



<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

**Business Center of Excellence  
Business Technology Department**

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

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**MRMT 1307: Medical Transcription I| Lecture/Lab| CRN#17704**

Spring 2021 | **16** Weeks | (01.19.2021 – 05.16.2021)

Online

3 Credit Hours | **80** hours per semester

**Instructor Contact Information**

Instructor: Loris Bradshaw		Office Phone: 713.718.7413
Office: Stafford Campus		Virtual Office Hours: By appointment
HCC Email: loris.bradshaw@hccs.edu		
Office Location: Virtual		

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

Use the Canvas Inbox for all course related communications. Messages sent to my hccs.edu email that are course related may not receive a response. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend and holiday messages on Monday mornings.

**What's Exciting About This Course**

You will learn real value as a student in MRMT 1307. You will listen to dictations and transcribe reports for many specialties.

**My Personal Welcome**

Welcome to **Medical Transcription I**—I'm delighted that you have chosen this course. In this course, you will obtain a working knowledge of transcription of medical reports. The medical reports include history and physical exam, consultation letter, office note, discharge summary, labor and delivery, operative, autopsy, radiology, neuropsychological evaluation, chart summary, and emergency department. My goal is for you to walk out of the course with a better understanding of transcribing medical reports. So please contact me whenever you have a question.

### Important Dates to Note

Withdrawal date 04/06/2021  
Day of Record 02/01/2021  
Final Exam 05/07 (7:00 am) – 05/10 (11:59 p.m.)

### Prerequisites

**MDCA 1313** – Medical Terminology and **POFT 1329** are prerequisites for this course.

**MRMT 1307** requires college-level reading and writing skills. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### Canvas Learning Management System

This section of **MRMT 1307** will use [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) for class assignments, exams, and other activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER AS THE INTERNET BROWSER.**

### HCC Online Information and Policies

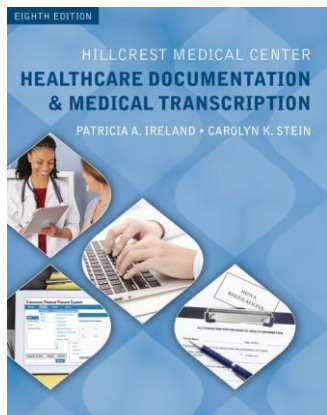
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



Do not purchase the book or access code for this course. You have already paid for **Hillcrest Medical Center: Healthcare Documentation and Medical Transcription, 8th Edition** through the registration process. The cost of this digital course material for this class was included in your student bill and is guaranteed to be the lowest cost available to purchase your required materials.

This textbook for this class will be accessed digitally through Eagle Online Canvas site. For students who wish to have a printed copy of the text, an optional print copy is available for purchase at the Houston Community College Bookstore at Central Campus.

Hillcrest Medical Center: Healthcare Documentation and Medical Transcription, 8th Edition;  
Patricia A. Ireland | Carrie Stein

**Recommended:** Medical Dictionary or online medical dictionary.

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

**MRMT 1307** covers the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

### Secretary's Commission on Achieving Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources** – An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.
4. **Systems** – An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. **Technology** – The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers

an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the **Medical Transcription** course:

- Using Resources: Identify—Plan—Manage
- Developing Interpersonal Skills: Collaborate—Negotiate—Lead
- Applying Technology: Select—Apply—Enhance
- Understanding Systems: Connect—Support—Improve
- Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

**Basic Skills** - Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

**Thinking Skills** - Creative thinking, decision-making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

**Personal Qualities** - Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember, the power of teaching by example.

### **Program Student Learning Outcomes (PSLOs)**

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

### **Course Student Learning Outcomes (CSLOs)**

Upon completion of **MRMT 1307**, the student will be able to:

1. Identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.
2. Describe the purpose and types of information contained in the most common kinds of reports transcribed.
3. Transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.
4. Understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity

## **Learning Objectives**

- 1.1 Knowledge of the importance of patient record confidentiality and use of industry guidelines to keep medical documentation secure.
- 1.2 Recognize the terminology for diseases, conditions, and treatment protocols related to the medical specialties;
- 2.1 Describe the purpose and types of information contained in the most common kinds of reports transcribed;
- 2.2 Knowledge of the job environment of medical transcription and acquire an ability to work effectively and efficiently with the tools of medical; transcription;
- 3.1 Develop proofreading and editing skills;
- 3.2 Define and use appropriate parameters for editing, correcting, and amending electronic patient medical record;
- 4.1 Transcribe accurate and correctly format reports for office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.

## Student Success

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in **Medical Transcription I** must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to **Medical Transcription I**.

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Written Assignment

This course includes these types of assignments: assignment from textbook, medical transcription reports and discussions. You can find the assignments in each module on the Modules page. You must complete the Start Here module before you can access other assignments. **There are no makeups for missed assignments.**

### Advisement Information

#### Program/Major Plan, Graduation and Virtual Career Center

If you have not declared a program/major, you must visit with an Advisor to assist you with your program plan. Once you declare a major, the Interactive Academic Advisement Report (IAAR) will automatically populate in your student center. A Program/Major helps students to remain on track with the course work required to obtain a degree or certificate. This also helps students avoid taking classes that are not a part of their program/major plan. Thus, following the program/major plan, one saves money and time. If you have a program/major plan, check to make sure that you are on track by viewing in your Student Center.

Students are encouraged to apply for graduation. Once you have completed your certificate or degree courses, you must apply for graduation in order to be considered a HCC graduate. Make application for your Degree or Certificate online. Check the HCC website for priority deadline to apply for graduation. If you have remaining classes, you must see an Advisor to complete the application for graduation.

HCC has a **Virtual Career Center** (VCC) for career and Job placement. You will be able to connect to many career resources and opportunities that will assist you with career planning. Visit the site for more information - [www.hccs.edu/support-services/career-planning/](http://www.hccs.edu/support-services/career-planning/)

### Exams

Your first quiz is the syllabus quiz and available until August 28. You will have multiple attempts for the syllabus quiz until the close of the quiz. You must take the syllabus quiz before you have access to remaining assignments. The exams in this course are assessments. You will be provided a dictation to transcribe. All exams/assessments are located in Canvas.

### In-Class Activities

Students are expected to actively participate in discussions, assignments, and assessments.

### Final Exam

Students will be required to take a final exam consisting of 50 multiple-choice questions. All the information students need to prepare for the exam is in the Final Exam Handbook. The final exam is timed. **There is no make up for missed final exam.**



## Grading Formula

### HCCS Grading System

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Points
A	100- 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below
FX	Failure due to non-attendance
W	Withdrawn
I	Incomplete

### Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### GRADING CRITERIA

The following departmental grading system will be used to evaluate students' performances in this course:

Transcribed Reports/Exercises	60%
Discussions	10%
Transcribed Assessments Reports	15%
Final Exam	15
TOTAL	100%

HCC Grading Scale can be found on this site under Academic Information:  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic/What's due
1	1/20	<b><u>Complete in Canvas Eagle Online:</u></b> <ol style="list-style-type: none"> <li>1. Start Here module</li> <li>2. Read Student Advisement.</li> <li>3. Read Class Rules.</li> <li>4. Take Syllabus quiz.</li> <li>5. Do Lights, Camera Action discussion.</li> <li>6. Do Student Survey assignment.</li> </ol>
2	1/27	<b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 1.  <b><u>Complete in MindTap:</u></b> Case Study 1 Reproductive System <ul style="list-style-type: none"> <li>• Review the information about the patient and the issues in Case Study 1.</li> <li>• Read the definition and hear the pronunciation of terms used in Case Study 1.</li> </ul> <ol style="list-style-type: none"> <li>1. Transcription Exercise: Case 1 Report 2 Diagnostic Imaging Report</li> <li>2. Do Proofreading Exercise 6.</li> </ol>
3	2/3	<b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 2.  <b><u>Complete in MindTap:</u></b> Case Study 2: Gastrointestinal System <ul style="list-style-type: none"> <li>• Review the information about the patient and the issues in this case.</li> <li>• Read the definition and hear the pronunciation of terms used in Case Study 2.</li> </ul> <ol style="list-style-type: none"> <li>1. Transcription Exercise: Case 2 Report 3 Operative Report</li> <li>2. Transcription Exercise: Case 2 Report 5 Pathology</li> </ol>
4	2/10	<b><u>Complete in Canvas Eagle Online:</u></b> Take <u>Quiz 1</u> (Case 1 -3) 2/12 – 2/14.  <b><u>Complete in MindTap:</u></b> Case Study 3: Cardiopulmonary System <ol style="list-style-type: none"> <li>1. Review the information about the patient and the issues in this case.</li> <li>2. Read the definition and hear the pronunciation of terms used in Case Study 3.</li> <li>3. Do Proofreading Exercise 1.</li> </ol> <b>View:</b> Conduction System of the Heart Ventricular Fibrillation Balloon Angioplasty

		<p>Coronary Artery Bypass Surgery</p> <p>1. Transcription Exercise: Case 3 Report 6 Death Summary</p>
5	2/17	<p><b><u>Complete in Canvas Eagle Online:</u></b>  Do Resume assignment.  Do Critical Thinking discussion 3.</p> <p><b><u>Complete in MindTap:</u></b>  Case Study 4: Neurology/Orthopedics Systems <ul style="list-style-type: none"> <li>Review the information about the patient and the issues in this case.</li> <li>Read the definition and hear the pronunciation of terms used in Case Study 4.</li> </ul> <b>View:</b> Firing of Neurotransmitters. <ol style="list-style-type: none"> <li>Transcription Exercise: Case 4 Report 3 Discharge Summary</li> <li>Do Proofreading exercise 4.</li> </ol> </p>
6	2/24	<p><b><u>Complete in Canvas Eagle Online:</u></b>  Do Critical Thinking discussion 4.</p> <p><b><u>Complete in MindTap:</u></b>  Case Study 5: Psychology/Neurology System <ul style="list-style-type: none"> <li>Review the information about the patient and the issues in this case.</li> <li>Read the definition and hear the pronunciation of terms used in</li> <li>Case Study 5: Psychology/Neurology System</li> </ul> <b>View:</b>  Acetylcholine Pathways: Normal Brain vs. Alzheimer's Brain <ol style="list-style-type: none"> <li>Transcription Exercise: Case 5 Report 1 History and Physical Examination</li> <li>Transcription Exercise: Case 5 Report 2 Consultation</li> <li>Do Proofreading Exercise 2</li> </ol> </p>
7	3/3	<p><b><u>Complete in Canvas Eagle Online:</u></b>  Take <u>Quiz</u> 2 (Case 4 -6) 3/5 – 3/7.</p> <p><b><u>Complete in MindTap:</u></b>  Case Study 6: Reproductive System/Mammary Glands <ul style="list-style-type: none"> <li>Review the information about the patient and the issues in this case.</li> <li>Read the definition and hear the pronunciation of terms used in Case Study 6.</li> </ul> <b>View:</b>  Types of Mastectomies  Anatomy of a Typical Cell  Cancer Metastasizing <ol style="list-style-type: none"> <li>Transcription Exercise: Case 6 Report 1 Surgical Clearance Letter</li> <li>Transcription Exercise: Case 6 Report 3 Preoperative</li> </ol> </p>

		Mammography Report
8	3/10	<p><b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 5.</p> <p><b><u>Complete in MindTap:</u></b> Case Study 7: Orthopedics/Endocrine Systems</p> <ul style="list-style-type: none"> <li>Review the information about the patient and the issues in this case.</li> <li>Read the definition and hear the pronunciation of terms used in Case Study 7.</li> </ul> <p><b>View:</b> Osteoarthritis and Rheumatoid Arthritis Compared Internal Fixation of Fractures Dual Roles of Pancreas</p> <ol style="list-style-type: none"> <li>Transcription Exercise: Case 7 Report 5 Discharge Summary</li> <li>Do Proofreading Exercise 5.</li> </ol>
9	3/24	<p><b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 6.</p> <p><b><u>Complete in MindTap:</u></b> Case Study 8: Vascular/Renal Systems</p> <ul style="list-style-type: none"> <li>Review the information about the patient and the issues in this case.</li> <li>Read the definition and hear the pronunciation of terms used in Case Study 8.</li> </ul> <p><b>View:</b> Urine Formation</p> <ol style="list-style-type: none"> <li>Transcription Exercise: Case 8 Report 3 Diagnostic Imaging Report 1</li> <li>Do Proofreading Exercise 7.</li> </ol>
10	3/31	<p><b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 7.</p> <p><b><u>Complete in MindTap:</u></b> Case Study 9: Musculoskeletal System</p> <ul style="list-style-type: none"> <li>Review the information about the patient and the issues in this case.</li> <li>Read the definition and hear the pronunciation of terms used in Case Study 9.</li> </ul> <p><b>View:</b> Synovial Joints Internal Fixation of Fractures</p> <ol style="list-style-type: none"> <li>Transcription Exercise: Case 9 Report 4 Pathology Report</li> <li>Transcription Exercise: Case 9 Report 7 Discharge Summary</li> <li>Do Proofreading Exercise 11.</li> </ol>

11	4/7	<p><b><u>Complete in Canvas Eagle Online:</u></b> Take Quiz 3 (Cases 7-10) 4/9 – 4/11</p> <p><b><u>Complete in MindTap:</u></b> Case Study 10: Respiratory System</p> <ul style="list-style-type: none"> <li>• Review the information about the patient and the issues in this case.</li> <li>• Read the definition and hear the pronunciation of terms used in Case Study 10.</li> </ul> <p><b>View:</b> Respiration Structures of the Bronchial Tree</p> <ol style="list-style-type: none"> <li>1. Transcription Exercise: Case 10 Report 4 Radiology Report 2</li> <li>2. Do Proofreading Exercise 8.</li> </ol>
12	4/14	<p><b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 8.</p> <p><b><u>Complete in MindTap:</u></b> Quali-Care Clinic Report 4 Quali-Care Clinic Report 5</p> <ol style="list-style-type: none"> <li>1. Read Report 5.</li> <li>2. Transcription Exercise: Quali-Care Clinic Report 5: Consultation (Plastic Surgery)</li> <li>3. Do Proofreading Exercise 9.</li> </ol>
13	4/21	<p><b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 9.</p> <p><b><u>Complete in MindTap:</u></b> Quali-Care Clinic Report 7</p> <ol style="list-style-type: none"> <li>1. Read Report 7.</li> <li>2. Transcription Exercise: Quali-Care Clinic Report 7: SOAP Note (Cardiology)</li> <li>3. Do Proofreading Exercise 11.</li> </ol>
14	4/28	<p><b><u>Complete in Canvas Eagle Online:</u></b> Do Critical Thinking discussion 10.</p> <p><b><u>Complete in MindTap:</u></b></p> <ol style="list-style-type: none"> <li>1. Read Report 9.</li> <li>2. Transcription Exercise: Quali-Care Clinic Report 9: Echocardiography (Cardiac Surgery)</li> <li>3. Do Proofreading Exercise 11.</li> </ol>

15	5/5	<b><u>Complete in MindTap:</u></b> 1. Read Report 24. 2. Transcription Exercise: Quali-Care Clinic Report 24: Summary (Psychiatry) 3. Do Proofreading Exercise 12.
16	5/7 – 5/10	Comprehensive Final Exam (Canvas Eagle Online)

## **Syllabus Modifications**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## **Instructor's Practices and Procedures**

### **Missed Assignments**

There is "no makeup" for missed exams. Your lowest exam grade will be dropped. There is no "makeup" for missed assignments. Your lowest assignment grade will be dropped.

### **Academic Integrity**

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### **Attendance Procedures**

This is not a self-paced course. You must meet the established deadlines for completing the assignments and tests. The flexibility of an online course allows you to choose the time of day or night to "enter" the virtual classroom. To succeed in this course you should log in to the course daily to read any messages or announcements; keep up with the Course Schedule and the due dates; read the assigned materials (presentations, articles, websites, or chapters); complete the assignments and discussions according to the instructions and submit them on time.

### **Student Conduct**

I view all college-level students as adults who subscribe to a basic standard of conduct.

<https://www.hccs.edu/media/houston-community-college/district/pdf/2018-2019-Student-Code-of-Conduct.pdf>

### **Instructor's Course-Specific Information**

Students who fail to complete at least 50% of the online activities by October 30, you will be withdrawn (must be done by assignment due dates posted in the course). Students who fail to take one (1) Quiz by October 6, will be withdrawn. Contact the professor if you have any questions or problems.

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### **Electronic Devices**

**In-person courses:** Students' electronic devices must be placed on silence and put away. Students are allowed to take emergency calls, but must exit the classroom. Students are responsible for any missed class activities such as lecture, demonstrations, etc.

## Business Technology Program Information

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

### HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.



## **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## **Department Chair Contact Information**

Willie Caldwell, Department Chair, [willie.caldwell@hccs.edu](mailto:willie.caldwell@hccs.edu), (713) 718 -7808