

# SYLLABUS - DOCE

## HSC 3537: Health and Medical Terminology

### University of Florida DOCE - Open Enrollment On-line Course

For the 3 credit hour “Course Registration” go to the following web-site:

[www.distancelearning.ufl.edu](http://www.distancelearning.ufl.edu)

(Click: Courses and Scroll to HSC 3531)

**IMPORTANT NOTE: If this link is not working; try:**

<http://ssl.continuinged.ufl.edu/xmsreg/de/hhp/open.aspx>

This should get you right where you need to go!

For the “On-line Tutorial Textbook” go to the following web-site address:

[www.HSC3537.com](http://www.HSC3537.com)

## 1. HSC 3537: Health and Medical Terminology

This is a student centered ON-LINE computer based classroom course. The **800** page online printable textbook contains interactive audio-visual lecture pages that prepare the student for the **1000** self-testing flashcards and the **800** multiple-choice questions. These activities must be completed in full before you can take the final exam. This work is worth 40% of the final grade and is specifically designed to prepare you for the comprehensive final examination, which is worth 60% of the final grade.

This online classroom course is specifically designed to:

- A. Improve your vocabulary skills.
- B. Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
- C. Provide you with multiple (**3000**) color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course.
- D. Help prepare you for professional school admission tests like the GRE, MCAT, or DAT.
- E. Provides you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine”.
- F. Provide you with the opportunity to study and replay the audio-visual lectures and complete the chapter exercise activities at a convenient time and place.

### No Classroom Attendance:

- A. The Orientation, Lectures, Chapter Exercises, and Final Exam are all Online.
- B. The Final Examination is timed (90 minutes). It is based on items in your e-textbook (chapter exercises and flash cards; it is 300 questions in length).

## 2. **Professor:**

**Christine Stopka, Ph.D., ATC, LAT, CSCS, CAPE, MTAA**  
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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 (10 Item Quizzes) in **Chapter 4.**
- C. Memorize and complete the self-testing for the **1000** Flashcards in **Chapter 5.**
- D. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14. Complete the **800** Diseases and Disorders Multiple Choice Question Banks (10 Questions/Exercises) in the last file of Chapters 6-14.
- E. Now 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 lasts for 90 minutes. It contains 300 questions from your E-textbook (flash cards and multiple choice chapter quizzes); T/F questions come from the flash cards; M/C questions come from the chapter exercise questions). 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 Questions, 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 the Lectures and Self-Testing Interactive Work:**

##### **Week 1**

**Class 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 Self Test Questions.

##### **Weeks 2 and 3**

**Chapter 5: Memorize and Complete the 1000 Self-Testing Flashcards**

(Complete approximately 100 Flashcards Per Day for 10 Days = 1000 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.

<b><u>Week 8</u></b>	Lecture Topic	Chapter 10:	Integumentary System.
<b><u>Week 9</u></b>	Lecture Topic	Chapter 11:	Digestive System.
<b><u>Week 10</u></b>	Lecture Topic	Chapter 12:	Uro/Genital System
<b><u>Week 11</u></b>	Lecture Topic	Chapter 13:	Venereal Disease.
<b><u>Week 12</u></b>	Lecture Topic	Chapter 14:	Endocrine System.
<b><u>Week 13</u></b>	Study for your final exam; you may review the lectures and course exercises (flash cards and chapter quizzes), all you like.		

**Week 14 ONLINE FINAL EXAMINATION:**

This final examination covers the 1000 Flashcard Word Part and Medical Abbreviation Meanings and the 800 Multiple Choice Questions. Be sure to 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**

A. <u>The Completed Summary Sheet – 1800 Online Computer Exercises:</u>	
<u>1000 Flashcards and 800 Multiple Choice Questions:</u>	<u>40% of Final Grade.</u>
B. <u>Final Examination 300 Questions</u>	<u>60% of Final Grade.</u>
	<u>100%</u>

Grading Scale:

**A = 93 to 100%    C+ = 75 to 79.9%    D = 60 to 64.9%**  
**B+ = 86 to 92.9%    C = 70 to 74.9%    E = 00 to 59.9%**  
**B = 80 to 85.9    D+ = 65 to 69.9%**  
**(No Rounding Up Of Final Grade Percentages)**

**7. Purchasing Your On-Line Textbook at:**

**Website Address:    [www.HSC3537.com](http://www.HSC3537.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 367 Page Textbook/Workbook at:

**E-mail Address:** [service@university-copy.com](mailto:service@university-copy.com)

1-352-372-7436 **or** Fax 1-352-373-7505

(Ask to pay for this “Undergraduate Textbook/Workbook” over the phone and have it shipped that day.)

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

1. **Section 1:** Lecture table of contents.
2. **Section 2:** Key 200 pages of the 800 page online textbook.
3. **Section 3:** 1000 flashcards with word part, abbreviation, and compound term meanings.
4. **Section 4:** 800 multiple choice questions and answers.

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

**E-mail:** Click “Contact Us” on the website to fill out a trouble ticket

**Phone:** Toll-Free 1-866-280-2900 or 352-378-8140, 352-318-2254

**10. Important Information:**

- A. Class begins the day you pay your tuition to DOCE.
- B. **You will need to complete your course by the end of the term registered (such as Spring, Summer, or Fall) to avoid receiving a grade of “incomplete.” THIS CORRESPONDS to the 3<sup>rd</sup> week of April for the Spring; the last week of July for the Summer, and the 1<sup>st</sup> week of December for the Fall terms!**
- C. 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-textbook (course work).
- D. This Course Summary Sheet; and your Exam results, are sent to us automatically; you do not need to send anything to us.
- E. When we receive this information; we will email you informing you of your results on the above, and for your total course grade.