



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

## HEALTH 125

### Survey of Medical Terminology

CRN: 64247 and 64248

One Credit

No class meetings. Online instruction only.

INSTRUCTOR: Dr. Joe Herzog, veterinarian and WCC lecturer

OFFICE: Hale Kāko‘o 125

OFFICE HOURS: **Online by email**; contact me at any time via email, or 8a to 10p via personal mobile phone for calls and texts

TELEPHONE: see course Laulima website for mobile phone number

EMAIL: [jherzog2@hawaii.edu](mailto:jherzog2@hawaii.edu) (and private Yahoo mail, as noted on website)

EFFECTIVE DATE: Fall Semester 2018

## 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 the Ko‘olau region of O‘ahu 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.
- 3) Complete 15 weekly quizzes.
- 4) Complete 3 examinations.
- 5) Complete 3 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 Sunday (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** (240 points total - 80 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 (60 minutes), closed-book, non-cumulative, and typically 60 to 80 questions in length. **Exams must be completed by 4:00 PM on the Friday due dates (Even Holidays!).** Each 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. **Exams must be taken at an approved testing center or University of Hawaii Testing Center. If you plan to take any of the three exams at another center, please alert your course instructor by email now! If you experience a technical problem during the exam, you must alert the testing center proctor and instructor immediately.**

## WCC Testing Center (located in Library Learning Commons)

### *Testing Center Hours:*

*(All tests must be submitted at **5 minutes** before closing)*

### **Fall and Spring Semesters** (unless otherwise posted):

- Monday: 8 a.m. - 6 p.m. HST
- Tuesday: 8 a.m. - 6 p.m. HST
- Wednesday: 8 a.m. - 8 p.m. HST
- Thursday: 8 a.m. - 8 p.m. HST
- Friday: 8 a.m. - 4 p.m. HST

### **CLOSED Weekends and Holidays.**

*Schedules are subject to change.*

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/>

**FORUMS** (60 points total- 20 points for each activity). The student will complete three assignments on selected topics assigned by the instructor. The purpose of these assignments is to improve comprehension and to demonstrate ability to properly understand and pronounce some of the medical terms of the course. Your responses will be graded based on effort, clarity, and accuracy. The topics for each forum 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
Forums	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

**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.**

## LEARNING RESOURCES

**Textbook:** Rice, J. 2018 Medical Terminology for Health Care Professionals (9<sup>th</sup> ed). Pearson; 845 pp. ISBN-13: 978-0-13-449534-7. (Although the pagination of the 8<sup>th</sup> ed. differs, the 8<sup>th</sup> ed. is acceptable.)

**iOS and Android App:** an optional digital medical terminology word scramble game download is available for no charge at [www.pearsonhighered.com/medtermscramble](http://www.pearsonhighered.com/medtermscramble)

**Flash Cards:** these are very helpful, optional, aids for memorization. Make your own or purchase sets, such as *Stedman’s Medical Terminology Flash Cards*.

**Medical Dictionary:** also optional; more words and more thorough definitions than in the textbook. Here are a couple of examples: *Stedman’s Medical Dictionary for the Health Professions and Nursing*; *Mosby’s Dictionary of Medicine, Nursing & Health Professions*; and, for those heading into the veterinary technology program, *Saunders Comprehensive Veterinary Dictionary*. You can find dictionaries and other reference materials online at no cost, as well.

**Lectures:** PowerPoint lectures will be posted on Laulima.

**Laulima:** Your instructor has 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 INTERNET EXPLORER (*using Safari for Laulima can cause technical problems*). 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 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 :

- 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 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. Answering the review questions located in the back of each chapter is helpful and recommended.
- **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. Also,

know that the more quizzes you complete, the more test bank questions you will see. *Questions for the exams come from these same test banks!*

- This course has a minimum pace at which you *must* take quizzes and exams. However, please know that you may work at an accelerated pace and may finish the course BEFORE the end of the semester, if you choose to do so.

## DISABILITIES ACCOMMODATIONS

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](mailto:lemke@hawaii.edu), or you may stop by Hale ‘Ākoakoa 213 for more information.

## TITLE IX

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: [https://windward.hawaii.edu/Title\\_IX/](https://windward.hawaii.edu/Title_IX/).

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, Windward CC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235- 7468 or [karlas@hawaii.edu](mailto:karlas@hawaii.edu) or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235- 7354 or [kaahualo@hawaii.edu](mailto:kaahualo@hawaii.edu). To make a formal report, contact the Title IX Coordinator at 808-235-7393 or [wctix@hawaii.edu](mailto:wctix@hawaii.edu).

## ACADEMIC INTEGRITY

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

*Windward Community College is an equal opportunity, affirmative action institution.*

## **ALTERNATE CONTACT INFORMATION**

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakai 121

Phone: 808-235-7422

Email: [wccaa@hawaii.edu](mailto:wccaa@hawaii.edu)

## **SCHEDULE OF TOPICS**

See below. Print the page and refer to it often so that you do not miss any deadlines.

## HEALTH 125 Schedule of Topics

Week	Date	Topics	Reading & Lecture	ASSESSMENT DUE  11 pm Sunday for each Quiz and Forum; 4 pm Friday for Exams 1 & 2
1	8/20	Course Introduction Fundamentals of Word Structure	Syllabus Chapter 1	
2	8/27	Prefixes and Suffixes	Chapter 2 Chapter 3	Quiz 1: Chapter 1 due 9/2
3	9/3	Organization of the body	Chapter 4	Quiz 2: Chapters 2 & 3 due 9/9 <i>Forum #1</i> due 9/9
4	9/10	Integumentary System	Chapter 5	Quiz 3: Chapter 4 due 9/16
5	9/17	Skeletal System	Chapter 6	Quiz 4: Chapter 5 due 9/23
6	9/24	Muscular System	Chapter 7	<b>Exam 1 (Ch 1-6) due by 4 pm 9/28</b> Quiz 5: Chapter 6 due 9/30
7	10/1	Digestive System	Chapter 8	Quiz 6: Chapter 7 due 10/7
8	10/8	Cardiovascular System	Chapter 9	Quiz 7: Chapter 8 due 10/14 <i>Forum #2</i> due 10/14
9	10/15	Blood and Lymph	Chapter 10	Quiz 8: Chapter 9 due 10/21
10	10/22	Respiratory System	Chapter 11	Quiz 9: Chapter 10 due 10/28
11	10/29	Urinary System Endocrine System	Chapter 12 Chapter 13	<b>Exam 2 (Ch 7-11) due by 4 pm 11/2</b> Quiz 10: Chapter 11 due 11/4
12	11/5	Nervous System	Chapter 14	Quiz 11: Chapters 12 & 13 due 11/11
13	11/12	Special Senses	Chapter 15 Chapter 16	Quiz 12: Chapter 14 due 11/18 <i>Forum #3</i> due 11/18
14	11/19	Female Reproductive System and Obstetrics	Chapter 17	Quiz 13: Chapters 15 & 16 due 11/25
15	11/26	Male Reproductive System Oncology	Chapter 18 Chapter 19	Quiz 14: Chapter 17 due 12/2
16	12/3	Extra credit opportunity: Radiology (optional) Extra credit opportunity: Mental Health (optional)	Chapter 20 Chapter 21	Quiz 15: Chapters 18 & 19 due 12/9
17	12/10	Prepare for and then complete Exam 3	None	Optional Quiz 16 extra credit: Ch 20 Optional Quiz 17 extra credit: Ch 21  <b>Exam 3 (Ch 12-19) due by 8 pm Thursday, Dec. 13th 2018</b>

- Last day to drop without “W” grade: September 11, 2018
- Last day to withdraw (with a “W” entered on transcript): October 29, 2018
- **Last (3rd) Exam (Ch 12-19): Due by 8 pm Thursday, December 13th, 2018**