IMPORTANT NOTE: Each semester a few students decide they don’t have to read the entire syllabus – I would guess that they do that because they think they know all about online courses and taking the time to read the entire syllabus would be a waste of their time. Be forewarned… this is not a typical online course and failure to follow directions could have an impact on your final grade. Please take a few minutes to read this syllabus carefully, your questions will be answered and you can begin the course. Even if you have never taken an online course before just read (and follow) the directions on this syllabus (especially items 5 & 6)… it’s so simple even a caveman can do it!!!

1. HLTH 498T is designed for degree seeking students at the University of Maryland and 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 self-test questions. 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 is worth 50% of the final grade.

2. This online course is specifically designed to:
   (1) Improve your medical health and vocabulary skills.
   (2) Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
   (3) Provide you with multiple (3500) 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.
   (4) Help prepare you for professional program admission tests.
   (5) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine”.
   (6) Provide you with the opportunity to study and replay the audio-visual lectures and complete the self-testing activities at a convenient time and place.

To purchase the On-line Tutorial Textbook: (Internet Explorer) www.ummedterm.com
No Classroom Attendance For This Course
The Final Exam will be on line
All Lectures and Self-Testing Activities are completed online.
The course is available 24/7.

3. 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 Program Admission 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.

4. Grading
Online Computer Self-Testing Questions 1000+800………… 50% of Final Grade.
Final Examination (Online)………………………………. 50% of Final Grade.

Grading Scale:  
A+ = 100% - 97%  
A  = 96% - 93%  
A- = 92% - 90%  
B+ = 89% - 87%  
B  = 86% - 83%  
B- = 82% - 80%  
C+ = 79% - 77%  
C  = 76% - 73%  
C- = 72% - 70%  
D+ = 69% - 67%  
D  = 66% - 63%  
D- = 62% - 60%  
F = Below 60%

5. Purchase the On-Line Textbook Book and Getting Started
(1) To purchase the on-line textbook ($99.95) and to get started use Internet Explorer and go to www.ummedterm.com. (develop on-line account)
(2) Click on “UM HLTH498T Medical Terminology”

6. Optional Workbook (At Cost) $29.95
Students who want to save time and ink when printing their own copy can purchase the optional Workbook (334 pages) at: Target Copy service@target-copy.com or call: (352) 372-7436.

This is not available at the University of Maryland or area copy centers. To receive it in a timely fashion you should order this ASAP; consider have it sent in the overnight mail. Even paying for Priority Mail, it is still cheaper than we could have it re-produced at a local copy center.

Students are strongly encouraged to call or email the “Target Copy” -- ASAP. The Optional Workbook contains the following:
   1. Section 1: Lecture table of contents
   2. Section 2: Key 200 pages of the 800 page online textbook.
   4. Section 4: 800 multiple choice questions and answers.

7. Student Computer Technical Help from Caduceus (ANYTIME)
E-mail: Support@cipcourses.com
Phone: Toll Free 1-866-280-2900

If you have any problems please contact the addresses above first. If the tech help is not responding to you in a reasonable amount of time, email the instructor, Dr. Sharp (ksharp1@umd.edu). In the past they have been extremely helpful and have resolved student problems in a very timely manner.
**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/Self-Test) in the last file of Chapters 6-14.
E. Finally, generate a printed Summary Sheet by clicking the typewriter symbol at the left of your computer screen. This sheet will show the number of lecture pages that you have completed in the online textbook, the self-testing totals for the 1000 flashcards in Chapter 5, and the totals for the 800 multiple choice questions in Chapters 4 and 6-14.
F. Chapter 16 is your final exam… you can begin the final exam any time after you have completed the course. Please note: if you skip any chapters/chapters tests, the computer system will NOT allow you to proceed to the final exam. You must complete A-D above PRIOR to starting the final exam. Make sure you read the directions very carefully since you’ll have 150 minutes to complete 300 questions (T/F and Multiple Choice). **Once you start the final exam you have 150 minutes to complete it.** The computer system will not kick you out of the exam after 150 minutes, so YOU are responsible for watching the clock. The instructor has access to the time and day you start and finish the exam. If you exceed the time allotted, you will NOT receive partial credit – you will receive a ZERO on the final exam.

**Suggested Course Flow Plan for Lectures and Self-Testing Interactive Work:**

If anyone has any questions regarding the syllabus contact Dr. Sharp immediately. If anyone has any problems or questions about the course, contact the Technical Support (Item # 7 on the syllabus). **The timeline below is only a suggested plan. Students interested in working at a faster pace can do so. Future chapters become available as each chapter is completed.**

**Week 1:**
- Lecture Chapters 1 through 4: The Basics of Medical Terminology
- Chapter 4: Test Bank contains a File of 114 Multiple Choice Self-Test Questions
- Chapter 5: Memorize and Complete the 1000 Self-Testing Flashcards
  (Complete approximately 250 Flashcards Per Day for 4 Days = 1000 Flashcards)
  
  [Remainder of Winter session -- Body System Lecture Chapters & the Self-Test Multiple Choice Questions]
- Chapter 6: Musculo/Skeletal System

**Week 2:**
- Chapter 7: Nervous System and Special Senses
- Chapter 8: Cardio/Vascular System
- Chapter 9: Respiratory System
- Chapter 10: Integumentary System

**Week 3:**
- Chapter 11: Digestive System
- Chapter 12: Uro/Genital System
- Chapter 13: Venereal Disease
- Chapter 14: Endocrine System
- Chapter 15: Appendix
- Chapter 16: Final Exam

**Final Exam**

1. Please read all directions carefully.
2. The final examination will be 300 questions (multiple choice and true-false) developed from the 1000 Flashcard Word Part and Medical Abbreviation Meanings and the 800 Multiple Choice Questions.
3. Make sure you have completed all of the chapters in the course before starting the final exam.
(4) Once you begin the final exam you’ll have 150 minutes to complete it. If you do not complete the exam by 2pm on January 23rd you will FAIL to the course. There is no partial credit for what you have completed at 2pm. The computer program will not throw you out of the exam at 2:00pm so it is imperative that YOU are watching the clock.

(5) You can take the exam anytime after you’ve completed the 14 chapters and up to the deadline time and date.

(6) The final exam must be completed by Wednesday, January 23rd at 2pm. Why 2pm? Because you are more likely to receive support from Technical Support should something go wrong in the early afternoon rather than at the end of the business day (e.g., 5:00pm) or at midnight when no one is immediately available.

It has been my experience that some (many?) students are notorious for waiting until the very last minute to complete their work. I strongly encourage everyone to begin the exam no later than noon on January 21st. Then, if something goes wrong there will be enough time to get technical support from Caduceus (1-866-280-2900) and complete the exam on time.

Anyone who does not have the entire course and exam completed by 2pm on January 23rd will FAIL the course.

Anyone who has any concerns with this timeline needs to contact me (ksharp1@umd.edu) before Wednesday, January 7, 2015.

If you have questions or concerns about the syllabus or the course please contact me within the next 2 or 3 days.