

Welcome to Biology 33 Medical Terminology Section 7008

I want to welcome you to this online version of Medical Terminology. In this course we will cover everything that is covered in the face to face version of the class, but it will be completely online. There are no in-person class meetings.

Beginning Friday, February 3rd, your “virtual class” will be available to you 24 hours a day, 7 days a week.

Earning a Grade

I don't grade on a curve. You will receive points for all of your worksheets, quizzes, MTI work and exams. At the end of the semester your points will be totaled and you will receive the grade that corresponds to your percentage of the total points possible. A high grade in this class is attainable if you make the effort.

I will ask you to do these tasks in this class:

- participate in online discussions,
- complete worksheets on each chapter,
- complete Medical Terminology Interactive (MTI) assignments,
- take quizzes on each module/unit,
- take exams,
- make a five minute presentation at the end of class using the terminology learned throughout the semester.

If you spend the time and make the effort, everyone can do well.

Textbook

We will be using the textbook, ***Unlocking Medical Terminology 2nd Edition*** by Bruce Wingerd. **New books include an access code to My Health Professions Kit and Medical Terminology Interactive (both of which are required for the course).** The text is necessary for the course and can be obtained at the Los Angeles Valley College Bookstore. You should also be able to go to the bookstore online at www.lavcbookstore.com to order the book and have it sent to you.

If you have a used book, then you can purchase access to My Health Professions Kit (with Medical Terminology Interactive) by following the directions below.

DIRECTIONS IF YOU DO NOT HAVE AN ACCESS CODE

Go to: www.myhealthprofessionskit.com
Select discipline – Medical Terminology
Scroll down to – Wingerd 2nd Edition
Click “Log in for Medical Terminology Interactive”
Buy Access for students

The Class

To be successful in this course you need to log into the class at least three times a week. Remember, if you were taking this class at the college in a regular class, you would be spending close to 3 hours per week in class. Keep in mind that doesn't include reading the text, studying and doing homework. Then add to that drive time to and from the college and you may spend up to 6 -7 hours a week in class. So I expect you to be online often and spending time reading the material and participating in the few discussions. You will be responsible for any changes or updates made during the semester. You do well on these and you will do well in the class. I will always be there to help you succeed.

Myths

I just want to warn you about two myths often heard from students:

Myth 1: An online class is easier than a face to face class.

This class is not difficult, but it may actually take more time than a face to face class. You are expected to log on regularly so that you can participate (as you would in a face to face class).

Here is the good news. An online class may take more time, but it is more convenient. You may work on the class anywhere you can find an Internet connection and at any time of day or night.

Some students enjoy spending time at Starbucks drinking coffee and connecting to the Internet with their laptop and coffee.

Myth 2: I can do my schoolwork at entirely my own pace.

You do have the freedom of deciding when and where you do your class work, but there will be deadlines for assignments. This means that you will have to follow a schedule.

Online courses require that you possess the self-discipline needed to make sure you go online to do your work in a timely manner.

Technical problems, on your end, will not be accepted for late materials so do not leave assignments, quizzes and exams for the last minute.

I want this class to be interesting and stimulating so that you will want to join us online and participate in the activities. But the class really becomes exciting when everyone contributes.

Getting Started

To enter the class you will need to go to the class portal at:

<https://myetudes.org>

The log-in instructions can be found at:

<http://www.lavc.edu/virtualvalley/loggingonline.htm>

The class officially begins on Monday, February 6th.

Help Desk

If you have any problems with logging in or concerns about taking an online class, you can find help at the Valley College Help Desk. I may not always be in my office to offer help, but the people at the Help Desk are available to come to your aid.

- Their phone number is (818) 778-5834
- Their email address is: etudeshelp@lavc.edu.

You can also receive help in person at the [Computer Lab at BJ103](#).

A complete listing of times of operation can be found at the website:

<http://www.lavc.edu/virtualvalley/helpdesk.htm>

Making Sure Your Computer is Ready

One of the biggest problems students have in taking this class is with their computer system. There is a link on the left hand side of the Etudes portal that is titled, "[System Requirements](#)." Follow the instructions to make sure that your system will work well with the college's online learning system called Etudes. The instructions there include those for the "cache" settings and setting up your "cookies," "java" etc. (don't worry setting this up is easier than it sounds). Your computer will then be ready to go. Follow these instructions and you will experience much less frustration and headaches.

If you are using a Mac, you will notice that the Safari browser will not work well. Instead you will see instructions on downloading the Firefox browser.

First Assignment

Your first few days are designed to get you used to using the Etudes Classroom System, and become comfortable in taking an online class. The information on these assignments is listed in your introduction module. You need to complete this module by Wednesday night, February 8th at 11:30 pm. If you do not finish them by then, I will drop you from the class so those on the waiting list can be enrolled. You must get started early.

When you "enter" Etudes, you will see the first announcement on the right hand side with complete instructions.

Very Important

The first day you can log on is Friday, February 3rd, at 8:00a.m. If you have not logged on and participated in the first discussion by Wednesday, February 8th, at 11:30 p.m., then I will assume you do not want to take the class. It is just like attending the first day of class. You miss it, you are dropped. So remember, you need to log into the class and participate before Wednesday, February 8th, at 11:30 p.m. I am looking forward to meeting all of you online and working with you so we can have a fun, stimulating, and successful Spring semester.

Mrs. S. Baldwin

baldwisl@lavc.edu