Medical Terminology MDCA 1313

This course is designed for the study and practical application of a medical vocabulary system. It includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

### Instructor Information

**Instructor:** Nehal Rangnekar, MS, CPC  
Faculty/Coordinator  
Medical Front Office  
Administration/Medical Coder Programs  
Business Studies Division

**Office:** Q213

**Office Hours:** By appointment

**Telephone:** 972-860-4266

**Email:** nrangnekar@dcccd.edu  
*(Please use my email for urgent, personal communication only; refer to Method of Communication for more instructions regarding all course related communication)*

### Course Information

**Course Title:** Medical Terminology

**Course Rubric/Number:** MDCA 1313

**Section:** 23441

**College Credits:** 3

**Lecture/Lab:** 3 lec

**Class Start Date:** 03/20/2017

**Class End Date:** 05/11/2017

**Class Meeting Information:** Online

**Midterm and Final exams are mandatory exams and have to be taken on campus in the Brookhaven College Testing Center on due dates listed in the Course Calendar.** (No proctored exams will be made available off campus at any other location).

**Attendance Certification Date:** 03/25/2017

**Class Drop Date:** 04/28/2017

**Prerequisites:** None

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**Course Focus:**
The focus of this course is to define terms and abbreviations which apply to the structural organization of the body; analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms; identify correct pronunciation, spelling, and definition of medical terms; and correctly interpret the contents of a written patient medical scenario that are used in a medical front office setting.

**Required Text and Materials:**
- Medical Terminology for Health Care Professionals, 8th edition, Jane Rice with Student Access Code Card for MyMedicalTerminologyLab Package
Your personal e-mail address and Internet access to eCampus and eConnect.

**MyMedicalTerminologyLab Student Registration Instructions:**
In addition to the textbook, you will use MyMedicalTerminologyLab, a robust online learning website developed by the publisher and providing students a multitude of immersive and engaging resources to become fluent in medical terminology.

- If you purchased your textbook from our book store, the access code comes bundled in the package.
- If you do not have an access code, you will need to purchase one online from the publisher.
- *Please note that you will not be able to login to the MyMedicalTerminologyLab website and use the online interactive contents without an access code.*
- See detailed instructions provided under the MyMedicalTerminologyLab button in eCampus on how to register your access code and enroll in the course created for you at this website.

**Optional:**
- Medical Terminology (Body) Barchart
- Taber’s Medical Dictionary (or any other medical dictionary of your choice)
- Study flash cards and/or index cards

**Course Objectives:**
Upon successful completion of this course, the student will be able to:

- Describe the major organs and systems of the human body.
- Identify, analyze, define, spell, and pronounce common medical terms specific to human body systems, organs, and their functions.
- Identify and define commonly used medical abbreviations for each body system.
- Recognize and use proper medical terms which relate to major diseases and disorders affecting each body system.
- Recognize and use proper medical terms which relate to common diagnostic procedures and the body system in which they are used.
- Correctly interpret the contents of a written patient medical scenario.

**Student Learning Outcomes (SLOs):**
In this course, the student will learn to:

1. Identify and analyze component parts of medical terms including prefixes, suffixes, roots, and combining forms.
2. Learn common rules for correct formation, pronunciation, spelling, and definition of medical terms.
3. Use basic prefixes, suffixes, roots, and combining forms to build medical terms.
4. Identify and define commonly used medical abbreviations.
5. Relate the terminology to describe the structural organization as well as major organs and systems of the human body.

6. Recognize and use proper medical terms which relate to major diseases and disorders affecting each body system.

7. Recognize and use proper medical terms which relate to common diagnostic procedures and the body system in which they are used.

**Performance Objectives:**
The Midterm and Final Exams have been identified as the common assessments for the Medical Front Office/Medical Coder programs.

**Statement of Workplace and Foundation Competencies:**
Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today's dynamic work environment. Toward this goal, the following Secretary's Commission on Achieving Necessary Skills (SCANS) foundation skills and workplace competencies have been integrated into the curriculum for Medical Terminology MDCA 1313.

**Workplace Competencies:**
- **Resources:** Students must be able to allocate their time effectively; understand, prepare, and follow schedules in order to complete all course requirements successfully.
- **Information:** Students must be able to acquire the proper information in order to successfully complete the course. Sources include textbook, online lectures, and computers to acquire process and communicate information.
- **Technology:** Students must be able to use computer hardware and software effectively in order to works with a variety of technologies in this online course.

**Foundation skills:**
- **Basic Skills:** Students must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information; communicate thoughts, ideas, information, and messages in writing; interpret, and respond to verbal messages and other cues; organize ideas and communicate orally.
- **Thinking Skills:** Students must be able use efficient learning techniques to acquire and apply new knowledge, demonstrate critical thinking skills, and reason effectively.
- **Personal Qualities:** Students must be able to demonstrate personal qualities such as responsibility, professionalism, self-management, integrity, and honesty.


**Student Contributions:**
The following is a list of student contributions that are required for success in this course.
- Read and understand Course Syllabus and Course Calendar.
- Students must have access to a computer and must possess basic computer skills in order to be successful in this course.
• Log in to your online class weekly.
• Learn how the text, the online companion website (MyMedicalTerminologyLab) and eCampus work.
• Read Messages and Announcements posted by the instructor in eCampus.
• Communicate directly with the instructor by email as needed in urgent situations.
• Contact instructor in a timely manner of any problems that may arise.
• Chapters 1-18 will be covered in this course (chapters 19-21 are optional and for self-study). For each chapter:
  1. Read the chapters in the textbook as a first step to prepare for quizzes/exams that are due as listed in the Course Calendar.
  2. Complete the Study and Review section at the end of each chapter in the text using the guidelines in the text. Check for accuracy using the answers in Appendix I of the textbook.
  3. Log in to the MyMedicalTerminologyLab website and complete supplemental activities that will engage you in self-paced learning opportunities and reinforce your learning and comprehension:
     a. Work on the Study Plan at this website and click "practice" on each of the learning objectives to see which concepts have already been mastered and which concepts could use some brushing up.
     b. View videos and animations, that supplement the textbook chapters, located under the Multimedia Library link at this website.
     c. Engage in useful interactive study games, self-paced study modules and guided lectures located under the Assignments link for each chapter at this website.
     d. Complete and submit required assignments from the MyMedicalTerminologyLab website for each chapter as directed.
  4. Participate in discussion forums by due dates listed in the Course Calendar.
  5. Complete the chapter quizzes and unit exams by due dates listed in the Course Calendar.
  6. Complete the Midterm and Final Exam in the Brookhaven College Testing Center by due dates listed in the Course Calendar.

Attendance Policy:
This is an online class offered through the DCCCD Blackboard Learn eCampus website (http://ecampus.dcccd.edu/) and must be completed within the semester it is offered. Campus time will only be required for the mandatory Midterm and Final Exams as listed in the Course Calendar (no proctored exams will be made available off campus at any other location; if you cannot take the exams in the Brookhaven College Testing Center, notify your instructor immediately).

This is not a self-paced course and all assessments/assignments have specific due dates. A detailed course calendar, which shows all due dates, is located under the Syllabus/Course Calendar link in eCampus. It is developed for student success in this course. The dates are
chosen with the overall course work load in mind and the due dates are not negotiable, except in extreme cases left to the instructor's discretion. Students are expected to make posted deadlines and participate accordingly. Late work is not accepted and extensions are not given. Failure to purchase required materials is not an excuse for missing work. Technical issues are the student’s responsibility to work through. Waiting until the last minute to complete work then running into technical issues can cause a student irreparable damage in the course. Students are encouraged to work ahead in order to avoid such situations.

Computer Skills Needed:
Students must possess basic computer skills in order to be successful in this online course. These include knowing how to navigate and work in a Windows environment as well as on the Internet, accessing a Web site when given an address (URL) or link, using features of a Web browser, downloading/uploading files, sending/receiving emails, attaching files to emails, and using Microsoft Word software.

If you experience personal computer or e-mail problems, you are expected to find another computer to use or use computers in the libraries of the DCCCD college campuses, as needed. In other words, personal computer or e-mail problems are no excuse for failing to communicate or submit course work.

Policy on accommodations for students with disabilities:
Any student requesting academic accommodations based on a physical, psychological or learning disability (such as requiring extra time on quizzes/exams) is required to register with Brookhaven College Disability Support Services. A letter of verification for approved accommodations must be obtained from them and submitted to your instructor by the second week of the semester. The Disability Support Services office is on the first floor of the Student Services Center, Building S, Room S136 or at 972-860-4673.

Policy on academic dishonesty:
Any student who submits an assignment that is plagiarized, shares exam information with another student, is found cheating, altering answers, or uses materials not authorized by the person administering the test (such as iPhones, iPads etc. to look up information) is guilty of academic dishonesty, and shall be subject to a range of academic penalties as determined by the instructor. These penalties may include, but are not limited to, one or more of the following:

- Loss of credit for an assignment, exam, or project
- Reduction in the course grade
- A grade of “F” in the course
- A letter will be placed in the student’s file indicating the violation of the Student Code of Conduct.
- Additionally, students involved maybe be placed on suspension until further disciplinary action is taken as per college policies.

Grading:
The following components allow you to accumulate points toward your final grade:

- **Orientation**: All students will complete the activities listed below within the first week of the course.
  - Complete a **Syllabus/Orientation Quiz** located under the Getting Started button in eCampus.
- Post your student profile by clicking on the Discussion Board button in eCampus and selecting the topic: **Introductions**.
- Compose a brief message using the **Messages** button from within the eCampus course acknowledging that you have successfully accessed the online Blackboard course, and completed all necessary procedures for orientation.
- These three activities are mandatory, will document completion of orientation, mark your attendance for the first week, and will be worth 10 points counted towards your final grade.

**Chapters 1-18 will be covered in this course** (chapters 19-21 are optional and for self-study). The course is divided into four units as follows:

- **Unit 1**: Chapters 1-5
- **Unit 2**: Chapters 6-10
- **Unit 3**: Chapters 11-14
- **Unit 4**: Chapters 15-18

**Assessments**: will include chapter quizzes, unit exams, a midterm exam and a final exam.

- **Chapter Quizzes**:
  - There will be eighteen quizzes, one over each of the eighteen chapters, worth 20 points each.
  - They will be located under the respective unit button and chapter folder link in eCampus.
  - Quizzes may include multiple choice, fill in the blanks and true/false questions.
  - Each Quiz will have a time limit of 20 mins.

- **Unit Exams**:
  - There will be four unit exams; one after each unit is completed, and each exam will be worth 100 points.
    - Unit 1 Exam: Chapters 1, 2, 3, 4, 5
    - Unit 2 Exam: Chapters 6, 7, 8, 9, 10
    - Unit 3 Exam: Chapters 11, 12, 13, 14
    - Unit 4 Exam: Chapters 15, 16, 17, 18
  - They will be located under the respective unit button in eCampus.
  - Unit exams may include multiple choice, fill in the blanks, matching, true/false, essay, and ordering questions.
  - Bonus point opportunities may be given in the form of extra credit questions in unit exams.
  - Each unit exam will have a time limit of 60 mins.
Midterm and Final Exams:

- The Midterm exam and Final exam will be taken on campus in the Testing Center at Brookhaven College as an online test on eCampus on the dates listed in the Course Calendar.
- The Midterm and Final exams are mandatory exams. If either exam is not taken as scheduled, you will automatically drop a grade level.
- No proctored exams will be made available off campus at any other location.
- No references will be allowed for either exam.
- Midterm Exam will be over Chapters 1-10.
- Final Exam will be over Chapters 11-18.
- Each exam will be located under the respective exam button in eCampus.
- Each exam may include multiple choice, fill in the blanks, matching, and true/false, and will be worth 100 points each.
- Each exam will have a time limit of 120 mins.
- Please print out the Testing Center Permission Slip located under the respective exam button in eCampus for the appropriate exam, check testing center days and hours of operation for these dates in advance, and schedule to take your exam accordingly.
- You will not be allowed to leave the testing center for any reason once you begin the exam. Those with medical conditions will require a physician's note and must notify the instructor in advance to take a restroom break during the midterm and final exams. Unless approved by the instructor and notifying the testing center of special circumstances, you will not be allowed to return back to the testing center and complete your exam after taking a break.
- Click here for more information on Brookhaven Testing Center guidelines and policies (http://www.brookhavencollege.edu/studentsvcs/testing-center/Pages/default.aspx).

**Please note the following for all assessments:**

- Assessments may be taken from 6:00 am on the first date listed until 11:59 pm on the last date listed in the Course Calendar. After 11:59 pm on the last date, it will be unavailable and a grade of “0” is earned for that assessment if it is not taken.
- Assessments must be completed in one attempt and they will be timed. You will lose 10 points from your final score if the quiz is submitted 1-10 minutes over the set time limit (a point for every minute late). Your score will be a "0" for anything over that.
- No make-up quizzes or exams will be given.
- If a student experiences technical problems while taking an assessment, they should submit a ticket to eCampus technical support (please refer to the Technical Requirements and Support section in the College Policy section below). Upon verification, that assessment will be reset once.
If a student continues to exhibit problems while taking assessments, he/she will have to come to the Brookhaven College campus to take a proctored version of the exam. If this is not possible, he/she will be encouraged to either take the average of other assessments and/or drop the course. No other options are possible.

**Assignments:** Complete assignments for all chapters 1-18 as instructed below:

- Sign in to the MyMedicalTerminologyLab website.
- Click on Assignments link on the left hand side of the screen.
- Click on the respective chapter link and complete Matching, Word Surgery and the Self-paced study review questions for chapters 1-18.
- Starting with chapter 4, the Labeling activity should also be completed for all of the chapters 4 through 18.
- These activities are not timed and you can retake these as many times as you want.
- Credit will not be given if all activities for a chapter are not completed or if a score of 90% and above on each exercise is not achieved.
- You will be able to view your scores on submitted assignments instantly. You can track your progress on your assignments and practice work by clicking on the Results link under the Course Menu at the MyMedicalTerminologyLab website.
- **All Assignments for chapters are due by 11:59pm Sunday when the Chapter Quizzes and Unit Exams are due over the same (refer to Course Calendar for specific due dates).**
- Assignments submitted after this due date will be considered late and will not be graded.
- MyMedicalTerminologyLab assignments will be worth a total of 100 points for all 18 chapters completed and submitted as instructed.

**Discussion board:** Students will complete 2 discussion topics in this course. You will be required to research and find information on each topic for questions posted by your instructor under each discussion forum, give citations for the referenced material, and respond to another student’s post when required, in an educational manner.

- Each discussion topic will be worth 10 points.
- Please note that each topic is available under the Discussion Board button in eCampus for a given timeframe, after which that topic will be locked and unavailable.
- Responses to discussion topics should be posted by 11:59 pm on due dates listed in the Course Calendar. If you do not see a topic in the Discussion Board, the time has lapsed for that response.
- Participation in online classroom discussions is mandatory, recorded, and counted towards your regular attendance and final grade for this course.
- **Failure to participate in discussion topics by the due dates will result in 10 points being deducted for each discussion topic missed.**
- **For every subsequent discussion topic missed, an additional 10 points will be deducted per topic.**
➤ Refer to instructions on how to reply to discussion posts and the grading rubric located under the Discussion Board button in eCampus.
➤ All discussion topics will be graded and scores will be posted to the gradebook in eCampus within one week after the due date.

- **Grade/Feedback:**
  - Some answers on the quizzes/exams may require a hyphen at the beginning or end, or a comma as separator between multiple words. Please follow the format used in the text for all answers.
  - There will still be some questions that you will answer correctly but may be counted as an incorrect answer by the computer system due to these reasons. In such cases, I will be manually entering or overriding the automated grades.
  - Some answers maybe short essay kind of responses, and you will not be able to see your total score once you submit the quiz/test/exam. In such cases, I will be manually entering or overriding the automated grades.
  - Scores for all assessments will be posted to the gradebook in eCampus within one week after the last due date for an assessment.
  - You can view grades by selecting My Grades button from within the Course menu in eCampus.

**Method of Evaluation:**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Orientation Quiz</td>
<td>10 pts</td>
</tr>
<tr>
<td>18 Quizzes @20 pts each</td>
<td>360 pts</td>
</tr>
<tr>
<td>4 Chapter Tests @100 pts each</td>
<td>400 pts</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td>MyMedicalTerminologyLab Assignments</td>
<td>100 pts</td>
</tr>
<tr>
<td>2 Discussions @10 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1090 pts</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>981 - 1090 pts</td>
<td>A</td>
</tr>
<tr>
<td>872 - 980 pts</td>
<td>B</td>
</tr>
<tr>
<td>763 - 871 pts</td>
<td>C</td>
</tr>
<tr>
<td>654 - 762 pts</td>
<td>D (No Certification)</td>
</tr>
<tr>
<td>&lt; 654 pts</td>
<td>F (No Certification)</td>
</tr>
</tbody>
</table>

90-100% = A
80-89% = B
70-79% = C
60-69% = D (No Certification)
< 60% = F (No Certification)

*Please refer to the Course Calendar in eCampus for a detailed completion schedule and due dates for all assignments, discussions, quizzes, tests, and exams.*
Method of Communication:

All communications concerning the course must be through the Blackboard Messages feature. Blackboard Messages is a communications tool inside eCampus that allows instructors and students to interact through a private and secure text-based internal email messaging system unique to each individual course. You must be logged in to the eCampus course to read and send messages.

Students are not notified if they receive a new message, so it is your responsibility to check for new messages on a regular basis and avoid missing important news and information from the instructor.

Note the following procedure for communication with the instructor using the Messages link in your eCampus course.

1. Click on the Messages link located under the main Course menu in eCampus.
2. On the Course Messages page, click Create Message on the action bar.
3. On the Compose Message page, click To, and a list of course members appears.
4. In the Select Recipients: To line box, select the recipients and click the right-pointing arrow to move them to the Recipients box.
5. Insert a relevant heading in the subject line.
6. Compose your message using clear, complete, meaningful sentences (messages with texting/chatting abbreviations will not receive a response).
7. If the question is regarding a quiz, state the quiz number and the question number; for instance, Quiz #3, question 15.
8. Please make sure you include your first and last name at the bottom of the message.
9. For more instructions refer to Method of Communication under the Getting Started button in eCampus.

Please contact me to discuss grades, questions on assignments/quizzes, or any issue with this course and inform me of any absence in advance. **Best way to reach me is through the steps listed above.** I will respond to all messages sent using all the above guidelines within 48 hours. *(Please use my email nrangnekar@dcccd.edu for urgent or personal communication only)*

**NOTE:**
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

*Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.*

~Lou Holtz

PROJECT A POSITIVE ATTITUDE & PLAN FOR SUCCESS THIS SEMESTER
Institutional Policies

DROP/WITHDRAWAL POLICY: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/coursedrops

STOP BEFORE YOU DROP: For students who enroll in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT: Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Financial Aid Certification of Attendance: You must attend and participate in your on campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor.
This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.

INTERNATIONAL STUDENTS: Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-124 or at 972-860-4192.

RELIGIOUS HOLIDAYS: A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day,
including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

**ADA STATEMENT:** Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is located in Room S136 in the Student Services Center, Building S, or may be reached by telephone at 972-860-4673 or email at bhcADAservices@dcccd.edu.

**ACADEMIC INTEGRITY:** Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information. [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm)

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

**REPEATING THIS COURSE:** Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the fall 2002 semester. The District’s [policy for tuition charges relating to a third attempt](https://www1.dcccd.edu/catalog/ss/oep/third_attempt.cfm?loc=econ) is in the college’s catalog.

**GRADE REPORTS:** Final grade reports are not mailed to students. You may obtain your final grades via eConnect at [https://econnect.dcccd.edu/](https://econnect.dcccd.edu/). From the student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the [FERPA guidelines](https://www1.dcccd.edu/catalog/about/privacy.cfm) is available online in the college catalog at [https://www1.dcccd.edu/catalog/about/privacy.cfm](https://www1.dcccd.edu/catalog/about/privacy.cfm)

**INSTITUTIONAL EQUITY:** DCCCD policy, as well as federal and state laws, prohibits harassment, discrimination and sexual misconduct. More information about DCCCD institutional equity policies and resources is available within the Office of Institutional Equity Statement. To report a violation, contact Brookhaven College’s Title IX coordinator at [TitleIX-BHC@dcccd.edu](mailto:TitleIX-BHC@dcccd.edu) or 972-860-4825.
INSTRUCTOR’S RIGHT TO MODIFY: The instructor has the right to add, delete, or revise segments of this course syllabus.

**Important Dates - Spring Semester 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>January 3 (T)</td>
<td>College Buildings and Offices Open -- staff and administrators return to work.</td>
</tr>
<tr>
<td>January 9 (M)</td>
<td>Faculty Reports</td>
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<tr>
<td>January 16 (M)</td>
<td>Martin Luther King, Jr. Day Holiday</td>
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<tr>
<td>January 17 (T)</td>
<td>Classes Begin</td>
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<tr>
<td>January 30 (M)</td>
<td>12th Class Day</td>
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<tr>
<td>February 23 (R)</td>
<td>TCCTA Faculty mtgs./Regular work day for employees. Day and evening classes will not meet.</td>
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<tr>
<td>February 24 (F)</td>
<td>TCCTA/Professional Development Day -- Faculty only. Regular work day for staff and administrators. Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet.</td>
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<tr>
<td>February 27 (M)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>March 13-17 (M-F)</td>
<td>Spring Break -- College buildings and offices will be closed for the week.</td>
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<tr>
<td>March 20 (M)</td>
<td>Classes Resume</td>
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<tr>
<td>April 14 (F)</td>
<td>Holiday</td>
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<tr>
<td>April 17 (M)</td>
<td>Classes Resume</td>
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<tr>
<td>May 4 (R)</td>
<td>Classes will meet-day and evening.</td>
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<tr>
<td>May 5 (F)</td>
<td>Last class day for spring.</td>
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<tr>
<td>May 8-11 (M-R)</td>
<td>Final Exams</td>
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<tr>
<td>May 11 (R)</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>May 15 (M)</td>
<td>Last Day for faculty to submit grades electronically through eConnect to the Registrar's Office</td>
</tr>
<tr>
<td>May Graduation</td>
<td>Ceremony dates may vary at the colleges depending on space available.</td>
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