UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

Health 125: Survey of Medical Terminology

Fall, 2026

1 credit, online

Windward Community College Mission Statement

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'ake akamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu— hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Instructor Information

How to Contact Your Instructor

Ken Longenecker, PhD

Office: N/A (contact me via email)

Office Hours: Any time, contact me via email

Email: kenl@hawaii.edu

About

Please allow 24 business hours for me to respond to your questions (I typically reply MUCH faster). Quiz and exam grades will be available immediately upon submission. Final grades will be entered the day after the final exam.

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: Alakaʻi 121
- Phone: (808) 235-7422

Course Information

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.

Prerequisites: Grade of "C" or better in ENG 21 or ENG 23, or placement in ENG 100.

Activities Required at Scheduled Times Other than Class Times

The student must complete weekly quizzes and/or exams by posted deadlines (Mondays at 11 pm)

Student Learning Outcomes

As a result of taking this course, students can expect to attain the following outcomes:

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 root words, 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.

Required Materials

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 Lamakū site; click on the "VitalSource" tab at the top left of the course site to gain access to the text.

Course Format

This is a fully online 16-week course. ***Please note that this is not a self-paced course, the class schedule is strictly followed.***

Lectures: Lectures are posted on Lamakū (below).

Lamakū: I have created a course webpage on the college's Lamakū 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 Lamakū website. To access, navigate to https://lamaku.hawaii.edu/d2l/login 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 "Quizzes."

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).

SPECIAL DISTANCE-LEARNING CONSIDERATIONS

The only way to contact me is via e-mail or the discussion pane of the course's Laulima 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!).

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.

Lamakū Learning Management System (https://lamaku.hawaii.edu/d2l/home)

- Keeping Accessibility and UDL in Mind - Google Docs
- Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Regular Substantive Interaction

Online courses at Windward Community College follow these guidelines for ensuring quality instruction: RSI Definition-WCC.

Other Technology

Review the privacy/security policies before using the technologies we will be using in this class. Contact me if you would like to discuss the use of alternate options or technologies.

- YouTube is used for delivering some of the course content (accessibility statement, privacy policy)

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. ***I use quiz completion as verification of participation; no other activity is required.*** In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Grading Policy

[Include grading, late work policy, withdrawals, incompletes, and the grading scale. Delete the instructions afterward.]

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***

Weekly Assignments

Week	Date	Topic	Due Dates (every Monday by 11 pm)
1	8/24/26	Introduction to Medical Terminology (Syllabus & Chapter 1)	No quiz/exam
2	8/31/26	Prefixes and Suffixes (Chapter 2)	Quiz 1: Chapter 1
3	9/7/26	Organization of the body (Chapter 3) (Labor Day)	Quiz 2: Chapter 2
4	9/14/26	Integumentary System (Chapter 4)	Quiz 3: Chapter 3
5	9/21/26	Skeletal System (Chapter 5)	Quiz 4: Chapter 4
6	9/28/26	Muscular System (Chapter 6)	Quiz 5: Chapter 5
7	10/5/26	Digestive System (Chapter 7)	Quiz 6: Chapter 6 **Exam 1** (Chapters 1-5)
8	10/12/26	Cardiovascular System (Chapter 8)	Quiz 7: Chapter 7
9	10/19/26	Blood and Lymphatic System (Chapter 9)	Quiz 8: Chapter 8
10	10/26/26	Respiratory System (Chapter 10)	Quiz 9: Chapter 9
11	11/2/26	Urinary System & Endocrine System (Chapters 11 & 12)	Quiz 10: Chapter 10 **Exam 2** (Chapters 6-10)

Week	Date	Topic	Due Dates (every Monday by 11 pm)
12	11/9/26	Nervous System (Chapter 13)	Quiz 11: Chapters 11 & 12
13	11/16/26	Special Senses (Chapters 14 & 15)	Quiz 12: Chapter 13
14	11/23/26	Female Reproductive System & Obstetrics (Chapter 16)	Quiz 13: Chapters 14 & 15
15	11/30/26	Male Reproductive System (Chapter 17)	Quiz 14: Chapter 16
16	12/7/26		Quiz 15: Chapter 17
17	12/14/26	None	**Final Exam (Chapters 11-17) DUE by 11 PM Monday, December 14th**

- Last day to drop without "W" grade: September 15
- Last day to Withdraw ("W" entered on transcript): November 2
- **Final (3rd) Exam (CH 11-17): Due by 11 PM Monday December 14th**

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 the 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 CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

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 Seek Academic or Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- Ka Piko Writing Lab
- Ka Piko Speech Lab
- Ka Piko Math Lab
- Evening and Online Learning at Windward Community College
- STAR Balance

Technical Support

- UH ITS Help Desk – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū – Click on the Lamakū Help link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- Information Security for Students

College Policies & Support Services

Disabilities Accommodations Statement

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist

Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kakoʻo 106) for more information.

TRIO PROGRAM

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Here is their contact info:https://windward.hawaii.edu/trio/

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs website.

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

LGBTQ+

The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all Students, Staff, and Faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. University of Hawai`i Commission on LGBTQ+ Equality at their website: http://www.hawaii.edu/offices/president/lgbtq/ Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712

or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

Title IX - Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your

case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/