in Forums based on the prompt posted by your instructor. Your post MUST be completed by the deadline. Your submissions will be graded based on effort, clarity, and accuracy. The topics for each discussion board/forum assignment will be posted on the course website.

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

- Quizzes 300 points
- Exams 240 points
- Disc. Board/Forum 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>
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<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>
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</table>

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 14 of the 2015-2017 course catalog for a description of the University’s policies concerning academic dishonesty.
LEARNING RESOURCES


**iOS and Android App:** a medical terminology word scramble game is available for no charge at www.pearsonhighered.com/medtermscramble

**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. **Click on the “Modules” folder to see the assignments for each week.** To access lectures, click on "Resources". Be sure that you use FIREFOX or CHROME or SAFARI (DO NOT USE Internet Explorer for Laulima). To take quizzes, click on "Assignments, Tests and Surveys." Visit the site now and become familiar with the layout.

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 course credit. In this case, $1 + 3 = 4$ hours to devote to this course every week, as a minimum expectation. 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.

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

ACCcommodation 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 ‘Ākoakoa 213 for more information.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Reading</th>
<th>ASSESSMENT DUE Each Monday: 5 PM for Exams, 11 PM for Quizzes, 11 PM for Discussion Boards/Forums</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>8/21</td>
<td>Course Introduction Fundamentals of Word Structure</td>
<td>Syllabus Chapter 1</td>
<td>Quiz 1: Chapter 1</td>
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<tr>
<td>2</td>
<td>8/28</td>
<td>Prefixes and Suffixes</td>
<td>Chapter 2 Chapter 3</td>
<td>Quiz 2: Chapters 2 &amp; 3 Discussion Board #1</td>
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<tr>
<td>3</td>
<td>9/4</td>
<td>Organization of the body</td>
<td>Chapter 4</td>
<td>Quiz 3: Chapter 4</td>
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<td>4</td>
<td>9/11</td>
<td>Integumentary System</td>
<td>Chapter 5</td>
<td>Quiz 4: Chapter 5</td>
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<td>5</td>
<td>9/18</td>
<td>Skeletal System</td>
<td>Chapter 6</td>
<td>Quiz 5: Chapter 6 Exam 1 (Chapters 1-6) DUE by 5 PM</td>
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<td>6</td>
<td>9/25</td>
<td>Muscular System</td>
<td>Chapter 7</td>
<td>Quiz 6: Chapter 7</td>
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<td>10/2</td>
<td>Digestive System</td>
<td>Chapter 8</td>
<td>Quiz 7: Chapter 8 Discussion Board #2</td>
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<td>10/9</td>
<td>Cardiovascular System</td>
<td>Chapter 9</td>
<td>Quiz 8: Chapter 9</td>
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<td>10/16</td>
<td>Blood and Lymph</td>
<td>Chapter 10</td>
<td>Quiz 9: Chapter 10</td>
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<td>10</td>
<td>10/23</td>
<td>Respiratory System</td>
<td>Chapter 11</td>
<td>Quiz 10: Chapter 11 Exam 2 (Chapters 7-11) DUE by 5 PM</td>
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<td>11</td>
<td>10/30</td>
<td>Urinary System Endocrine System</td>
<td>Chapter 12 Chapter 13</td>
<td>Quiz 11: Chapters 12 &amp; 13 Discussion Board #3</td>
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<td>12</td>
<td>11/6</td>
<td>Nervous System</td>
<td>Chapter 14</td>
<td>Quiz 12: Chapter 14</td>
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<td>13</td>
<td>11/13</td>
<td>Special Senses</td>
<td>Chapter 15 Chapter 16</td>
<td>Quiz 13: Chapters 15 &amp; 16 Discussion Board #3</td>
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<td>14</td>
<td>11/20</td>
<td>Female Reproductive System and Obstetrics</td>
<td>Chapter 17</td>
<td>Quiz 14: Chapter 17</td>
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<td>15</td>
<td>11/27</td>
<td>Male Reproductive System Oncology</td>
<td>Chapter 18 Chapter 19</td>
<td>Quiz 15: Chapters 18 &amp; 19</td>
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<td>16</td>
<td>12/4</td>
<td>Extra credit opportunity: Radiology (optional)</td>
<td>Chapter 20</td>
<td>Optional Quiz 16 extra-credit: Ch. 20 Exam 3 (Ch. 12-19) DUE by 8 PM Thursday, Dec. 14th 2017</td>
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<td>17</td>
<td>12/11</td>
<td>Prepare for and then complete Exam 3</td>
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- Last day to drop without “W” grade: September 12, 2017
- Last day to withdraw (with a “W” entered on transcript): October 30, 2017
- **Last (3rd) Exam (Ch. 12-19): Due by 8 PM Thursday, December 14th, 2017**