

***Welcome Letter***

Henry Ford Community College

Health Careers Division

5101 Evergreen Road

Dearborn, MI 48128

**Winter 2011**

AH-100 – online

Dear Students-

Welcome to Medical Terminology (AH-100) online. My name is Ms. Kathy Offman, and I will be your instructor for this course. This letter contains some important information regarding the class and should be read in its entirety. Additionally, it contains information regarding the first assignment for this class that will be available for completion at 8 a.m. on **Monday, January 10, 2011**.

For this course, we will be using the textbook titled: The Language of Medicine, 9<sup>th</sup> edition, Saunders/Elsevier. This is the newest edition and was first used last semester. Author: Davi-Ellen Chabner (ISBN 978-1-4377-0570-6). You will also need a good medical dictionary as required supplementation. Taber's Cyclopedic Medical Dictionary is a good choice and can be found in the college bookstore. Other medical dictionaries such as Dorland's Medical Dictionary or Stedman's Medical Dictionary are also excellent choices, but you have to buy them online or at a bookstore like Borders or Barnes & Noble. Dorland's comes in a pocket size, which is less expensive than the large dictionaries. These are the dictionaries that many physicians use.

The textbook lends itself well to an online course, and I think you will find it has something for everyone's learning style – exercises, images, games, pronunciation guidelines, and even a CD so you can hear the terms pronounced correctly. I look forward to getting to know each of you and your chosen field of study as we go through the course. There are so many benefits from taking this course in addition to understanding medical language. You will also be able to understand your healthcare issues better and improve communication with your healthcare provider. You will understand more about the healthcare issues of your children or parents, and even your pets, by learning medical language.

Past students will attest that this is a challenging course and will require discipline and a consistent routine in order to do well. Medical terminology is a language that warrants serious study, but the benefits of learning are great!

Before I tell you about myself, let me take a few moments to describe the important information contained in this letter and give you a general idea of what to expect on a weekly basis throughout course during this semester.

Contained in this letter is a document titled, Important Student Information. Please read this document carefully. The Important Student Information document will provide you with information on how to access the course, your username and password, course e-mail, tech support contacts, and additional student resources. Incidentally, there is some information of this nature also available at <http://henryford.ucompass.com> . Under the "Is Online for You?" link, you will be able to interactively discover whether or not you are ready for distance learning. This link also provides you with a means by which you can check your computer systems for the appropriate technology requirements. Under the "Online Orientation" link, you will see information about the process of taking an online course, expectations, and other helpful information to aid in your online course success.

Just in case you have signed up for this course by accident, please let me remind you that this is a 100% online course. As an online student, you will need to have access to a computer with internet connectivity. Course e-mail will be provided to you inside the UCompass Educatory Course Management System and must be used to send all communications to your instructor. If you do not have access to a computer that is connected to the internet and still would like to remain in this course, please contact me immediately. My contact information is listed below.

Once you have performed the computer systems check for the appropriate technology required in this course from the "Required Technology" link, you are probably ready and excited to access the course. As eager as you are to jump into things, you will have to wait until **Monday, January 10, 2011, at 8 a.m.** which is the first day you will have access to your Medical Terminology course for the **Winter 2011** Semester. After this date, the URL to access the course is:

<http://henryford.umcompass.com> (this information is also contained inside the important Student Information).

Upon entering this course for the first time, you will notice that to the left of the screen, you should see a series of button options, and to the right of the screen, you should see the Course Announcement. Please be sure to read the Course Announcement each time you enter the course. I will be placing important announcements related to course business on a routine basis to be viewed each time you enter the course. Please get in the habit of checking the announcements.

To access the class materials, please click on the Course Materials button. I have divided all of your course materials into weekly course packets. To access the course packet for the week, click on the packet named for that week and follow directions from there. Each course packet contains an introduction and learning objectives for the course for that week, lecture points, assignments, due dates, a critical thinking exercise with instructions, and additional helpful information as appropriate. There is a new assignment given at the beginning of each week that is due at the end of each week. Please note that you are required to complete a Critical Thinking Exercise and timed quiz each week. After you finish your studies, you can click to leave the packet, then, you will find the quiz under the Examination button. Do not access the quiz until you are ready to take it and submit it. The quiz can only be accessed one time. The Critical Thinking Exercises and the quizzes count toward your grade, so you will not want to miss these. Beginning on **Sunday at 11:59 p.m.** of each week, I will provide you with access to the packet for that particular week. All assignments and course work (including quiz completion) are due the following **Sunday at 11:59 p.m.** It is recommended that you plan out your calendar so that you submit all work on time.

Make sure you click on the Syllabus button and Course Outline button and read these 2 very important documents so you will understand the grading system for the course and not miss any deadlines.

Now that most course business has been taken care of, allow me to tell you a little bit about myself. As mentioned above, my name is Kathy Offman. I grew up in Detroit. I then moved to this area, not too far from HFCC. I, too, have been a student in the Health Careers program at Henry Ford Community College, so I can relate well to the students here and have a great amount of respect for those who try to better themselves through education. It is not always easy. I have been teaching for many years. I also work in health care at a large teaching hospital. I am delighted that I get to use medical terminology every day. I love the language. There is a medical term for everything! I anticipate a great semester with you and hope you enjoy your class. I hope to get to know you a bit more on the discussion board titled, "Meet the Class," where you will talk about yourself as well. This is actually the first assignment due in this class and is described below, but it will be the only time you will be required to use the Discussion Board during the course. This is supposed to be a fun exercise that will help acclimate you to the Discussion Board and help us to feel like a cohesive group.

Now it is your turn. For your first assignment, which will be available on **Monday, January 10, 2011**, at 8 a.m., I would like you to enter into the course. This means you will have to enter your personal ID and password. Make sure your password is kept confidential and do not share it with anyone. Once you have entered the course, I would like you to click on the menu button titled "Discussion Board," which is located on the navigation bar on the left of your screen. Click on "Week 1 - Meet The Class" which is under "Group Name," and then click on the topic titled "Meet the Class." Read my post as well as any other posts that are there. I would like you to answer some questions about yourself as an introduction to your class. To do this, click "Reply to this message" to post your message to the class. While answering the questions, share something interesting or unusual about yourself (for example, your hobbies, where you are from). Let us know about your course of study, your background, whether you currently work in healthcare, and your goals for the class. If you have an interest in any specialty area of medicine, include that too. Question 6 asks about your favorite medically-oriented TV program because these programs are valuable in that they provide a lot of information on medical terminology, and you can hear the terms used in their correct context. Answer at least 5 of the 10 questions. When you have finished typing your answers, click on the "Reply!" button and your message will be posted on the board for the entire class to read. You will know that your message has been posted when you can see your name and/or post on the board. This assignment is worth up to 10 points. When you are done, read the entire packet for Week 1 for further instructions about the rest of your assignments, with your first quiz due at the end of the week. I am looking forward to meeting you.

I think you have all the information you need to get started. If you have any questions, please feel free to contact me. My contact information is listed below.

Sincerely,

Kathleen Offman

Health Careers Division

Telephone Number: Health Careers Office (313) 845-9877 (leave a message for me)

[koffman@hfcc.edu](mailto:koffman@hfcc.edu) (This is my campus email address, but please do not send assignments or important messages to this address as they might not be received in a timely manner).

[koffman@henryford.ucompass.com](mailto:koffman@henryford.ucompass.com) (This is my online class email address where you will direct all correspondence during the semester).

## Important Student Information

To find your User ID/Login:

Go to <https://my.hfcc.edu/pwm>

Click on “What’s my user ID?”

Complete the requested information, and click on the submit button or hit the enter button on your keyboard.

## UCompass Student Passwords

Please note that all HFCC systems now use the same username/password. For a student logging into UCompass Educator for the first time who has not changed their on-campus network password, their password is the 4-digit month and day of their birth (for example, April 5 = 0405). IMPORTANT NOTE: Keep your password confidential. If your acquaintances know your month and day of birth, CHANGE your password. If not, you are making it easy for someone to misuse your password, view your work, or see your private information, and this should not be allowed by you.

## An Important Note about Passwords

Upon creation, all HFCC accounts (e-mail, network, WebAdvisor, UCompass) have the same default password. This password is the 4-digit month/day (MMDD) of your birth.

As stated above, all HFCC systems use the same username/password. For all password changes, please use <https://my.hfcc.edu/pwm>. Users can no longer change their passwords in WebAdvisor. Most users should be able to resolve all password issues through password self service. All new users should use PWM (Password Manager) to change their password and set their challenge questions to allow forgotten passwords to be reset in the future. Complete information about Password Management is available on the Help Desk website at <https://dvc.hfcc.net/passwords>

## To access UCompass Educator Courses

The direct route to UCompass is to enter the URL within the address box of your browser. The URL is <http://henryford.ucompass.com>

Or

From the myHFCC website (my.hfcc.edu), click the UCompass link under Web Services

Or

From the HFCC website ([www.hfcc.edu](http://www.hfcc.edu)), locate the menu option, "For Faculty & Staff." Under this menu option, click on UCompass.

### E-mail Accounts

Students using UCompass Educator have a Course E-Mail Account within their UCompass course. Course correspondence, as well as all emailed assignments, should be conducted through this account. This will allow separation of course business from personal e-mail. This will also ensure that the students receive important course communication. Check this regularly throughout the course. The e-mail address for students inside the UCompass Educator Course E-mail Account is the student's [username@henryford.ucompass.com](mailto:username@henryford.ucompass.com). Student's personal e-mail should be distributed through the other e-mail accounts.

Students who register for Winter 2011 classes will be provided with Google Mail (Gmail) accounts. GroupWise student mailboxes are still available for students who already have one, but these email accounts will eventually be migrated to Gmail. An announcement will be made before this happens. Students can access their HFCC e-mail account through the <https://my.hfcc.edu> link.

REMINDER: Use only the Course E-Mail Account within UCompass Educator for all correspondence and e-mail assignments. If you send any assignments through any outside e-mail, you will have to resend it through UCompass e-mail in order for it to be accepted.

### Tech Support

If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at (313) 845-9663, ext. 3, 4, or 5, or via e-mail at [Signorelli@hfcc.edu](mailto:Signorelli@hfcc.edu), [gagaddis@hfcc.edu](mailto:gagaddis@hfcc.edu), or [kolin@hfcc.edu](mailto:kolin@hfcc.edu). On-campus assistance is also available at the Instructional Technology office Monday – Friday, 8:30 a.m. – 4:30 p.m. Instructional Technology is located on the 2<sup>nd</sup> floor of the Eshleman Library, Room 202.

### Additional Student Resources

From the Student Services website, which is [http://www.hfcc.edu/campus\\_life/student\\_services.asp](http://www.hfcc.edu/campus_life/student_services.asp)

the following links can be found:

[Online Orientation](#)

[Academic Advising and Counseling](#)

[HFCC Bookstore](#)

[HFCC Library](#)

[Financial Aid \(under the Tuition & Financial Aid tab at the top of the screen\)](#)