

HEALTH 125
Survey of Medical Terminology
CRN: 64096 and 64443

INSTRUCTOR: Joe Herzog, DVM
OFFICE: Hale Kāko'o 125
OFFICE HOURS: Contact me anytime by email (preferred) or 9a to 10p by personal mobile phone for calls or texts
TELEPHONE: see course *Announcements* folder in Laulima
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EFFECTIVE DATE: January 9, 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. Students can take these quizzes at home. 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.

*Quizzes and examinations are found in Laulima in the *Assignments, Tests and Surveys* folder.*

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. Always carry positive ID for entry to the UH Testing Centers.

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. 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 deadlines. Your posts and responses will be graded based on effort, clarity, and accuracy. The topics for each discussion board/forum assignment will be posted on the course website in the *Assignments* folder. An *Announcement* will also be posted.

METHOD OF GRADING

The assignment of points will be according to the following:

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

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

Textbook: Rice, J. 2015. Medical Terminology for Health Care Professionals. Pearson; 8th edition. 841 pp. ISBN-13: 978-0-13-342954-1

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

Lectures: PowerPoint lectures will be posted on Laulima.

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; then click on the HLTH 125 tab. **Click on the Modules folder to see the assignments for each week.** Students can also access lectures in the *Resources* folder. Be sure that you use FIREFOX or INTERNET EXPLORER (**DO NOT USE SAFARI for Laulima**). To take quizzes, click on the *Assignments, Tests and Surveys* folder. 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).
- Set aside *scheduled* time each week for study, just as if this was a face-to-face class. Block this time in your weekly schedule. Do not try the catch-up-by-cramming method right before the exams. The quizzes are given *each week* to try to keep you on schedule.

ACCOMMODATION 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 ʻĀkoakoa 213 for more information.

HEALTH 125
Schedule of Topics

Week	Date	Topics	Reading	ASSESSMENT DUE Each Monday: 5 pm for Exams, 11 pm for Quizzes, 11 pm for Discussion Boards/Forums
1	1/9/2017	Course Introduction Fundamentals of Word Structure	Syllabus Chapter 1	
2	1/16	Prefixes and Suffixes	Chapter 2 Chapter 3	Quiz 1: Chapter 1
3	1/23	Organization of the body	Chapter 4	Quiz 2: Chapters 2 & 3 <i>Discussion Board #1 due 1/30</i>
4	1/30	Integumentary System	Chapter 5	Quiz 3: Chapter 4
5	2/6	Skeletal System	Chapter 6	Quiz 4: Chapter 5
6	2/13	Muscular System	Chapter 7	Quiz 5: Chapter 6 Exam 1 (Ch 1-6) due by 5 pm, 2/20
7	2/20	Digestive System	Chapter 8	Quiz 6: Chapter 7
8	2/27	Cardiovascular System	Chapter 9	Quiz 7: Chapter 8 <i>Discussion Board #2 due 3/6</i>
9	3/6	Blood and Lymph	Chapter 10	Quiz 8: Chapter 9
10	3/13	Respiratory System	Chapter 11	Quiz 9: Chapter 10
11	3/20	<i>Spring Break</i>		
12	3/27	Urinary System Endocrine System	Chapter 12 Chapter 13	Quiz 10: Chapter 11 Exam 2 (Ch 7-11) due by 5 pm, 4/3
13	4/3	Nervous System	Chapter 14	Quiz 11: Chapters 12 & 13
14	4/10	Special Senses	Chapter 15 Chapter 16	Quiz 12: Chapter 14 <i>Discussion Board #3 due 4/17</i>
15	4/17	Female Reproductive System and Obstetrics	Chapter 17	Quiz 13: Chapters 15 & 16
16	4/24	Male Reproductive System Oncology	Chapter 18 Chapter 19	Quiz 14: Chapter 17
17	5/1	Extra credit opportunity: Radiology (optional)	Chapter 20	Quiz 15: Chapters 18 & 19
18	5/8	Prepare for and then complete Exam 3	None	Optional Quiz 16 extra-credit: Ch. 20 Exam 3 (Ch 12-19) due by 5 pm Thursday, May 11th 2017

- Last day to drop without “W” grade: January 30, 2017
- Last day to withdraw (with a “W” entered on transcript): April 3, 2017
- Final (3rd) Exam (Ch 12-19): Due by 5 PM Thursday, May 11, 2017