

SYLLABUS for UF MHA Students

HSC 5536: Medical Terminology for the Health Professions

Summer 2014: Section 4F86; Officially Summer B;

But START in Summer A (treat it like a Summer C course)!

ATTENTION: THIS COURSE DOES NOT USE SAKAI OR CANVAS

To purchase the On-line Tutorial Textbook go to:

www.HSC5536.com

1. HSC 5536-Medical Terminology for the Health Professions

This is a student centered **ON-LINE** computer based classroom course. The **1200** page online printable textbook contains interactive audiovisual lecture pages that prepare the student for the **1700** self-testing flashcards and the **1400** multiple choice exercises. These activities must be completed in full before you can take the final exam. This work is worth 50% of the final grade and is specifically designed to prepare you for the comprehensive final examination. The final exam constitutes the other 50% of the final grade.

This unique educational program has been developed to improve your personal vocabulary. It also provides you with important insights into the medical and scientific content that will be studied in future professional preparation courses.

This web-based course contains **4000** color medical pictures. These pictures will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical and English terms discussed in this course.

This course will provide you with the opportunity to study and replay the audio-visual lectures at a convenient time and place. It also will provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique language.

No Classroom Attendance For This Course.

- A. The Orientation, Lectures, Chapter Exercises, and Final Exam are all Online.
- B. The Final Examination is an Online, 180 Minutes (3 hrs) - 300 Question Exam.

2. Course Instructor

Dr. Julia Rae Varnes, MPH, Ph.D.

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3. Course Flow Plan

- A. View and listen to the Audio-Visual Lectures in **Chapters 1 through 4**;
- B. Complete the Multiple Choice Question Bank (chapter exercise) in **Chapter 4**;
- C. Memorize and complete the self-testing for the **1700** Flashcards in **Chapter 5**;
- D. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14. Complete the **1400** Diseases and Disorders Multiple Choice Question Banks (Chapter Exercises) in the last file of Chapters 6-14.
- E. Optional: You may generate a printed **Summary Sheet** by clicking the item at the left of your computer screen. This sheet will provide you with a record of all work completed.
- F. At the end of the E-Textbook is the final exam. This final exam will last for 3 hrs (180 min). It contains 300 questions from your E-textbook (flash cards and multiple choice chapter exercises); T/F questions come from the flash cards; M/C questions come from the chapter quizzes). Be sure to continually monitor your exam time at the upper right of your test screen. When you complete your exam click the appropriate button to receive your grade. The program will immediately show your score and email your instructor your summary report along with your Final Exam grade. If the exam time expires before you complete the exam the grading will automatically occur without giving you credit for any unanswered questions and the results will be forwarded to your instructor.
- G. Be sure to review all of the self-testing flashcards and multiple-choice questions before you begin this uninterrupted examination.**
- H. If a program error occurs during the exam, you can close and reopen your browser. Re-log into your web exam and please use Internet Explorer to ensure that there are no exam errors.

4. Course Objectives and Goals (12)

The Student will be able to:

- A. Use a computer to complete this on-line course.
- B. Spell and Define flashcard prefixes, suffixes, and stem words.
- C. Identify and Explain the function of specific word parts.
- D. Describe how medical compound terms (words) are constructed.
- E. Build compound terms using multiple word parts in a combining form.
- F. Fracture and Analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice chapter exercises, and Lecture Slides.
- G. Define key compound medical terms found on the flashcards, both Literally and Actually.
- H. Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- I. Identify Visually and Describe Verbally some of the medical problems, disorders, and diseases presented in the lectures.
- J. Perform at a high level on Professional College Admission Tests including the GRE, MCAT, DAT, NCLEX, OAT, PCAT, and similar examinations.
- K. Interpret and Understand medical course content, literature, records, and research.
- L. Interpret and Understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.

5. Suggested Course Flow Plan for Lectures & Self-Testing Interactive Work:

(Week 1) Orientation: Overview of Syllabus, Online Textbook, and of Self-Testing Items.

Study Lecture Chapters 1 through 4: The Basics of Medical Terminology.

The Chapter 4 Test Bank contains a file of 114 Multiple Choice Exercise Questions.

(Week 2 and 3) Chapter 5: Memorize and Complete the 1700 Self-Testing Flashcards

(Complete approximately 170 Flashcards Per Day for 10 Days = 1700 Flashcards).

The Body System Lecture Chapters and the Self-Test Multiple Choice Questions.

(Week 4) Lecture Topic Chapter 6: Musculo/Skelatal System.

(Week 5) Lecture Topic Chapter 7: Nervous System and Special Senses.

(Week 6) Lecture Topic Chapter 8: Cardio/Vascular System.

(Week 7) Lecture Topic Chapter 9: Respiratory System.

(Week 8) Lecture Topic Chapter 10: Integumentary System.

(Week 9) Lecture Topic Chapter 11: Digestive System.

(Week 10) Lecture Topic Chapter 12: Uro/Genital System

(Week 11) Lecture Topic Chapter 13: Venereal Disease.

(Week 12) Lecture Topic Chapter 14: Endocrine System.

(Week 13) Study for your final exam; you may review the lectures and course exercises (flash cards and chapter quizzes), all you like.

(Week 14) FINAL EXAMINATION: This exam is in the last section of your E-Textbook.

This final examination covers the 1700 Flashcard Word Part and Medical Abbreviation Meanings and the 1400 Multiple Choice Questions (3100 total study questions).

Review your on-line course work; and your optional, supplemental workbook (printed chapter exercises of the e-text) before taking this exam. **(For the Summer term, this is Week 13).**

6. Grading

Online Computer 3100 Exercises: **50%** of Final Grade.

Final Examination **50%** of Final Grade.

100%

Grading Scale

A = (90 to 100%) B+ = (88 to 89.9%) B = (80 to 87.9%)

C+ = (78 to 79.9%) C = (70 to 77.9%) D+ = (68 to 69.9%)

D = (60 to 67.9%) E = (00 to 59.9%)

7. Purchasing Your E-Textbook: www.HSC5536.com \$149.95

8. Optional Textbook/Workbook **\$29.95**

Students who want to save time and Ink in printing their own copies.

can purchase the online Optional 590 Page Textbook/Workbook:

E-mail Address: service@target-copy.com; Phone: **(352)-372-7436 or (352) 376-3826.**

Note: The **Optional Textbook/Workbook** contains the following:

1. **Section 1:** Lecture table of contents.

2. **Section 2:** Key 200 pages of the 1200 page online textbook.

3. **Section 3:** 1000 flashcards with word part, abbreviation, and compound term meanings.
4. **Section 4:** 1400 multiple choice questions and answers.

9. **Student Computer Technical Help (ANYTIME)**

E-mail: Go to the E-Textbook Website and click “CONTACT US” on the bottom left of the Tool Bar or go to: <http://www.hsc5536.com/Contact.aspx>;
Phone: Toll Free 1-866-280-2900.

10. **Important Information:**

- A. **Course completion deadline to avoid a failing grade = August 4th. HOWEVER: Completing the course by July 24th = 1pt EC. Completing it by July 7th= 2pts EC. Completing it by June 15th = 3pts EC; and Completing it by June 1st = 4pts EC! The Due Date Time is 5pm for Each Due Date.**
- B. **Your Course Summary Sheet is calculated and sent to us automatically WHEN you submit your exam; so do not take your online exam until you are finished with your e-text (course work).**
- C. **This Course Summary Sheet; and your Exam results, are sent to us automatically; you do not need to send anything to us.**
- D. **When we receive this information; we will email you informing you of your results on the above, and for your total course grade.**
- E. **Examination Logistics:
You will test online on the date(s) listed on the syllabus using the UF approved online proctoring service, Proctor U. Any alteration to the dates on the syllabus must be approved by the instructor at least seven (7) days prior to the exam day. THE OFFICIAL PROCTORU INSTRUCTIONS ARE PRINTED ON THE NEXT PAGE!**

Should you have any questions about scheduling your examination or questions about how your examination will be proctored, please contact Owen Beatty at beattyo@hbp.ufl.edu or (352) 294-1615.

These are the ProctorU Instructions –

This course will be using ProctorU, a proctoring service for graded exams. This service is a user-friendly system, but you must follow these guidelines to register and take your exams:

1. Review the technical requirements for ProctorU at <http://www.proctoru.com/tech.php>
 - a. You should also know:
 - i. Exams will be administered 9:00AM – midnight (Eastern time), seven days a week.
 - ii. Students will need to have a microphone and webcam in place during the test-taking period.
 - iii. An inexpensive webcam and microphone will work fine. ProctorU recommends the Microsoft LifeCam VX-5000 webcam, but most brands or models will work. This webcam, as well as many newer webcams, come complete with a microphone in the camera. Students will NOT be allowed to take an exam without a webcam.
 - iv. Exams may be taken at a student's home, but students must plan to take their exams in an environment where other people are not in the room with the student during the exam.
 - v. Students will need to have some administrative rights on the computer they are using for the exam to enable the proctoring service to function.
 2. **Please register/create new login with ProctorU here -**
<https://go.proctoru.com/RequestNewLogin.Asp>. **IF this site is not working; go to:**
<https://go.proctoru.com>; **and Click the “New User Sign In.”**
 3. **Once you've done this, please call ProctorU directly at 205.870.8122 and schedule an exam time for HSC5536.** They will register you for the exam.
 4. Their website will describe how you register and log on for your exam. Your exam will be delivered via www.hsc5536.com and the ProctorU proctor will have the password for the exam.
 5. Once you receive your Login ID, schedule your test(s) at <http://go.proctoru.com/>
 6. You must schedule exams AT LEAST 72 hours (3 days) prior to exam date to avoid a late fee.
 7. Should you have any questions about scheduling your examination or questions about how your examination will be proctored, please contact me at beatty@hhp.ufl.edu or 352.294.1615.
 8. **IMPORTANT NOTE: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND THE INTERNET CONNECTION (so that the webcam connection works smoothly for you).**
12. **UF POLICY STATEMENTS (Academic Honesty & Accommodations for Students with Disabilities):**
- Academic Honesty:** “The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the *Student Honor Code*, as part of the registration process. “ As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. “Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action.” Violations of the UF Academic Honesty Guidelines will not be tolerated and violators will be treated in accordance with the UF Student Honor Code.

Accommodations for Students with Disabilities

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this

documentation to the Instructor when requesting accommodation."
http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

**WELCOME to Medical Terminology! This is a “gateway” course for your future!
This is an amazing course for us; it will help you, and your careers, immensely!**

For the HSC 5536 Graduate level course; Go to www.HSC5536.com; THEN, Go to: “CREATE an ACCOUNT.”

NEXT, when you see the undergraduate and graduate choices; **PLEASE SELECT THE GRADUATE LEVEL OPTION.** This course automatically computes the grade for your exam AND your online E-textbook work (i.e., your course work) and sends these grades and your total course grade to both you and us (your instructors). **Please choose the correct level for your course. Also, make sure to enter your section number during sign-up; this is to insure your grade will be recorded correctly at the end of the term.**

**[UF WEB HSC 5536 Health & Medical Terminology for the Health Professions - \(NOTE: This e-textbook includes the Online Exam.\)](#)
Unit cost \$149.95 1yr subscription.**

Once you are in your course; you see that you have 15 chapters to complete for your online, E-Textbook work. (If you are in the one with the online exam, there are 16 chapters, with the 16th being the online final exam). Within your chapters, there are lectures. Each lecture has multiple slides with Dr. Fagerberg actually TEACHING the information to you SO you have *visual and auditory* input here.

Chapters 1-4 are introductory. There is a “self-test” at the end of Chapter 4 that is reflective of all 4 chapters. When you take your self-test, you only have 16 multiple choice questions per screen. Answer the questions. Hit NEXT at the bottom of the screen. You will see which ones you got right and which were incorrect AND the answers are given to you for the incorrect items. Hit NEXT and you get 16 questions again with the ones you missed still there, and new items to replace the ones you already got right; always only 16 items at a time. Go through the whole test; when you are done; your summary sheet will say your test is completed.

Chapters 6-15 work the same way. By the way, after you complete your lectures and tests; you may feel free to go back and review any of the lectures or tests anytime; you do not need to “complete” them again; you can feel free to skim around; once you have truly completed a lecture or test; the computer program remembers that; you will retain the “completed” designation by your lecture/test...all is good.

Chapter 5: Flash Cards! This is an opportunity for you to explore and learn all the conceivable word parts used in medical terminology. You will be given a word part and you will see its definition and examples of its use. There will be a blinking point below prompting you to type in the definition. When you move your cursor off the word part on the top of the screen; the definition and examples of use go away; you have to type the definition from memory; this helps you pay attention and learn faster. If you type the definition correctly, you get to move on to the next flash card; if it is incorrect, you will be told this and you will be told the correct answer; now type in the correct answer.

SO, to learn your medical terminology you are being taught via **audio** (hearing the lectures), **visual** (seeing the words and the slides), and **fine motor** (typing the definitions). For your optional, supplemental workbook, you will get to **write out** (by hand) flash card definitions and multiple choice answers (from the self tests). **You can see that by now, you have been learning through multiple media, and this is what helps you actually LEARN the material and end up doing well on the final exam.** *The final exam* will test you on the information from the online e-textbook tests

and flashcards. The supplemental workbook is on this content too, so it is helpful for you to finish this just prior to taking your final exam; it's an excellent review for you!

Supplemental Workbook: It is optional, but you *want* this and you *need* this; so just get it; it is available at **TARGET Copy; see Item #8 of your syllabus.** This workbook gives you the first 4 chapters of your online work, in hard copy form. More importantly, **it also gives you your Flash Cards AND all your Chapter Tests in hard copy form.** Your exam is **on this material (flash cards and chapter tests).** The last two sections of your workbook have blanks for you to fill in; *this is where you get to write out the flash card material and the chapter test content; this process will literally cement enough of the knowledge into your brain to ensure you will do a very good job on the exam.* **This is where you write out the Flash Cards by Hand; again, it REALLY HELPS!** People who do this raise their score by 10 points or more; letter grades are increased by doing this process. **You will earn your high grade because you learned the material.** And you have the hard copy book to keep and use to prepare you for your future (and during) your health professions career. What a deal! Get the book. **What's going to be on the exam? The workbook info; get it, write it out, learn it (the content) and earn it (the high grade!).**

More about the final exam: It is about 2/3 multiple choice and about 1/3 true/false. It covers the material from the online e-textbook self tests and flash cards, **which is repeated in hard copy form in the workbook described above.** **Terrific study advice: After you complete all the course activities, and you have written out your flash cards by hand (as explained above); GO BACK THROUGH the Chapter Exercises...when you are getting 13-16 correct per screen, easily; you are ready to take the Final Exam and do well on it!** The online final is 300 questions; **and it is timed;** but you are given **3 hours** (180 minutes) to take it, so no one has felt rushed; if you have done your e-text coursework, and your workbook (discussed above), this is plenty of time. **REMEMBER, this is a closed-book exam; it is NOT open-book! Your final exam is to be completed by you, and you alone.**

Further information: Go to your online e-course summary page. Note the links/prompts on the left side of the screen. At the bottom, you will always see **“contact us.”** If you have any technical problems; this is where to go for help. If your computer crashes so that you cannot use this button, or email the tech staff for help, you can call them, toll free at: **1-866-280-2900.** All of this information is in your syllabus.

Even more information: Note the FAQ prompt right above the “contact us” prompt; you may find this helpful. **ALSO** note the prompt guiding you to web searches; there, you will find all the known medical search engines for learning medical content and you will have **FREE** access to them since you have paid for your online e-textbook (this class); and this is good for a full year! *Your syllabus* contains the rest of the information you will need. If you take the time to read it carefully, most all of your questions will be answered. Contact us if you have further questions (**AFTER** reading your syllabus!).

OF CRITICAL IMPORTANCE: PLEASE make sure you complete your ONLINE FINAL EXAM, NO LATER THAN THE EXAM DATE STATED ON YOUR SYLLABUS to AVOID receiving an INCOMPLETE (“I”) grade! Yes, access to your e-textbook is granted for a full year; but you need to be finished with the course by the end of the term for which you registered (Fall, Spring, Summer; see your syllabus for these specific dates) to avoid the “incomplete” on your record. If this should occur, please finish the course as soon as possible; and we will submit a grade change for you; but to avoid all this; just finish the course by the end of the term; THANKS!

COMMUNICATING WITH YOUR INSTRUCTOR: Specific name and contact information is located in the top section of your SYLLABUS. **IMPORTANT NOTE: Your Instructor has their Ph.D. (Doctoral Degree)! They need be addressed as either “Dr.” or “Professor.” Anything less (like saying: “Mr.” or “Ms.”) is inappropriate and insulting.** You will never get letters of recommendation, lab placements, scholarships, awards, or jobs by

“demoting” your professors. **Please address ALL of your instructors as either “Dr.” or “Professor.”** If they do not have their doctorate, they will appreciate your manners and help you more. But, you NEVER want to demote your instructor/professor! **This bit of advice will help you during your university career and beyond!**