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 totally done online. There are no in-person class meetings.

Beginning Saturday, February 5, 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 assignments, quizzes 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. All of you can receive a high grade if you make the effort.

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

• participate in online discussions,

• take quizzes on each chapter,

• complete homework assignments,

• take exams,

• make a five minute presentation at the end of class using your terminology learned throughout the semester.

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

Textbook

We will be using the textbook, Medical Terminology, A Word Building Approach, 6th edition with Course Compass AND My MedTerm Lab by Jane Rice. The ISBN is 0-13-236139-6. 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. The cost via the bookstore is $93.45.
If you are not interested in purchasing a hard copy of the book, then you have an excellent option. You can purchase access to Course Compass directly via [www.courscompass.com](http://www.courscompass.com). The cost for this is $41 and you will get an ebook with the access to the site where you will do most of your work. If you pick this option, then you need to make note that the course ID is green-marroquin18874. You will need this to make the correct purchase.

**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 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. My goal is to make this class so enjoyable that you will want to visit often and participate.

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

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

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

You do have a lot of freedom when and where you do your class work. You can work in the morning or late at night, but there will be deadlines for assignments so you will have to follow a schedule.
You need self-discipline, but you still have some flexibility when you go online to do your work.

As I said earlier, my goal is to make this class so interesting and stimulating 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 7th.

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 able to help you, but these people 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 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 first module. You need to complete your first assignments by Wednesday night, February 9 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 to the class, you will see the first announcement on the right hand side with complete instructions.

Very Important

The first day you can log on is Saturday, February 5, at 8:00a.m. If you have not logged on and participated in the first discussion by Wednesday, February 9, 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 9, 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.

Dr. Green-Marroquin

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