

Harrisburg Area Community College

B105 Medical terminology

Summer II 2015 Online Course Syllabus

Biology 105

Course Credit: 3

Instructor: Molly Lee, Ph.D.

Instructor email: mmlee@hacc.edu

Course Description and instructor's expectation

Medical Terminology is a basic course to study frequently used medical terms, abbreviations, and symbols as found within their usual contexts. This course is the foundation leading to the further study of human anatomy and physiology and to the career preparation of health-related professions. The study is approached through an integrative review of human body structures, common pathophysiological states, and related diagnostic tests and treatments.

It is very important to read and study from WebCT and text material by following the weekly major chapter topics. I will answer your questions and give you the guidelines how to study for this course. Earlier preparation will make our discussion easier and interesting.

Learning Outcome

By the end of the class, you should be able to:

1. **Combine prefixes, suffixes, and word roots to form and define complex medical terms**
2. **Identify global standard medical, diagnostic, and laboratory abbreviations**
3. **Use complex medical terminology in context in relation to the human body systems**
4. **Master the art of building, defining, applying, and pronouncing long, complex medical terms pertaining to the human body's organs, systems, symptoms of and names of disorders and diseases, pathologies, treatments**

Test Schedule is posted on the second attachment

Textbook

[1. Exploring Medical Language \(required\)](#)
(Set-Text W/CD & 406 Flashcards,
(A Student-Directed Approach, 8th or 9th edition)

Author: Myrna LaFleur Brooks
Publisher: Mosby (Elsevier)
ISBN: 978-0-323-04950-8

Premade flashcards and Student CD-ROM is free when the book is purchased

[2. Pronunciation audiotapes and CD's are also available to purchase.](#)
(Optional)

Exploring Med Lang Audio Cd's(4 Cd's),
ISBN 0-323-05097-2

Attendance and Make up

Attendance in an online course means active participation in the class. You will be expected to log on at least 3 - 4 days per week. Students must check regularly for announcements, study guidelines and discussion. We will be using “discussion” and “email” as our main communication tools.

Test due dates are posted on Test Schedule. Students will have sufficient time to arrange their test-taking time. It would be the best not to wait until the last hour of the last day to take the test.

This is an online course. You don't need to make trips to campus physically for the tests. All the tests will be opened for a long period of time. There is absolutely **NO make up** for any missed test for any reason. There is **NO credit for any late test taking**. Make sure you have a reliable computer to use for the tests. Students need to check college policy and deadline for refund and withdrawal from the class.

College Policies

Students should be aware of all college policies as listed in the Student Handbook and College Catalog, such as withdrawal from the class if it becomes impossible to complete the semester...etc (you need to be aware of the deadline for full-refund or part-refund). Cheating during examinations is a serious offense.
"Honesty is the best policy."

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act (“PHRAct”) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

STUDENTS IN NEED OF ACCOMMODATIONS:

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here:

<http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

Contact your instructor

- Preferred: D2L email (anytime)
- mmlee@hacc.edu(anytime)

I will answer your questions in a few hours or a day during weekdays. Please don't hesitate to contact me if you have any concerns. Especially, when you have the first sign of difficulty in dealing with course material or online learning, discuss with me soon. Don't wait too long. Have a great class!!

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Virtual Learning
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