



NRAD222 Medical Terminology / CRN: 30169

Contact Information:

Instructor Information: Jennifer Chavez, CPT1

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Office hours: By appointment only, until further notice.

Instructor Contact Expectations: The best way to contact me is email. I will generally respond to your emails within 24 hours during weekdays and maybe a little longer on the weekends or holidays. If you need a quicker response, you can call or text me at the number listed above.

Course Environment: This online course will be using a Web-based Learning Management System called Canvas as the method to disseminate information. Canvas provides the framework for the course which may include PowerPoint presentations, student data files, the tools to receive and send course materials, and a grade book. Using the communication tools, you can communicate using e-mail, and you can share materials and ideas with other course participants via the discussion forums and groups.

Class opens / Accessing Canvas: This course will officially start, January 22, 2019; however, you will have the opportunity to view the course on Canvas beginning Friday, January 18, 2019 at 8:00am. You should also receive an email to your my.Cuesta.edu address providing you with a reminder that class will be starting and log in procedures for Canvas, the learning management system (LMS) used to deliver course content. You can access Canvas by logging into MyCuesta, then clicking on the Resources Tab, then clicking on Canvas in the Online Learning Channel, or by typing the Canvas address (cuesta.instructure.com) into your browser address bar. Do not bookmark / favorite the canvas site after your login, or you will get an error message next time you try to log in. You must access the canvas log in directly.

If you are not familiar with logging into canvas, please refer to the [Canvas Quick Reference Guide](#). Once logged into Canvas you will be directed on where to get started. Be sure to read all the direction on the course home page.

If you are having difficulty logging into Canvas and need assistance, please email me or technical support at this email address: support@my.cuesta.edu.

Online Learning

If you have never taken an online class or this is your first experience with Canvas, please be patient with yourself. Online classes are not inherently easier, although they may be much more convenient for many students. You should expect to spend at least as much time, if not more, on this course as you would on a course that meets face to face. Since there is no lecture component, much of this time will be self-directed. This course is completely online using Canvas; all coursework (discussions, assignments, quizzes) is submitted online. There are no face-to-face meetings.

IS an ONLINE CLASS FOR YOU?

- First, go to the [Online Readiness Resources](#) to take a "self-assessment". There are many resources that were designed to help you understand the basis for an online class and the skills necessary for success. This is not a requirement, but a helpful tool to see if you're ready for a fully online course.

Regular Effective Contact policy: Regular and Effective Instructor Contact will be met through weekly instructor initiated threaded discussion forums; weekly announcements to students; timely and effective feedback on student assignments, as well as email, phone or messaging to individuals.

Please be prepared to log on at least three times per week and allow 6 - 8 hours per week on coursework / study time for this class.

Student Learning Outcomes

This is a three-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 the 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.

Text Book and Materials

- You need the right books. The book you will need for this course to ensure successful completion of this class is:
- Chabner, D.E. (2017). *The Language of Medicine* (11th edition). ISBN: 978-0-323-37081-3 (This can be purchased at the Cuesta Bookstore)

Mandatory Attendance

This class has a high student demand and fills quickly. To confirm your enrollment, the Bio post and Syllabus quiz are mandatory assignments and must be completed by 11:00 pm on Friday, January 25,

2019. Failure to complete these two 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 be considered “absent” and may be dropped from class.

Once class begins all class 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 three-unit course that is completed in eighteen weeks, it is recommended that students log in at least three times and allow six to eight hours of study time per week.

Technical Support

Cuesta students are encouraged to direct all technical support inquiries to support@my.cuesta.edu. If you are having issues with Canvas, you should contact the Canvas Support Hotline at (877) 921-7680 or click on the help button on the Canvas Navigation to report a problem. If you are having difficulty viewing the course or logging in, it may be because you are not using the correct URL: cuesta.instructure.com or you are using your phone or an unsupported browser.

Your learning environment is best accessed from a desktop or laptop computer, using Firefox or Chrome. This may solve your problem! Please review the [browser requirements and minimum computer specifications](#)

Accommodations:

This course is designed using an accessible Learning Management System, and course materials have been created with ADA compliance in mind. If you have a disability and might need accommodations in this class such as extended time on exams or other resources. Please contact the instructor as soon as possible so that you can receive appropriate accommodations in a timely manner. You should also contact DSPS at 805-546-3148 or [DSPS \(Disabled Student Programs & Services\)](#) .

College & Course Policies:

In addition to my course policy, please note all students attending San Luis Obispo County Community College District at any district site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the Student Code of conduct. Please review the [Cuesta College Student Code of conduct](#) at:

Add / Drop Policy: In addition to my policy, please review the Cuesta policy for drops

- [Add Policy:](#)
- [Drop Policy:](#)

Waitlist Policy: In addition to my course specific procedures, please review [Cuesta’s waitlist procedure and instructions:](#)