



BUSN 1010-Medical Terminology, Anatomy, and Diseases for Business
COURSE SYLLABUS
Online
Fall Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 6/4500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20076

Preferred Method of Contact: email bhinson@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Brooke Hinson

Adjunct College Email Address: bhinson@southeasterntech.edu.

Campus/Office Location: Vidalia/Office 707

Office Hours: 3:00-5:30 p.m. Monday-Thursday

Phone: (912) 538-3144

Fax Number: (912) 538-3123

Full-Time Instructor Name: Liz Noles

Email Address: [Liz Noles \(anoles@southeasterntech.edu\)](mailto:anoles@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/Office 831 Gillis Medical Building

Office Hours: 2:00 p.m. – 5:20 p.m. Monday - Wednesday

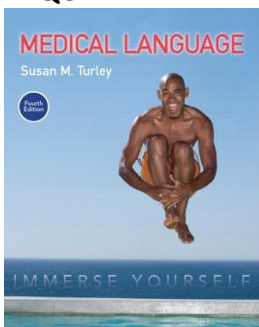
Phone: 912-538-3175

Fax Number: 912-538-3106

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT



Medical Language, Turley, Susan. Pearson, 4th edition bundled with My Medical Terminology Lab Access Card, Bundle ISBN: 978-0-134-63029-8.

REQUIRED SUPPLIES & SOFTWARE

For this online class, there are no specific supplies required. Students are required to use Microsoft Word for assignments.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Focuses on medical terminology, anatomy, and diseases and disorders of each major human body system: Integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, reproductive systems of the male and female, and development, heredity, and genetics.

MAJOR COURSE COMPETENCIES

Topics include: Locate Information from Reputable Sites when researching medical information, Medical Terminology, Anatomy, and Diseases Related to the Integumentary System, Medical Terminology, Anatomy, and Diseases Related to the Skeletal System, Medical Terminology, Anatomy, and Diseases Related to the Muscular System, Medical Terminology, Anatomy, and Diseases Related to the Nervous System, Medical Terminology, Anatomy, and Diseases Related to the Sensory System, Medical Terminology, Anatomy, and Diseases Related to the Endocrine System, Medical Terminology, Anatomy, and Diseases Related to the Cardiovascular System, Medical Terminology, Anatomy, and Diseases Related to the Lymphatic System, Medical Terminology, Anatomy, and Diseases Related to the Respiratory System, Medical Terminology, Anatomy, and Diseases Related to the Digestive System, Medical Terminology, Anatomy, and Diseases Related to the Urinary System, Medical Terminology, Anatomy, and Diseases Related to the Reproductive System of the Male and Female, Medical Terminology, Anatomy, and Diseases Related to Human Development, Heredity, and Genetics.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Locate Information From Reputable Sites When Researching Medical Information.
2. Medical Terminology, Anatomy, and Diseases Related to the Integumentary System.
3. Medical Terminology, Anatomy, and Diseases Related to the Skeletal System.
4. Medical Terminology, Anatomy, and Diseases Related to the Muscular System.
5. Medical Terminology, Anatomy, and Diseases Related to the Nervous System.
6. Medical Terminology, Anatomy, and Diseases Related to the Sensory System.
7. Medical Terminology, Anatomy, and Diseases Related to the Endocrine System.
8. Medical Terminology, Anatomy, and Diseases Related to the Cardiovascular System.
9. Medical Terminology, Anatomy, and Diseases Related to the Lymphatic System.
10. Medical Terminology, Anatomy, and Diseases Related to the Respiratory System.
11. Medical Terminology, Anatomy, and Diseases Related to the Digestive System.
12. Medical Terminology, Anatomy, and Diseases Related to the Urinary System.
13. Medical Terminology, Anatomy, and Diseases Related to the Reproductive Systems of Male and

Female.

14. Medical Terminology, Anatomy, and Diseases Related to Human Development, Heredity, and Genetics.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. Assigned work will be completed in the MyMedLab course. See lesson plan for all assignments. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class. **All tests and assignments are due at midnight on Monday of each week.** Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 50 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus: Monday, November 4, 2-3 p.m. Building 2, Room 2106 OR Vidalia Campus: Tuesday, November 5, 2-3 p.m. Gillis Building, Lab 803. The proctored exam for this class will be over chapters 10 and 11. You must attend one of these sessions. There are no makeup-proctored exams.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

All tests and assignments are due at midnight on Monday of each week. Failure to take chapter tests will result in a grade of zero. No makeup exams are allowed. If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES, A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Tests	30%
MyMedLab Assignments	40%
Discussion Boards	10%
Proctored Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

BUSN 1010 Medical Terminology, Anatomy, and Diseases for Business

Fall Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday August 13		First Day of Class	<p>Orientation Assignments:</p> <p>Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>Make contact with instructor via email for attendance to ensure intent on completing the course.</p> <p>Due August 15 midnight</p>	
Week 1 August 13 - 19	Chapter 1	The Structure of Medical Language	<p>Read Chapter 1</p> <p>Graded: Chapter 1 MyMedLab Assignments</p> <p>Graded: Discussion Board 1</p> <p>Graded: Chapter 1 Test</p> <p>Chapter 1, DB1, and Chapter 1 Test due Monday, August 19, midnight.</p>	1 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 August 20 - 26	Chapter 2	The Body in Health and Disease	Read Chapter 2 Graded: Chapter 2 MyMedLab Assignments Graded: Discussion Board 2 Graded: Chapter 2 Test Chapter 2, DB2, and Chapter 2 Test due Monday, August 26, midnight.	13, 14 a,c
Week 3 August 27 – September 2	Chapter 3	Gastroenterology/Gastrointestinal System Holiday Monday, September 2	Read Chapter 3 Graded: Chapter 3 MyMedLab Assignments Graded: Discussion Board 3 Graded: Chapter 3 Test Chapter 3, DB3, and Chapter 3 Test due Monday, September 2, midnight.	11 a,c
Week 4 September 3 - 9	Chapter 4	Pulmonology/Respiratory System	Read Chapter 4 Graded: Chapter 4 MyMedLab Assignments Graded: Discussion Board 4 Graded: Chapter 4 Test Chapter 4, DB4, and Chapter 4 Test due Monday, September 9, midnight	10 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 September 10 - 16	Chapter 5	Cardiology/Cardiovascular System	Read Chapter 5 Graded: Chapter 5 MyMedLab Assignments Graded: Discussion Board 5 Graded: Chapter 5 Test Chapter 5, DB5, and Chapter 5 Test due Monday, September 16, midnight.	8 a,c
Week 6 September 17 - 23	Chapter 6	Hematology and Immunology/Blood and Lymphatic System	Read Chapter 6 Graded: Chapter 6 MyMedLab Assignments Graded: Chapter 6 Test Chapter 6 and Chapter 6 Test due Monday, September 23, midnight.	9 a,c
Week 7 September 24 - 30	Chapter 7	Dermatology/Integumentary System	Read Chapter 7 Graded: Chapter 7 MyMedLab Assignments Graded: Chapter 7 Test Chapter 7 and Chapter 7 Test due Monday, September 30, midnight.	2 a,c
Week 8 October 1 - 7	Chapter 8	Orthopedics/Skeletal System	Read Chapter 8 Graded: Chapter 8 MyMedLab Assignments Graded: Chapter 8 Test Chapter 8 and Chapter 8 Test due Monday, October 7, midnight.	3 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 October 8 - 14	Chapter 9	Orthopedics/Muscular System	Read Chapter 9 Graded: Chapter 9 MyMedLab Assignments Graded: Chapter 9 Test Chapter 9 and Chapter 9 Test due Monday, October 14, midnight.	4 a,c
Week 10 October 15 - 21	Chapter 10	Neurology/Nervous System	Read Chapter 10 Graded: Chapter 10 MyMedLab Assignments Chapter 10 due Monday, October 21, midnight.	5 a,c
Week 11 October 22 - 28	Chapter 11	Urology/Urinary System	Read Chapter 11 Graded: Chapter 11 MyMedLab Assignments Chapter 11 due Monday, October 28, midnight.	12 a,c
Week 12 October 29 – November 4	Chapter 12	Male Reproductive Medicine/Male Genitourinary System Proctored Exam Dates: Swainsboro Campus: Monday, November 4, 2-3 p.m. Building 2, Room 2106 OR Vidalia Campus: Tuesday, November 5, 2-3 p.m. Gillis Building, Room 803	Read Chapter 12 Graded: Chapter 12 MyMedLab Assignments Proctored Exam: (Chapters 10 and 11) Chapter 12 due Monday, November 4, midnight.	13 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 November 5 - 11	Chapter 13	Gynecology and Obstetrics/Female Genital and Reproductive System	Read Chapter 13 Graded: Chapter 13 MyMedLab Assignments Graded: Chapter 12 and 13 Test Chapter 13 and Chapter 12-13 Test due Monday, November 11, midnight.	13 a,b,c
Week 14 November 12 – 18	Chapter 14	Endocrinology/Endocrine System	Read Chapter 14 Graded: Chapter 14 MyMedLab Assignments Chapter 14 due Monday, November 18, midnight.	6 a,c
Week 15 November 19 - December 2	Chapter 16	Otolaryngology/Ears, Nose, and Throat HOLIDAYS-NOVEMBER 27 AND 28	Read Chapter 16 Graded: Chapter 16 MyMedLab Assignments Graded: Chapter 14 and 16 Test Chapter 16 and Chapter 14/16 Test due Monday, December 2, midnight.	4,5 a,c

COMPETENCY AREAS:

1. Locate Information From Reputable Sites When Researching Medical Information.
2. Medical Terminology, Anatomy, and Diseases Related to the Integumentary System.
3. Medical Terminology, Anatomy, and Diseases Related to the Skeletal System.
4. Medical Terminology, Anatomy, and Diseases Related to the Muscular System.
5. Medical Terminology, Anatomy, and Diseases Related to the Nervous System.
6. Medical Terminology, Anatomy, and Diseases Related to the Sensory System.
7. Medical Terminology, Anatomy, and Diseases Related to the Endocrine System.
8. Medical Terminology, Anatomy, and Diseases Related to the Cardiovascular System.
9. Medical Terminology, Anatomy, and Diseases Related to the Lymphatic System.
10. Medical Terminology, Anatomy, and Diseases Related to the Respiratory System.
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12. Medical Terminology, Anatomy, and Diseases Related to the Urinary System.
13. Medical Terminology, Anatomy, and Diseases Related to the Reproductive Systems of Male and Female.
14. Medical Terminology, Anatomy, and Diseases Related to Human Development, Heredity, and Genetics.

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

ADDITIONAL CLASS INFORMATION:

- Students will complete chapter assignments in the MyMedLab course. Any assignments that are assigned to students MUST be completed. Grades will be taken from the course and entered in the Blackboard gradebook by instructor. Students will use the access code that came bundled with the book to enroll in the MyMedLab course. Student registration instructions to enroll in the course are located under the Course Resources link in the course.
- Five discussion boards will be completed weeks 1-5. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- Chapter tests will be taken in Blackboard for this class. Chapter tests will be objective type tests including question types such as true/false, multiple choice, matching, etc. No books or notes are allowed when you take your exams.
- Proctored exam is scheduled during week 12. See lesson plan for scheduled dates. No study guide will be provided. The proctored exam for this class is over Chapters 10 and 11.

REVISED FALL SEMESTER 2019

INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER. LATE WORK WILL NOT BE ACCEPTED FOR THIS CLASS. GRADES OF ZERO WILL BE ASSIGNED FOR ANY MISSING WORK.

GRADING SCALE RUBRIC

Number of discussion posts	Number of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.