Welcome to Distance Education at Cuesta College. My name is Monica Millard and I will be your instructor for the online course Medical Terminology (NRAD 222, CRN 30168). This letter is to inform you of some important details prior to starting the Spring semester 2019. **This course will officially start on January 22, 2019 however you will have the opportunity to view the course on Canvas beginning Friday, January 18, 2019 at 0800**. This class is fully online with no mandatory meetings or proctored exams. Please contact me via email if you have questions/concerns before the beginning of the course.

CONTACT INFORMATION:

Instructor Information: Monica P. Millard RN MSN
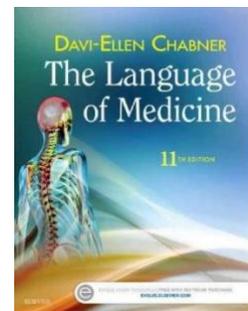**Office:** Building 2700, office 2731
Phone: 546-3100 ext. 2794
Email: monica_millard@cuesta.edu

TEXTBOOK:

You need the right books. The book you will need for this course to ensure successful completion of the class is:

- Chabner, D. E. (2017). *The language of medicine* (11th ed.). St. Louis, MO: Elsevier. ISBN: 978-0-323-37081-3

This textbook can be purchased at Cuesta College bookstore or online at any major online bookstore site. This book is also available as an eBook.

STUDENT LEARNING OUTCOMES

This class is a 3 unit course that introduces medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes and combined root forms are used to identify medical terms. By the end of this course, you will be able to:

1. Identify and use correct medical terminology to describe the anatomy of the human body, including the structures, components, and functions of the major organs and organ systems.
2. Correctly identify, spell, and define combining forms, prefixes, and suffixes that are   used to build medical terms.
3. Employ medical terminology accurately to describe pathologic conditions, laboratory tests and clinical procedures.

COMPUTER REQUIREMENTS:

Basic computer skills and Internet access are required for this course. Browser and minimum computer requirements for both PC and Macintosh can be found at [Cuesta College's FAQ's Technical.](#)

Answers to technical questions can be found on the [Cuesta distance education webpage.](#)

You may e-mail or phone tech support at support@my.cuesta.edu or 805-546-3100 x2802.

ONLINE ORIENTATION FOR LEARNING MANAGEMENT SYSTEM - CANVAS:

- Canvas is a Web-based tool used to facilitate teaching an online class
- To get instructions on how to log on to Canvas and access your course, please see [Canvas Quick Reference for Students](#)
- To access technical support for Canvas, go to Cuesta's [Technical](#) web page
- If you need assistance navigating in Canvas, the online [Canvas Student Guide](#) will be able to provide step-by-step instructions for any element in Canvas you would like to further assistance with
- For a brief overview of this learning management system, please see the [Canvas Overview](#) video
- You will have access to this class the Friday before the semester begins on August 10 at 0800

MANDATORY ATTENDANCE

This class has a high student demand and fills quickly. To confirm your enrollment, the biography post and syllabus quiz are <u>mandatory</u> assignments, and <u>must be completed by</u> **11pm on Friday, January 25**. Failure to complete these 2 assignments will lead to an immediate drop from the course. Students who do not attend class by logging in at least once per week will also be considered "absent" and be dropped from the class.

Once class begins all communication will take place within Canvas. It is important that you change your email settings to avoid Cuesta emails being sent to Spam or Junk email. The student is responsible for ensuring that email functions are appropriate and receives course-related emails.

PARTICIPATION

Students are expected to log-in to the course regularly and participate. For a 3-unit course that is completed in 18 weeks, it is recommended that students log on at least 3 times and allow 6 hours of study time per week.

STUDENT READINESS & TIME REQUIREMENT

- Be prepared to log on at least 3 times each week and allow 6 hours of study time per week
- The Online Class Readiness Quiz is not mandatory, but will be helpful in assessing your readiness for an online course as well as provide you with tips and resources for improving issues identified in the quiz
- If you have a disability and might need accommodations (support services) in this class, please contact Disabled Student Program & Services (Building 3300) as soon as possible to ensure that you receive the accommodations in a timely manner.

ADMISSION AND RECORDS

For further information regarding registration services go to the Admissions and Records Office website. Please click on the links below for further information regarding adding and dropping courses, and getting on the wait-list:

- Adding courses
- Dropping courses
- Wait-list – Space will first be awarded to students who are on the wait-list. Once the wait-list has been completed, empty seats will be made available to students who email the instructor. Empty seats will be filled based on a first-come, first-served basis.

COLLEGE AND COURSE POLICIES

- It is the expectation of students enrolled in this course to adhere to Cuesta College's Student Code of Conduct, Academic Honesty Policy, and Student Computer Technology Access agreements. The link for further information regarding these policies can be found here.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If you have a disability and might need accommodations, please contact *Disabled Student Program & Services* in room 3300 as soon as possible to ensure you receive accommodations in a timely manner. You may also discuss your need for accommodations with me.

Please contact me via email at monica_millard@cuesta.edu for questions or concerns regarding the course.

Monica