HSC 112-059 Medical Terminology Online
Online Orientation Information

Welcome to the Online Version of Medical Terminology (HSC 112)!
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The following information will help you get started with your online course. Please read through each section and contact me by e-mail if you have any questions or problems.

1. **Does this class have any on-campus meetings?**
    No. All course information is available on the class site. All assignments are done via online access. But you will need to come on campus for 5 tests.

2. **Do I need access to the Internet from home for this class?**
    You do not have to have home access, but you do need to have access to the Internet for blocks of time. You also must have an e-mail address. If you do not already have an e-mail account, you may use the free Harper student account. A free account is already set up for every student. Information on how to use this account can be found at
    http://smail.harpercollege.edu

3. **What do I need on the computer I plan to use for this course?**
    - IBM PC or Macintosh platform
    - regular access to the Internet
    - at least 128 MB of RAM
    - a recent version of Internet browser software (Netscape 7.1, Internet Explorer 6.0, Firefox 1.5 or Safari 2.0.3)

4. **What level of computer skills do I need to take this course?**
    You need to know how to do the following:
    - Have 2 or more software programs open at the same time and move back and forth between them without closing either of them.
    - Copy text in one document and paste it into another.
    - Locate a file on your hard drive.
    - Save a file to a particular folder on your hard drive and also to a floppy disk.
    - Send and receive e-mail messages.
    - Attach a file to e-mail messages and open an attachment that is sent to you.
    - Locate a web site by keying the web address (URL) into the Address or Location bar either in Netscape or Internet Explorer.

    Note: If you need to learn how to perform any of the above skills, visit the free **Student Distance Learning Tutorial** course located in Blackboard (http://harper.blackboard.com) and login using the following guest information:
    - User Name: newcomer
    - Password: blackboard

5. **What if I need technical assistance?**
   Technical assistance can be obtained by email or telephone.

   - Email: bbtechsupport@harpercollege.edu
   - Telephone: 847.925.6090

6. **How will I access the course information?**
   The course is accessed from the Harper Blackboard server, http://harper.blackboard.com
   . You will access all the course information at this site. You will also make use of the
   Discussion Board, Virtual Chat and Online Gradebook on the site. All other interaction
   will take place through e-mail or electronic assignment submission via Assignment links.

7. **How much time will I need for this online course?**
   You will need to commit yourself to a minimum of 6-8 hours of work per week. Although
   this time will vary significantly with individual skill/knowledge levels, it is important to
   remember that you will be using time traditionally spent in a classroom setting to access
   your course information, read your textbook, and complete your assignments.

8. **What textbooks are required for this course?**
   - Medical Terminology Systems: A Body Systems Approach, 5th edition, Gylys and
     Wedding: ISBN number0-8036-1289-3

   - Taber's Cyclopedic Medical Dictionary
     Donald Venes (Editor) ISBN: 0803612079

   - Medical Terminology Systems: A Body Systems Approach, 5th edition, Gylys and
     Wedding: BLACKBOARD cartridge: **ISBN-10:**0-8036-1437-3

   Both books can be bought used but the Blackboard cartridge student access key code
   must be new and purchased from the bookstore.   Any questions please email me.

9. **What should I do prior to the start of class?**
   - Visit the Distance Learning Information Center at
     http://www.harpercollege.edu/distancelearning and use the Browser Checkup to
     make sure your computer has the necessary software and plugins to view course
     materials. If your Internet browser does not pass all tests, you can download the
     missing software free of charge from this same website.
   - Login to Harper Blackboard at http://harper.blackboard.com
     - o Click on the "What Is My User Name and Password" link if this is the first
       time you will be using Harper's Blackboard site.
     - o If you do not choose to use your Harper web mail address and assigned
       password, you will need to change them. Instructions for editing this
       information are located on the Blackboard site ("How Do I Change My
       Contact Information?").
   - Review the course syllabus and (add other areas for review such as an
     assignment timeline) as posted on the website, and begin the course. Materials
     will be ready early.