

**HEALTH 125**  
**Survey of Medical Terminology**  
CRNs: 62434 & 62435 (Early College)

<b>INSTRUCTOR:</b>	Joe Herzog, DVM
<b>OFFICE:</b>	Hale Kāko‘o 125
<b>OFFICE HOURS:</b>	<b>Online by email;</b> contact me any time via email, or 9a to 9p via personal mobile phone for calls and texts
<b>TELEPHONE:</b>	see course Announcement
<b>EMAIL:</b>	<a href="mailto:jherzog2@hawaii.edu">jherzog2@hawaii.edu</a> (and private Yahoo! E-address)
<b>EFFECTIVE DATE:</b>	Spring: January 8, 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 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 Forum (Discussion Board) 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 submitted by 11:00 PM each Monday (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. 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 campus, please alert your course instructor now! If you experience a technical problem during 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: 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/>

**FORUMS/DISCUSSION BOARDS** (60 points total- 15 points for each activity). The student will complete four 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 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
Forum/Disc. Board	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.**

### 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 text beginning on page 14 of the 2015-2016 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 (8<sup>th</sup> Ed). Pearson; 841 pp. ISBN-13: 978-0-13-342954-1

**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 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. 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 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 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. 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 (and exam) questions you will see.

>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 next week).

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

### **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**

<b>Week</b>	<b>Date</b>	<b>Topics</b>	<b>Reading &amp; Lecture</b>	<b>ASSIGNMENTS DUE 5pm for Exams, 11pm for Quizzes, 11pm for Forums/Discussion Boards</b>
1	1/8/2018	Course Introduction Introduction to Medical Terminology	Syllabus Chapter 1	Quiz 1: Intro to Medical Term (CH 1) due 1/15
2	1/15	Suffixes & Prefixes	Chapter 2 Chapter 3	Quiz 2: Prefixes and suffixes (CH 2-3) due 1/22 <u>Forum #1 due 1/22</u>
3	1/22	Organization of the body	Chapter 4	Quiz 3: Body Organization (CH 4) due 1/29
4	1/29	Integumentary System	Chapter 5	Quiz 4: Integumentary System (CH 5) due 2/5
5	2/5	Skeletal System	Chapter 6	<b>Exam 1 (CH 1-6) DUE: 2/12</b> Quiz 5: Skeletal System 2/12
6	2/12	Muscular System	Chapter 7	Quiz 6: Muscular System (CH 7) due 2/19
7	2/19	Digestive System	Chapter 8	Quiz 7: Digestive System (CH 8) due 2/26 <u>Forum #2 due 2/26</u>
8	2/26	Cardiovascular System	Chapter 9	Quiz 8: Cardiovascular System (CH 9) due 3/5
9	3/5	Blood and Lymph	Chapter 10	Quiz 9: Blood and Lymph (CH 10) due 3/12
10	3/12	Respiratory System	Chapter 11	<b>Exam 2 (CH 7-11) DUE: 3/19</b> Quiz 10: Respiratory System due 3/19
11	3/19	<b>SPRING BREAK</b>	None	None
12	3/26	Urinary System Endocrine System	Chapter 12 Chapter 13	Quiz 11: Urinary & Endocrine (CH 12-13) due 4/2 <u>Forum #3 due 4/2</u>
13	4/2	Nervous System	Chapter 14	Quiz 12: Nervous System (CH 14) due 4/9
14	4/9	Special Senses	Chapter 15 Chapter 16	Quiz 13: Special Senses (CH 15 & 16) due 4/16
15	4/16	Female Reproductive System & Obstetrics	Chapter 17	Quiz 14: Female Repro. & Obst. (CH 17) due 4/23 <u>Forum #4 due 4/23</u>
16	4/23	Male Reproductive System Oncology	Chapter 18 Chapter 19	Quiz 15: Male Repro and Oncology (CH 18 & 19) due 4/30
17	4/30	Optional: Imaging Optional: Mental Health	Chapter 20 Chapter 21	<b>Exam 3 (CH 12-19) DUE: 5/11/2018 by 5pm</b>

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- Last day to drop without “W” grade: 2/1/18
- Last day to Withdraw (“W” entered on transcript): 4/2/18
- **Final (3rd) Exam (CH 12-19): Due by 5 PM Friday, May 11<sup>th</sup>**

**Emergency? Need to contact your instructor right away? Call or text: 808-366-8650**  
**This is my personal cell phone, so please do not call before 8 AM or after 10 PM.**