

**HLTH 125**  
**Survey of Medical Terminology**  
CRN: 60174, 60638, 60721

<b>INSTRUCTOR:</b>	Ken Longenecker, PhD
<b>OFFICE:</b>	Online
<b>OFFICE HOURS:</b>	None scheduled. Contact me <u>any time</u> via email (preferred) or the Discussion pane of the course webpage on Lulima. Allow up to 48 hours for an email response, the Discussion pane option may take longer.
<b>TELEPHONE:</b>	N/A
<b>EMAIL:</b>	kenl@hawaii.edu
<b>EFFECTIVE DATE:</b>	Spring, 2014

**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 three (3) examinations.
- 5) Complete four (4) Discussion Board assignments.

## ASSESSMENT TASKS AND GRADING

**QUIZZES** (240 points total- 20 points for each quiz). The student will complete 14 online quizzes to assess their comprehension of course materials (the lowest TWO 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 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** (300 points total- 100 points for each 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

**DISCUSSION BOARDS** (60 points total- 15 points for each activity). The student will complete four 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
<b>TOTAL</b>	<b>600 points</b>

## 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

**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:9780132148023

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

**Lulima:** I have created a course webpage on the college's Lulima 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 Lulima website. To access, navigate to <https://lulima.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

The only way to contact me is via e-mail or the discussion pane of the course's Lulima site; however, be aware that it may take up to 48 hours for me to read and respond to your e-mail (and longer through Lulima). 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.

### 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

Week	Date	Topics	Reading	ASSESSMENT DUE 5PM for Exams, 11 PM for Quizzes
1	1/13	Course Introduction Fundamentals of Word Structure	Syllabus Chapter 1	
2	1/20	Prefixes and Suffixes	Chapter 2 Chapter 3	Quiz 1: Chapter 1 Discussion Board #1
3	1/27	Organization of the body	Chapter 4	Quiz 2: Chapters 2 & 3
4	2/3	Integumentary System	Chapter 5	Quiz 3: Chapter 4
5	2/10	Skeletal System	Chapter 6	Quiz 4: Chapter 5 Discussion Board #2
6	2/17	Muscular System	Chapter 7	Quiz 5: Chapter 6
7	2/24	Digestive System	Chapter 8	<b>Exam 1 (Chapters 1-6) DUE by 5 PM</b>
8	3/3	Cardiovascular System	Chapter 9	Quiz 6: Chapter 7 & 8
9	3/10	Blood and Lymph	Chapter 10	Quiz 7: Chapter 9
10	3/17	Respiratory System	Chapter 11	Quiz 8: Chapter 10 Discussion Board #3
11	3/24	SPRING BREAK		Quiz 9: Chapter 11
12	3/31	Urinary System Endocrine System	Chapter 12 Chapter 13	<b>Exam 2 (Chapters 7-11) DUE by 5 PM</b>
13	4/7	Nervous System	Chapter 14	Quiz 10: Chapters 12 & 13
14	4/14	Special Senses	Chapter 15 Chapter 16	Quiz 11: Chapter 14
15	4/21	Female Reproductive System & Obstetrics	Chapter 17	Quiz 12: Chapters 15 & 16
16	4/28	Male Reproductive System Oncology	Chapter 18 Chapter 19	Quiz 13: Chapter 17 Discussion Board #4
17	5/5	None	None	Quiz 14: Chapters 18 & 19
18	5/12	None	None	<b>Final Exam (Chapters 12-19) DUE by 5 PM Monday, May 12<sup>th</sup> 2014</b>

- Last day to drop without “W” grade: February 3, 2014
- Last day to Withdraw (“W” entered on transcript): March 20, 2014
- **Final (3rd) Exam (CH 12-19): Due by 5 PM Monday May 12<sup>th</sup>**