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:** Sonya E. Braddy, MHSA, RHIA, CCS  
Professor/Coordinator  
Health Information Technology Program  
Business and Career Programs  
**Office:** Q212  
**Office Hours:** By Appointment  
**Telephone:** 972-860-4873  
**Email:** sbraddy@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:** 21443  
**College Credits:** 3  
**Lecture/Lab:** 3 lec  
**Contact Hours:** 3  
**Class Start Date:** 08/26/19  
**Class End Date:** 12/12/19  
**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 OR via ProctorU for additional cost to the student. Please see information on ProctorU below and in eCampus.**  
**Attendance Certification Date:** 09/09/19  
**Class Drop Date:** 11/14/19  
**Suggested Prerequisites:** None

**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 case scenario that are used in a medical front office setting.
Required Text and Materials:
Medical Language: Focus on Terminology, 3rd Edition with MindTap Access Card
Authors: Marie A. Moisio, MA, RHIA and Elmer W. Moisio

(Contact Brookhaven College Bookstore Building S, Room S238, at 972-484-7651 for latest edition, availability and cost).

Note: Check with Cengage Learning and/or the college bookstore about the Cengage Unlimited subscription option which gives students access to all Cengage course materials for any course they are taking as well as digital solutions such as MindTap.

Cengage MindTap Student Registration Instructions:
This online course will be delivered through Cengage MindTap, an engaging digital learning experience that covers this course subject matter into an engaging and interactive learning experience.

- Please note that you will not be able to login to the MindTap website and access the online interactive contents without an access code.
- See detailed instructions provided under the MindTap link in eCampus in the Start Here Folder on how to register your access code and enroll in the course created for you at this website.

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

Student Learning Outcomes (SLOS):
Upon successful completion of this course, the student will be able to demonstrate the following learning outcomes:
1. Identify and define the four-word parts used to build medical vocabulary.
2. Build, analyze and define medical terms relating to the human body structure and certain body systems including diagnostic, surgical, procedural, additional and advanced terms.
3. Pronounce, spell, and use medical terms in context.
4. Define medical abbreviations and identify abbreviations for certain medical terms.
5. Use medical references as resource tools.
6. Enhance awareness of personal, family, and social health through the application of medical terminology in daily living.

Performance Objectives:
1. Complete all readings, homework assignments, quizzes and exams according to the course calendar.
2. Complete all assigned course work with an average score of C or higher.

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.
1. Read and understand Syllabus and Course Calendar.
2. Students must have access to a computer and must possess basic computer skills in order to be successful in this course.
3. Log in to your online course weekly to complete all homework assignments, quizzes and exams.
4. Learn how the textbook, the online companion website (MindTap) and eCampus work.
5. Read Emails and Announcements posted by the instructor in eCampus.
6. Communicate directly with the instructor by email as needed in urgent situations.
7. Contact instructor in a timely manner of any problems that may arise.

For each chapter:
1. Read the chapters in the textbook as a first step to prepare for quizzes/tests/exams that are due as listed in the Course Calendar. The chapter contents link also has PowerPoints for each chapter that will be very helpful to you.
2. Complete the Study and Review section at the end of each chapter in the text using the guidelines in the text.
3. Check Study and Review section for accuracy using the answers in Appendix I of the textbook.
4. Review interactive audio lecture presentations at the MindTap website.
5. Complete homework assignments from the MindTap website for each chapter as directed.
6. Review glossary for each chapter and practice pronouncing terms.
7. Engage in further review of the text, presentations, and practice exercises from the MindTap website.
8. Complete the homework assignments, quizzes, tests, exams by the 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 with options for remote proctoring for an expense to the student.**

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/Resources Needed:**

*Students must possess basic computer skills and internet access 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 processing 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.**

**NOTES About Your Computer**—the following information is VERY important.

- It is ultimately your responsibility to make sure you can open assignments, complete them, and successfully post them to the assignment area by the stated deadlines. Deadlines will NOT be extended due to personal computer malfunction, incorrect settings, or missing software.
- If your computer does not function properly, then you must find one that does - at work, on campus, Fed Ex-Kinkos, a library, a friend's, etc. - otherwise a zero will be entered for any missed assignment.

**Course Time Management Expectations:** All students should plan to spend between 9-15 hours per week to read the chapters, to take notes, and to work on the graded assignments for this course.

**Other MindTap Non-Graded Activities:** There are additional supplemental resources for you to help with learning the medical terminology concepts/foundations in MindTap. They include all non-graded activities that can located in MindTap for each chapter. Some are labeled “Practice.” I highly encourage you to utilize these resources before you attempt to complete the graded activities for each chapter.

**Course Assignments:**
The following components will determine your final grade for this course:

- **Orientation:** All students will complete the activities listed below within the first week of the course.
  - Complete a **Syllabus/Orientation Quiz** located under the MindTap link in the corresponding week’s folder in eCampus.
Post your student profile by clicking on the Discussion Board button in eCampus and selecting the topic: **Introductions**.

**Both** of the above activities are mandatory and will document completion of your orientation for this course. **If either is not completed as scheduled, you will automatically drop a grade level.**

- **MindTap Chapter Homework Assignments:** All activities listed in this section (and the “Other Homework” section that follows) will be added together for cumulative grade for your homework assignment grade. These homework graded activities are accessed via eCampus through the MindTap link under the respective week’s folder and must be completed for credit. Each activity is an interactive tutorial that is designed to demonstrate a medical terminology foundation/concept. The Chapter Homework Assignments for all Chapters 1-16 via **MindTap** consist of the 2 activities below:
  1. Homework
  2. Medical Report Practice
   - These activities may be completed from the first date listed until 11:59 pm on the last day of the due dates listed in the Course Calendar. If not completed by the due date and time, it will be unavailable and a grade of “0” is earned for that assessment.
   - **Participation in online weekly assignments is mandatory, recorded, and counted towards your regular attendance and final grade for this course.**

- **MindTap Other Homework Graded Chapter Activities:** These include all other various homework graded assignments that are listed in the course calendar per chapter. They will also be included in the cumulative homework grade for this course. These various homework graded activities are accessed via eCampus through the MindTap link under the respective week’s folder and must be completed for credit. Each activity is an interactive tutorial that is designed to demonstrate a medical terminology foundation/concept.
  - These activities may be completed from the first date listed until 11:59 pm on the last day of the due dates listed in the Course Calendar. If not completed by the due date and time, it will be unavailable and a grade of “0” is earned for that assessment.
  - **Participation in online weekly assignments is mandatory, recorded, and counted towards your regular attendance and final grade for this course.**

- **MindTap Chapter Quizzes:** The MindTap chapter quizzes are accessed via eCampus through the MindTap link under the respective week’s folder and must be completed for credit. There will be 16 quizzes over Chapters 1-16 in the textbook to help ensure you stay up with assigned material.
  - Quizzes may be taken from the first date listed until 11:59 pm on the due date listed in the Course Calendar. If not taken by the due date and time, it will be unavailable and a grade of “0” is earned for that assessment.
  - Each quiz will have one attempt and will be timed.
  - **No make-up quizzes will be given.**
  - If a student experiences technical problems while taking a quiz, they should contact Cengage Technical Support via the link in eCampus.
  - If a student continues to exhibit problems while taking quizzes, he/she will have to come to the Brookhaven College campus to take a proctored version of the exam.
  - **Participation in online weekly assignments is mandatory, recorded, and counted towards your regular attendance and final grade for this course.**

- **IMPORTANT:** The Midterm and Final exams are mandatory exams.
Options for taking the MANDATORY Midterm exam and Final exam

1) Can 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.

2) Can be taken with remote proctoring service as an online test at an additional expense to the student with ProctorU on the dates listed in the Course Calendar.

ProctorU is available for students who would like to take the mandatory exams off campus. There is an additional cost to the student for this service - $25/per exam for a total of $50 for this course if you choose to use this service to take both exams. Please see the ProctorU link and announcements in eCampus for more details.

Both exams are password protected.

No references will be allowed for either exam.

For on campus Testing Center proctoring, please print out the Testing Center Permission Slip located under the Course Syllabus 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.

For remote proctoring, please make arrangements with ProctorU to take the exams as scheduled per the course calendar. Please see ProctorU link in eCampus for more detailed information.

You will not be allowed to leave the testing center on campus or remote testing area 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.

MindTap Midterm Exam: A midterm exam covering chapters 1-8 will be given; students will independently complete the midterm exam via eCampus.

- The midterm exam can be accessed via eCampus via the MindTap Link in a folder labeled Midterm Exam.
- This midterm exam is mandatory and may be taken from 1:00 am on the first date listed until 11:59 pm on the due dates listed in the Course Calendar. If not taken by the due date and time, it will be unavailable and a grade of “0” is earned for that assessment.
- You will have two hours to take the midterm exam.
- The midterm exam may include multiple choice, true/false questions, fill in the blank, matching and/or discussion questions.

MindTap Final Exam: A final exam covering chapters 9-16 will be given; students will independently complete the final exam via eCampus.

- The final exam can be accessed via eCampus via the MindTap Link in a folder labeled Final Exam.
- This final exam is mandatory and may be taken from the first date listed until 11:59 pm on the due date listed in the Course Calendar. If not taken by the due date and time, it will be unavailable and a grade of “0” is earned for that assessment.
- You will have two hours to take the final exam.
- The final exam may include multiple choice, true/false questions, fill in the blank, matching and/or discussion questions.
Method of Evaluation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Topic - Introduction</td>
<td>2.5%</td>
</tr>
<tr>
<td>Orientation/Syllabus Quiz</td>
<td>2.5%</td>
</tr>
<tr>
<td>Quizzes (16)</td>
<td>20%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

Grading Scale:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D (Repeat Course)
- < 60 = F (Repeat Course)

Grade/Feedback:
- Scores for all assignments will be posted to the Gradebook in eCampus within two weeks after the last due date for an assessment.
- You can view grades by selecting My Grades link from within the Course menu in eCampus.

Please refer to the Course Calendar below for a detailed completion schedule and due dates for all assignments, tests, and exams.

A detailed course calendar can be found below, which shows all assignments, tests, and exams due dates. 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. Extensions are not given.

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**MDCA 1313-21443 Course Calendar**

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Chapter(s)</th>
<th>Activity/Assignment</th>
<th>Due Dates (due by Saturday 11:59 PM CST unless otherwise specified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Respond to Discussion Topic: Introduction Complete Orientation/Syllabus Quiz on eCampus Review in MindTap: 1. Review the Learn How to Use Pronounce activities</td>
<td>08/26/19 – 08/31/19</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 1: Building Blocks of Medical Terminology</td>
<td>Complete the following for Chapter 1 1. Chapter Reading 2. Complete the Graded MindTap Assignments: • Building Blocks</td>
<td>09/01/19 – 09/07/19</td>
</tr>
<tr>
<td>Weeks</td>
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</tr>
</tbody>
</table>
| 3     | Chapter 2: General Body Terminology | Complete the following for Chapter 2  
1. Chapter Readings  
2. Complete the Graded MindTap Assignments:  
   - Overview & General Body Terminology Word Roots  
   - Structural Organizational Terms  
   - Body Cavities: Body Regions; Body Quadrants  
   - Body Planes and Body Direction Terms  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz  
| 09/08/19 – 09/14/19 |
|       | Chapter 3: Integumentary System  | Complete the following for Chapter 3  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Integumentary System Word Roots  
   - Structures of the Integumentary System  
   - Integumentary System Procedural and Surgical Terms  
   - Pronounce  
   - Abbreviations  
   - Chapter Homework  
   - Chapter Quiz  |
| 4     | Chapter 4: Skeletal System       | Complete the following for Chapter 4  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Skeletal System Word Roots  
   - Structures of the Skeletal System  
   - Skeletal System Medical Terminology  
   - Skeletal System Diagnostic, Treatment, and Surgical Terms  
   - Abbreviations  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz  |
| 09/15/19 – 09/21/19 |
|       | Chapter 5: Muscular System       | Complete the following for Chapter 5  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments: |
<p>|</p>
<table>
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<tr>
<th>Weeks</th>
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</thead>
</table>
| 5     | **Chapter 6: Cardiovascular System** | Complete the following for Chapter 6  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Cardiovascular System Word Roots  
   - Structures of the Cardiovascular System  
   - Cardiovascular System Medical Terminology  
   - Cardiovascular System Diagnostic, Surgical, and Treatment Terms  
   - Abbreviations  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz | 09/22/19 – 09/28/19 |
| 6     | **Chapter 7: Blood & Lymphatic System** | Complete the following for Chapter 7  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Blood & Lymph System Word Roots  
   - Structures of the Blood & Lymphatic System  
   - Blood & Lymphatic System Medical Terminology  
   - Blood & Lymphatic System Diagnostic, Surgical, and Treatment Terms  
   - Abbreviations  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz | 09/29/19 – 10/05/19 |
| 7     | **Chapter 8: Respiratory System** | Complete the following for Chapter 8  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Respiratory System Word Roots  
   - Structures of the Respiratory System  
   - Respiratory System Medical Terminology  
   - Respiratory System Diagnostic and Treatment Terms  
   - Abbreviations | 10/06/19 – 10/12/19 |
<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Covering Chapters 1 – 8</td>
<td><strong>Complete Mandatory Proctored Midterm Exam in Brookhaven Testing Center or Via ProctorU Remote Proctoring Services</strong></td>
<td>10/13/19 – 10/19/19</td>
</tr>
</tbody>
</table>
| 9     | Chapter 9: Digestive System | Complete the following for **Chapter 9**  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Digestive System Word Roots  
   - Structures of the Digestive System  
   - Digestive System Medical Terminology  
   - Digestive Diagnostic Medical Terms  
   - Digestive System Surgical and Treatment Terms  
   - Abbreviations  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz  
 | 10/20/19 – 10/26/19 |
|       | Chapter 10: Urinary System | Complete the following for **Chapter 10**  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Urinary System Word Roots  
   - Structures of the Urinary System  
   - Urinary System Medical Terminology  
   - Urinary System Diagnostic Terms  
   - Urinary System Procedure Terms  
   - Abbreviations  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz  
 | 10/27/19 – 11/02/19 |
| 10    | Chapter 11: Endocrine System | Complete the following for **Chapter 11**  
1. Chapter Reading  
2. Complete the Graded MindTap Assignments:  
   - Endocrine System Word Roots  
   - Structures of the Endocrine System  
   - Endocrine System Medical Terminology  
   - Endocrine System Diagnostic, Surgical, and Treatment Terms  
   - Abbreviations  
   - Pronounce  
   - Chapter Homework  
   - Chapter Quiz  
<p>| 10/27/19 – 11/02/19 |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>11</td>
<td><strong>Chapter 12:</strong> Male Reproductive System</td>
<td>Complete the following for <strong>Chapter 12</strong>&lt;br&gt;1. Chapter Reading&lt;br&gt;2. Complete the Graded MindTap Assignments:&lt;br&gt;• Male Reproductive System Word Roots&lt;br&gt;• Structures of the Male Reproductive System&lt;br&gt;• Male Reproductive System Medical Terminology&lt;br&gt;• Sexually Transmitted Infection Terms&lt;br&gt;• Male Reproductive System Diagnostic, Surgical, and Treatment Terms&lt;br&gt;• Abbreviations&lt;br&gt;• Pronounce&lt;br&gt;• Chapter Homework&lt;br&gt;• Chapter Quiz</td>
<td>11/03/19 – 11/09/19</td>
</tr>
<tr>
<td>12</td>
<td><strong>Chapter 13:</strong> Female Reproductive System &amp; Pregnancy</td>
<td>Complete the following for <strong>Chapter 13</strong>&lt;br&gt;1. Chapter Reading&lt;br&gt;2. Complete the Graded MindTap Assignments:&lt;br&gt;• Female Reproductive System Word Roots&lt;br&gt;• Structures of the Female Reproductive System&lt;br&gt;• Female Reproductive System Medical Terminology&lt;br&gt;• Female Reproductive System Diagnostic, Surgical, and Treatment Terms&lt;br&gt;• Abbreviations&lt;br&gt;• Pregnancy Word Roots&lt;br&gt;• Structures Related to Pregnancy&lt;br&gt;• Medical Terms Related to Pregnancy&lt;br&gt;• Pregnancy Diagnostic, Treatment, and Surgical Terms&lt;br&gt;• Abbreviations&lt;br&gt;• Pronounce&lt;br&gt;• Chapter Homework&lt;br&gt;• Chapter Quiz</td>
<td>11/10/19 – 11/16/19</td>
</tr>
<tr>
<td>13</td>
<td><strong>Chapter 14:</strong> Nervous System</td>
<td>Complete the following for <strong>Chapter 14</strong>&lt;br&gt;1. Chapter Reading&lt;br&gt;2. Complete the Graded MindTap Assignments:&lt;br&gt;• Nervous System Word Roots&lt;br&gt;• Structures of the Nervous System&lt;br&gt;• Nervous System Medical Terminology&lt;br&gt;• Nervous System Diagnostic and Treatment Terms</td>
<td>11/17/19 – 11/23/19</td>
</tr>
<tr>
<td>Weeks</td>
<td>Chapter(s)</td>
<td>Activity/Assignment</td>
<td>Due Dates (due by Saturday 11:59 PM CST unless otherwise specified)</td>
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<tr>
<td>14</td>
<td><strong>Chapter 15:</strong> Sensory System – Vision and Hearing</td>
<td>Complete the following for <strong>Chapter 15</strong>&lt;br&gt;1. Chapter Reading&lt;br&gt;2. Complete the Graded MindTap Assignments:&lt;br&gt;• Word Roots Related to the Eyes&lt;br&gt;• Structures of the Eye&lt;br&gt;• Medical Terms Related to the Eye&lt;br&gt;• Diagnostic and Treatment Terms Related to the Eye&lt;br&gt;• Abbreviations&lt;br&gt;• Word Roots Related to Hearing&lt;br&gt;• Structures of the Ear&lt;br&gt;• Medical Terms Related to the Ear&lt;br&gt;• Diagnostic and Treatment Terms Related to the Ear&lt;br&gt;• Abbreviations&lt;br&gt;• Pronounce&lt;br&gt;• Chapter Homework&lt;br&gt;• Chapter Quiz</td>
<td>11/24/19 – 11/30/19</td>
</tr>
<tr>
<td>15</td>
<td><strong>Chapter 16:</strong> Specialty Terminology</td>
<td>Complete the following for <strong>Chapter 16</strong>&lt;br&gt;1. Chapter Reading&lt;br&gt;2. Complete the Graded MindTap Assignments:&lt;br&gt;• Oncology Activities&lt;br&gt;• Cancer Activities&lt;br&gt;• Pharmacology Activities&lt;br&gt;• Abbreviations&lt;br&gt;• Surgery Activities&lt;br&gt;• Pronounce&lt;br&gt;• Chapter Homework&lt;br&gt;• Chapter Quiz</td>
<td>12/01/19 – 12/07/19</td>
</tr>
<tr>
<td>16</td>
<td>Covering Chapters 9 – 16</td>
<td><strong>Complete Mandatory Proctored Final Exam</strong>&lt;br&gt;Brookhaven Testing Center or Via ProctorU Remote Proctoring Services</td>
<td>12/08/19 - 12/10/19</td>
</tr>
</tbody>
</table>

*Late submissions for ANY ACTIVITY/ASSIGNMENT listed on the course calendar will not be accepted without an official Brookhaven College excuse.*

**Method of Communication:**
Please EMAIL ME FROM eCampus course “Send Email” link. Please contact me to discuss grades, questions on assignments, or any issue with this course. **Please inform me of any absence in advance.** The best way to reach me is via the “Send Email” link in the eCampus course.

I will respond within 48 hours to emails sent Monday – Thursday and the following Monday or Tuesday for emails sent on Friday – Sunday.
If you need to make an appointment for a meeting, we can schedule by email at a mutually convenient time.

**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.

**Institutional Policies**
Institutional Policies relating to this course can be accessed from the following link

[www.brookhavencollege.edu/syllabipolicies](http://www.brookhavencollege.edu/syllabipolicies)

**Important Dates - Fall Semester 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19 (M)</td>
<td>Faculty Reports</td>
</tr>
<tr>
<td>August 23 (F)</td>
<td>District Conference Day</td>
</tr>
<tr>
<td>August 26 (M)</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 2 (M)</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 3 (T)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>September 9 (M)</td>
<td>12th Class Day (Certification Date)</td>
</tr>
<tr>
<td>November 14 (R)*</td>
<td>Last Day to Withdraw*</td>
</tr>
<tr>
<td>November 28 (R)</td>
<td>Thanksgiving Holidays Begin</td>
</tr>
<tr>
<td>December 2 (M)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 9-12 (M-R)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 12 (R)</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>December 16 (M)</td>
<td>Last day for faculty to submit grades electronically through eConnect to the Registrar's Office.</td>
</tr>
<tr>
<td>December 24 (T)</td>
<td>College buildings and offices will be closed for the holidays at end of workday.</td>
</tr>
</tbody>
</table>

*This withdrawal date applies only to 16-week courses that begin on the first day of the semester. Classes that begin on different dates may have different deadlines to withdraw. Students should check "My Class Schedule" in eConnect to determine the last date to withdraw for each of their classes.*

A Mini-mester may be scheduled during December 13, 2019 through January 12, 2020. Contact the college for availability and schedules.