



Spring 2012 Orientation to BOT 219—Healthcare Documents I
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If you discover an error in this Orientation, or you do not understand something, please email your instructor immediately at edna.prigmore@gcccd.edu

Welcome to the online class for Spring 2012 BOT 219—Healthcare Documents I

I suggest you print out this Orientation because it will become an inventory of needs, a quick reference of information, and the basics you need to know before starting to work with your course materials and following textbook instructions.

There is another Orientation you may wish to do after you complete this Orientation. It is set up to give you great instructions on using Blackboard. The URL is:
<http://www.gcccd.edu/online/orientation.htm>.

Before you actually print the remainder of your course materials, there are some things you should evaluate about your situation. You need to know how to be successful as an online student. So to begin—circle the answers as they relate to you in the following Yes or No questions.

First Part of Online Orientation—Succeeding, Skills, Computer Software and Hardware, Time Management and Production Work

A. Desire to Succeed

- Are you a self-starter who can read and follow instructions? Yes No
Are you determined to submit only the best quality of work to your instructor? Yes No
Are you disciplined enough to follow a prescribed schedule and submit your assignments on time? Yes No
Are you determined to read your instructions in the textbook, on the screen in the software and in the Announcements and Assignment Schedule on a weekly basis? Yes No

B. Technical Skills

- Do you have the following technical skills to succeed?
Can you navigate the Web? Yes No
Can you download files to your computer? Yes No
Can you install software on your computer? Yes No
Can you send and receive e-mails and open and read attachments to e-mails? Yes No

Can you manage files by using: search, delete, rename, open, and print? Yes No
Can you use WinZip or a similar program to zip and unzip files? Yes No
Do you have excellent reading and writing skills with English? Yes No

C. Do you have the following required computer hardware?

This class is not intended to be done on a MAC computer.
PC/Windows computer with Pentium III or 233-MHz or faster. Yes No
16 MB RAM for Windows 95 and 98 systems or newer. Yes No
32 MB RAM for Windows XP or 2003. Yes No
128 MB RAM for Windows. Yes No
Hard disk drive with 150 MB of free space. Yes No
CD-ROM drive (8X or faster). Yes No
Color monitor that supports 800 x 600 high color or true color resolution. Yes No
USB port for a flash drive. Yes No
Second USB port for a foot pedal . Yes No
Standard audio card compatible with Windows. Yes No

D. Do you have the following required computer software?

Microsoft Word 2007 or 2010 Yes No
Microsoft Windows 95, 98, NT, ME, 2000, XP or 2003 or newer. Yes No
Internet Browser—Microsoft Internet Explorer 6.0 or higher. Yes No
A school email address at GCCCD. Yes No

NOTE: You **MUST** use your student email account at GCCCD for this class. Otherwise you will miss the class emails I send out **AND** I might not receive emails from your personal accounts as they may go into my junk emails.

E. Time Management

Can you stay on schedule? Yes No
Can you turn in weekly work by noon every Monday? Yes No
Can you avoid late work penalties? Yes No
Can you check your email, class announcements, and textbook BEFORE you do your weekly class assignments? Yes No

F. Production Work

1. Will you prepare production work such as medical reports, letters, memos, and essays that are mailable (free from errors)? Yes No
2. Will you read **and** follow directions to format production work? Yes No
3. Will you email your instructor if you do not understand directions when you review your assignments? Yes No

4. Will you proofread and edit your Word documents and correct all errors so there are no typographical, formatting, spacing, or punctuation errors in documents you submit for grading? Yes No

G. Proper Keyboarding Technique

1. Will you use the correct fingers on the keyboard and type by touch? Yes No
2. Will you keyboard using acceptable techniques on all areas indicated on the keyboard? Yes No

If you have more than 90% answers of Yes, then you are ready to move to the second part of this Orientation. If you have less than 90%, please send your instructor an email immediately and give them an update of your situation. Email edna.prigmore@GCCCD.edu.

Second Part of Online Orientation—Important Dates and Info

The Second Part of the Orientation is a section of key references you must know and refer back to throughout this class:

1. If you do not understand something you read—read it a second time, concentrating on only what you are reading. Sometimes it helps to sketch out what your mind is understanding from what you are reading. If after re-reading and concentrating on the information you still do not understand it, then write your instructor an email. Clearly explain what you are reading and attempting to understand. I will help you anytime this happens.
2. You should follow all instructions I will give you in Blackboard. Every week I will give you at least one announcement. You will find everything you need to succeed in this class in Blackboard. You will find your syllabus, information about your textbook, instructions on how to install your software, how to submit your assignments, and an Assignment Schedule which lists when assignments should be worked on and when they should be submitted for grading. Follow this Assignment Schedule very closely unless you are instructed otherwise.
3. The first day of class is January 23, 2012.
4. The last day to turn in work and your Final Exam is noon on May 25, 2012.
5. Holidays are February 18-20, 2012 for Presidents' Weekend, and April 2-6, 2012 is Spring Break.
6. The last day to drop this class without a "W" is February 3, 2012.

7. The last day to drop and receive a “W” grade is April 20, 2012.
8. If your computer has problems, there are computers in the computer lab in the Learning Resource Building, the Tech Mall, and the Flex Lab that you may use.
9. I teach several online classes, so when you send me an email (be sure it is from your GCCCD student account), please put your complete name, class, and section in the subject line. (Example: Your Name BOT 219 6156 Healthcare Documents I Report 1 Jan 31). Because I have so many students it is **very** important that I know who you are and receive clear details of your situation if you are having problems. If you wish to set up an appointment using Skype or CCC Confer, please let me know.
10. You should email your assignments before noon on every Monday from the previous week’s assigned work as scheduled in the Assignment Schedule.
11. Do not send me an email asking if I have received your work! If you emailed it successfully, you can be sure I received your work. I will try to post your grades by Thursday, but please be patient if I get a little behind.

Third Part of Online Orientation—Keyboarding Correctly

The technique you develop as you keyboard your assignments is vital to your success and essential to your progress. Your speed and accuracy depend upon it. Your comfort and freedom from repetitive stress injuries such as Carpal Tunnel Syndrome depend on it. Pay attention to your comfort as you work through your assignments. Proper technique can also allow you to key comfortably for longer periods of time without developing aches and pains in your neck, back, wrists and forearms.

It is important to develop the habit of keeping your eyes on the screen as you transcribe your dictation. By keeping your eyes on the copy, you increase your accuracy and speed and make fewer errors.

Do not allow yourself to look at your hands and fingers as you do your transcribing. If you wish, you may enroll in a Keyboarding class. What would happen if you kept your eyes on your feet when you were learning to ride your bicycle? Don’t crash and burn at the keyboard!!

Fourth Part Online Orientation—Following Directions

Before you begin working on your weekly assignments, please print and read through the entire syllabus and make notations on it.

Before starting an assignment, review the Assignment Schedule and all instructions in Blackboard.

While doing each assignment, be sure to read and follow all the column, top and bottom notations in your textbook. Lots of good tips are in the margins!

Fifth Part of Online Orientation—Succeeding In An Online Class

This part of the Orientation addresses important items that help you succeed as an online student.

Keep up with the class Assignment Schedule. The biggest problem online students have is gradually falling behind. You lose points when assignments are late, and you may be dropped from the class if you get too far behind.

Contact your instructor as soon as you begin to have problems. I will set up a Skype call or CCC Confer session for you individually. If you decide to drop the class, please let me know.

Schedule at least 10 hours per week to focus on this class. It is best to work one to two hours daily. Do not have work periods that are longer than two hours without taking a break. Some students may need more time or less time, so you can make adjustments based on your skill level as you proceed through the assignments.

Where to get help with software questions? Check your software, technical support, and textbook and use the Word Help features. Pretend your boss is out of the office and your assignment is due at 5:00 pm. Be resourceful!

If you have technical problems click the “Help” link at the top of your Blackboard screen. Click on the “Student” link and then scroll to the bottom of the screen and click on the “Support Center” link.

Fill out and submit a help ticket.

Don't wait until the last minute to start an assignment. If you run into a problem, it may take time to get help.

Sixth Part of Online Orientation—Using Blackboard

Now just a quick review of how to get into Blackboard and get your course information. To log into the course Web Site on Blackboard do the following steps:

1. Launch your web browser.
2. Go to <http://bb.gcccd.edu> and bookmark this URL so you can return quickly next time. If you first go to www.GCCCD.edu, you need to click the Blackboard link to get to Blackboard.
3. After you have read the information on the screen, enter your User Name which is your first name, a period, and your last name.
4. Enter your Password: six digits of your date of birth (050380), or if you have reset the password, use that information.
5. Click Login.

6. You will then be in the Blackboard Welcome page. Read the campus announcements and information. In the My Courses section of the window you see a list of all Blackboard classes you are registered in.
7. Click on the [2012SP-BOT-219-6156 – Healthcare Documentation I](#) link.
8. You will enter the course web site at the Announcements. Always read the latest announcements.
9. Now you are in Blackboard, you will do some exploring by using the blue Navigation Bar buttons on the left. Click on the After Orientation button to see the link you will click on after you finish this **Orientation**.
10. Click the **Syllabus** blue button. You need to print the syllabus now, and later, read through it before you begin your work. Once you print it out, put it in a 3-ring binder so you will have it to read and make comments on and have for a quick reference.
11. Click the **Books/Resources** blue button. Read through this information and you will know the textbook and other materials you need before you begin your work.
13. Click on the **Assignments** button. Use the mouse wheel or the vertical scroll bar to see other assignments. You will click the **Assignment Schedule** link. Click on it and print a copy and put it in a 3-ring binder for further reference.
14. The one other button to check out is just below the blue Navigation Bar. Click the **Tools** button. You can use the E-mail link to send me emails. Send me an email now and tell me how this Orientation is going for you. Key a subject, key a body, and click the **SUBMIT** button to send the email. Also use the Tool button for grades.
15. Clicking on the **Course Information** button will show you many class handouts you will need during the class.
16. You need to click on the **Discussion Board** button to go to the links where you will post information for the other students and instructor to read. The first day of class you do an introduction so your classmates will know you a little. You then post ‘two truths and one tale’ about yourself. You then respond to other students and guess their ‘tale’.
17. You are now finished with the Orientation and I hope you have printed it out, made notes on it and studied it carefully and will follow all the instructions.
19. When you are finished using Blackboard, always click the Logout icon near the top of the window.
20. Then click the red box with the large white X in the upper-right corner to close the Blackboard window and return to your desktop.

21. Be sure that ***BEFORE*** you begin your class work you send me an email to confirm you are active in the class and that you have printed and completed this Orientation. I also need your phone number so I can contact you if necessary.
22. Remember to email me from your GCCCD email account, NOT your personal account. That is my method of calling the roll for the first day of school. If you are a no-show, you will be dropped so a student on the Wait List can have your spot!
23. You should now have printed the Orientation, Syllabus, and Assignment Schedule and placed them in a 3-ring binder.
24. You are ready to do the After Orientation and then begin working with your textbook and transcription.

Have fun Transcribing!