Scientific and Medical Terminology E-Textbook:

This course material is designed for degree seeking students at the University of Texas at Tyler and is a student centered online computer based classroom course. The tutorial format has an 800 page online printable textbook containing interactive audio-visual lecture pages that prepare each student for the 1000 self-testing flashcards and the 800 multiple choice self-test questions. (However, it is not necessary to print the text as it will be available to you at all times via the program.) These activities must be completed in full before you can take the final exam online in chapter 16. This work is worth 50 % of the final grade and is specifically designed to prepare you for a comprehensive final examination online. The final exam is worth 50% of the final grade and your results are automatically graded and sent to you and your instructor along with your completed summary sheet. Therefore, going into the final exam, you will have already completed every other portion of the graded work. You will not be able to open or complete the final exam without the other work being accomplished.

The course is designed to stay on a strict and scheduled pace. DO NOT let yourself fall behind. Nonetheless, if you are an overachiever you can surely finish the course work much earlier...including the final exam. Working ahead is encouraged. If you fall behind, and I will remind you if I see you doing so, it will become very difficult to catch and keep up.

Please remember you can print all of the slides for study purposes if you prefer! However, you are still required to listen to or read the lectures online.
This online classroom course is specifically designed to:
- Improve your vocabulary skills.
- Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
- 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.
- Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.
- Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine”.
- Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at a convenient time and place.

Instructor Information

Rebecca Shipley, MSN, RN, FNP-C
Email: rshipley@uttyler.edu
Phone: 903-388-6708

I can be reached via email at any time. I will try my best to always answer you in a timely manner.

Tuesdays from 4:00pm to 6:00pm will be the office hours I am available over the phone. I will let you know weeks prior if there will be any alterations to the schedule. Please do not wait to contact me with questions until this time if you have need of answer earlier...shoot me an email instead.

Please let me know if you are having trouble with any part of the program or contact the number provided on the second to last page of this syllabus. Technological difficulties are not an excuse for falling behind. If you encounter issues during the middle of a quiz or exam please let me know as soon as possible via email.

Course Objectives and Goals

The Student will be able to:
- Use a computer to complete this on-line course.
- Spell and Define flashcard prefixes, suffixes, and stem words.
- Identify and Explain the function of specific word parts.
- Describe how medical compound terms (words) are constructed.
- Build compound terms using multiple word parts in a combining form.
- Fracture and Analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides.
- Define key compound medical terms found on the flashcards, both Literally and Actually.
- Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- Identify Visually and Describe Verbally some of the medical problems, disorders, and diseases presented in the lectures.
- Perform at a high level on Professional College Admission Examinations (Examples: GRE, MCAT, DAT, NCLEX, OAT, PCAT, & VCAT).
- Interpret and Understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.

**Course Flow Plan**

- View and listen to the Audio-Visual Lectures in **Chapters 1 through 4**.
- Complete the Multiple Choice Question Bank (10 Item Quizzes) in **Chapter 4**.
- Memorize and complete the self-testing for the **1000** Flashcards in **Chapter 5**.
- 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/Self-Test) in the last file of Chapters 6-14.
- Complete all of the assigned computer activities before the final on-line final exam. The **Summary Sheet** verifies that you are prepared to take the final exam online in Chapter 16. The final exam is a 90 minute exam that gives you 150 questions related to the on-line self-testing activities.
### Weekly schedule and due dates  (Expand to 14 weeks-1 ch per week)

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<thead>
<tr>
<th>Deadlines</th>
<th>Chapter</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 1  Aug 30- Sept 5</td>
<td>Chapter 1</td>
<td>Overview/Orientation</td>
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<td>Week 2  Sept 6 - Sept 12</td>
<td>Chapter 2</td>
<td>The Basics of Medical Terminology</td>
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<td>Week 3  Sept 13 - Sept 19</td>
<td>Chapter 3</td>
<td>Body, Diagnosis, Equipment</td>
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<td>Week 4  Sept 20 - Sept 26</td>
<td>Chapter 4</td>
<td>Integrated Medicine</td>
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<td>Week 5  Sept 27- Oct 3</td>
<td>Chapter 5</td>
<td>Flashcards</td>
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<td>Week 6  Oct 4 – Oct 10</td>
<td>Chapter 6</td>
<td>Musculo /skeletal System</td>
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<td>Week 7  Oct 11 – Oct 17</td>
<td>Chapter 7</td>
<td>Nervous System &amp; Special Senses</td>
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<td>Week 8  Oct 18 – Oct 24</td>
<td>Chapter 8</td>
<td>Circulatory System</td>
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<td>Week 9  Oct 25 – Oct 31</td>
<td>Chapter 9</td>
<td>Respiratory System Lectures</td>
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<td>Week 10</td>
<td>Nov 1 - Nov 7</td>
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<td>Integumentary System</td>
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<th>Week 11</th>
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<td>Chapter 11</td>
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<td>Digestive System</td>
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<td>Chapter 12</td>
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<td>Urinary System</td>
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<th>Week 13</th>
<th>Nov 22 - Nov 28</th>
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<td>Chapter 13</td>
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<td>Reproductive System &amp; STI’s</td>
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<th>Week 14</th>
<th>Nov 29 - Dec 5</th>
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<td>Chapter 14 &amp; 15</td>
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<td>Endocrine System &amp; Appendix</td>
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<th>Week 15</th>
<th>Final Exam Deadline</th>
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<td>Friday, December 9, 2015 at 11:59pm</td>
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You can take the final at any point after
The online lectures and self-testing work
Are completed. The summary sheet
must show 100% of your online work
completed to activate the final exam in
Chapter 16.
The instructor does not need a copy of
your summary sheet. That is
electronically sent upon completion of
the final exam.

**Final Exam – on line**
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
materials, printed copies, and/or the Textbook/Workbook before the exam.

The final exam can be completed in Chapter 16 at any time after you complete all work
in the online interactive audio-visual E-Textbook and you feel prepared for the 150
question examination. This exam is at your computer and your E-textbook is locked for
security.

**Grading**
- The Completed Summary Sheet - Online Computer Self-Testing Questions:
  1000 Flashcards and 800 Multiple Choice Questions: 50% of Final Grade.
- Final Examination 150 Question Timed Online Exam. 50% of Final Grade.
Purchasing Your On-Line Textbook at: E-Textbook Website Address: www.uttedterm.com with online final examination $99.95

Optional Textbook/Workbook  $29.95
Students who want to save time and ink in printing their own copies can contact Target Copy, 1412 West University Avenue, Gainesville, Fla. 32603. E-mail Address: service@target-copy.com  (352)376-3826. Or you can order the workbook on Amazon (Medical Terminology Author: Dr. Seigfred Fagerberg)

Note: The Optional Textbook/Workbook contains the following:
1. All lecture slides in chapters 1-4 (Basis of Medical Terminology)
2. All 1000 flash card Word Parts, Abbreviation and “Fill-In-The Blank” exercises chapter 5.
3. All 800 M/C chapter Tests and “Fill-In-The Blank” chapters 4 and 6-14.

Note: The Optional Textbook/Workbook contains the following:
- Section 1: Lectures - Table of Contents.
- Section 2: Key 200 pages of the 800 page Online E-Textbook.
- Section 3: 1000 Flashcards - with word part, abbreviation, & compound term meanings.
- Section 4: 800 Multiple Choice Questions and Answers.
- Section 6: Multiple Choice Questions - 800 Fill-in-the-Blank Chapter Questions.

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: support@cipcourses.com Phone: Toll Free 1-866-280-2900

ANYTIME YOU HAVE A QUESTION REGARDING THE ONLINE PROGRAM REGARDING TECHNOLOGICAL/MECHANICAL CONCERNS PLEASE CONTACT THIS NUMBER!
THEY CAN HELP YOU ANYTIME, DAY OR NIGHT

University of Texas at Tyler Policies

http://www.uttyler.edu/academicaffairs/syllabus.policies.pdf

Scholastic Dishonesty and Cheating Policy:
Absolute integrity is expected from each student in all aspects of the course. Cheating on exams will not be tolerated. Students may be dismissed for violation of academic
integrity. Exams are not open-book. No notes, books, papers or aids are to be used during the test. Students are to work individually and submit the test within the allotted time frame. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible to read and follow the student guidelines on academic integrity.

**Students Rights and Responsibilities**
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

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**IF YOU DO NOT COMPLETE THE FINAL EXAM BY THE GIVEN DUE DATE, YOUR GRADE WILL BE BASED SOLEY ON THE WORK YOU HAVE COMPLETED BY THAT DATE.**

**IF YOU COMPLETE THE 40% OF REQUIRED MATERIALS, YOU WILL RECEIVE A FINAL GRADE PERCENTAGE OF 40%.**

**PLAN ACCORDINGLY! YOU MAY FINISH ANY AND ALL MATERIALS EARLY; IT MIGHT BE BEST NOT TO WAIT UNTIL THE LAST DAY OF SCHEDULED CLASS TO**
TAKE YOUR FINAL. There will be no exceptions to this due date!