



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

Health 125: Survey of Medical Terminology

1 Credit, Online

INSTRUCTOR: Ken Longenecker, PhD
OFFICE: N/A (contact me via email)
OFFICE HOURS: Any time, contact me via email
TELEPHONE: N/A (contact me via email)
EMAIL: kenl@hawaii.edu
EFFECTIVE DATE: Spring, 2024

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 prior to lecture.
- 3) Complete weekly quizzes.
- 4) Complete three (3) examinations.

ASSESSMENT TASKS AND GRADING

QUIZZES (240 points total- 20 points for each quiz). The student will complete 15 online quizzes to assess their comprehension of course materials (the lowest THREE 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 on a personal device (**not** at a University of Hawaii 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 100 questions in length. The student is expected to complete the exam as if it were being taken at a testing center (closed-book, no notes, no internet searching). The student will be allowed to take each exam ONE TIME ONLY. To prevent the student from accidentally beginning exams, each is password protected. **The password is: one_attempt.** If you enter the password, I will assume that you intentionally began the exam (i.e., I will not permit a subsequent attempt). 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.

METHOD OF GRADING

The assignment of points will be according to the following:

Quizzes	240 points
Exams	300 points
TOTAL	540 points

GRADING SCALE

Total Points	Percentage Points	Grade
486-500	90-100	A
432-487	80-89	B
378-431	70-79	C
324-377	60-69	D
<324	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

LEARNING RESOURCES

Textbook: Rice, J. 2021. Medical Terminology For Health Care Professionals. 10th Edition. Pearson. ISBN-13: 978-0135745144, ISBN-10: 0135745144. A link to an electronic version of your textbook is provided on the course Laulima site; click on the “VitalSource for UH Windward CC IDAP” tab on the left pane of the site to gain access to the text.

Lectures: Lectures are 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. Lectures are located in numbered tabs. To take quizzes and exams, click on "Assignments, Tests and Surveys."

Lectures may also be accessed at: <http://files.wcc.hawaii.edu/vetadec/hlth-125/> (please note more lectures are posted on this site than are required for course).

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 all five possible attempts for each quiz. The quizzes are designed to help you prepare for exams and only your highest score is used to calculate your final grade.
- **My #2 suggestion for success in this class:** Take one attempt at each weekly quiz 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 24 business hours for me to read and respond to your message. 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 (if you wish, you can finish the course this week!).

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. Roy Inouye can be reached at 235-7448, royinouy@hawaii.edu, or you may stop by Hale Kako‘o 106 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/.

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, WCC has

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resources to support you. To speak with someone confidentially, contact the Mental Health & Wellness Office at 808-235- 7393 or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator, Karla K. Silva-Park, at 808-235-7468 or karlas@hawaii.edu.

ACADEMIC INTEGRITY

Students involved in academic dishonesty will receive an "F" grade for the course.

Academic dishonesty includes cheating on exams and plagiarism. See the course catalog for a description of the College's policies concerning academic dishonesty.

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

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

HLTH 125 Schedule of Topics

Week	Date	Topics	Reading	ASSESSMENT DUE (11 PM)
1	1/8	Introduction to Medical Terminology	Syllabus Chapter 1	NONE
2	1/15	Prefixes and Suffixes (Dr. Martin Luther King Jr. Day)	Chapter 2	Quiz 1: Chapter 1
3	1/22	Organization of the body	Chapter 3	Quiz 2: Chapter 2
4	1/29	Integumentary System	Chapter 4	Quiz 3: Chapter 3
5	2/5	Skeletal System	Chapter 5	Quiz 4: Chapter 4
6	2/12	Muscular System	Chapter 6	Quiz 5: Chapter 5
7	2/19	Digestive System (President's Day)	Chapter 7	Quiz 6: Chapter 6 Exam 1 (Chapters 1-5)
8	2/26	Cardiovascular System	Chapter 8	Quiz 7: Chapter 7
9	3/4	Blood and Lymphatic System	Chapter 9	Quiz 8: Chapter 8
10	3/11	Respiratory System	Chapter 10	Quiz 9: Chapter 9
	3/18	SPRING BREAK	NONE	NONE
11	3/25	Urinary System & Endocrine System	Chapter 11 Chapter 12	Quiz 10: Chapter 10 Exam 2 (Chapters 6-10)
12	4/1	Nervous System	Chapter 13	Quiz 11: Chapters 11 & 12
13	4/8	Special Senses	Chapter 14 Chapter 15	Quiz 12: Chapter 13
14	4/15	Female Reproductive System & Obstetrics	Chapter 16	Quiz 13: Chapters 14 & 15
15	4/22	Male Reproductive System	Chapter 17	Quiz 14: Chapter 16
16	4/29	None	None	Quiz 15: Chapter 17
17	5/6	None	None	Final Exam (Chapters 11-17) DUE by 11 PM Monday, May 6th

- Last day to drop without “W” grade: January 31
- Last day to Withdraw (“W” entered on transcript): March 22
- **Final (3rd) Exam (CH 11-17): Due by 11 PM Monday May 6th**