



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

CODING CERT EXAM REVIEW – NON MBR

HITT – 2145 – O080

DEBORAH WILLIAMS

NOTE: This is a 16-week course.

NOTE: This is an Online course.

Course Description:

Review of coding competencies and skills in preparation for a coding certification exam.

Prerequisites and/or Corequisites:

HITT 1441 with a minimum grade of C or better

Course Notes and Instructor Recommendations:

- **Success in this course** requires a commitment from the student to **reading** and **following** directions, specifically **due dates**. Online courses require students to spend a great amount of time reading, studying, reviewing materials, and researching. To be successful, be prepared to dedicate the time necessary and accommodate your schedule accordingly.
- Students are expected to adhere to the posted deadlines for completing all work weekly. The deadlines are **not** optional.
- Students will need the textbooks and materials required for this online course. These are the primary sources of information. However, read the posted power-points and watch the videos, as they will provide additional information and will help prepare you to be successful in this course.
- Since this is an online course, all communication will be delivered via Brightspace and student email. It is **required** that you check your student email and Brightspace on a **daily** basis. Access to your student email can be set up through this link: www.mclennan.edu/student-email/.
- Any student found to be **cheating** will receive an automatic **zero** if cheating is evident. A **second** offense will result in automatic **failure** of the class and program. Cheating is not tolerated.
- If you feel that you may have a technical problem or if your computer crashes, you are **still expected** to turn your work in by the posted due date. Have an alternate location available in case this happens. One alternate location to be considered is MCC's library, which provides computers for student use.

Instructor Information:

Instructor Name: **Deborah Williams**

MCC E-mail: **dmwilliams@mclennan.edu**

Office Phone Number: **254-299-8973**

Office Location: **BTB 225**

Office/Teacher Conference Hours:

Monday: 9:00 a.m. – 12:00 p.m. (zoom)

Tuesday: 4:00 p.m. – 7:00 p.m. (zoom)

Wednesday: 9:00 a.m. – 11:00 a.m. (on campus)

Thursday: 9:00 a.m. – 11:00 a.m. (zoom)

Required Text & Materials:

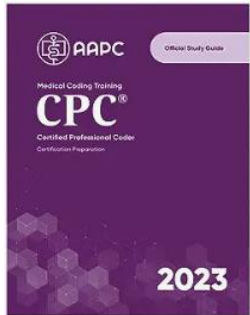
Title: Certified Professional Coder Study Guide - 2023

Author: AAPC

Edition: 2023

Publisher: AAPC

ISBN: 9781646316885 (electronic version 9781646316977)



Title: Let's Code It! 2022-2023 Code Edition

Author: Safian

Edition: 3rd

Publisher: McGraw Hill

ISBN: 9781265334628



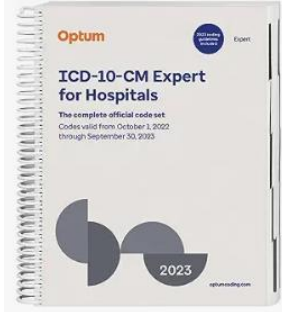
Title: ICD-10-CM Expert for Hospitals Spiral, 2023

Author: Optum

Edition: 2023

Publisher: Optum

ISBN: 9781622548262



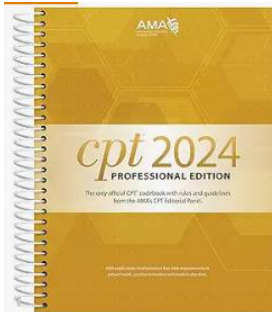
Title: 2024 AMA CPT Professional Edition

Author: American Medical Association

Edition: 2024

Publisher: AMA

ISBN: 9781640162846



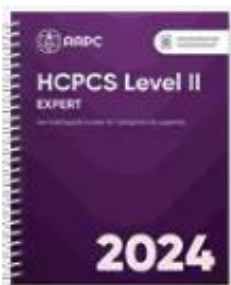
Title: HCPCS Level II Expert 2024

Author: AAPC

Edition: 2024

Publisher: AAPC

ISBN: 9781646318193



1. Microsoft Word, Microsoft Excel, and Adobe Reader.
2. Computer with reliable internet connectivity.
3. **WEBCAM**

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Students will participate in and complete discussions, coding assignments, case studies, quizzes, exams, and lab exercises.

Course Objectives and/or Competencies:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry (C01, C02, C03, C04, C05, C06, C07, C08, C09, C11, C14, F06, F11, F13, F15, F17)
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (C01, C02, C03, C04, C05, C06, C07, C08, C09, C11, C14, C15, F01, F02, F03, F05, F06, F11, F13, F15, F17)

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are

considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

With regards to the above policy, one “Unit” equates to one “Module”.

Course Outline or Schedule:

This schedule is tentative and subject to change. Students will be notified via Brightspace or student email of changes.

Unit 01 Due Date: 1/16/2024 Orientation; CPC – Chapters 1, 3; LCI – Chapters 1-2		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the Syllabus and tentative Schedule Introduction to CPT and HCPCS 	<ul style="list-style-type: none"> Identify the purpose and uses of CPT Distinguish between CPT and National Codes Differentiate between the uses of CPT, ICD-10-CM and ICD-10-PCS 	<p>Reading</p> <ul style="list-style-type: none"> Class Syllabus LCI – Chapters 1-2 CPC – Chapters 1, 3 <p>Watch</p> <ul style="list-style-type: none"> Orientation Video Unit Video(s) <p>Homework</p> <ul style="list-style-type: none"> Orientation Assignment Resume LCI – Ch 1 Assignment LCI – Ch 1 Review LCI – Ch 2 Assignment LCI – Ch 2 Review

		<ul style="list-style-type: none"> ▪ CPC – Ch 1 Review ▪ CPC – Ch 3 Review Quiz <ul style="list-style-type: none"> ▪ Unit 01 Quiz
Unit 02 Due Date: 1/23/2024 CPC – Chapter 4; LCI – Chapters 21-22		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review the format and organization of CPT ▪ Become familiar with the conventions and characteristics of CPT ▪ Learn how to abstract data from operative reports in order to assign the appropriate CPT codes 	<ul style="list-style-type: none"> ▪ Interpret conventions and characteristics of CPT ▪ Describe Category I, II, and III Codes ▪ Successfully apply the general rules and guidelines for coding assignment 	Reading <ul style="list-style-type: none"> ▪ LCI – Chapters 21-22 ▪ CPC – Chapter 4 Watch <ul style="list-style-type: none"> ▪ Unit Video(s) Homework <ul style="list-style-type: none"> ▪ LCI – Ch 21 Homework ▪ LCI – Ch 21 Coding Assignment ▪ LCI – Ch 21 Case Study ▪ LCI – Ch 22 Homework ▪ LCI – Ch 22 Coding Assignment ▪ LCI – Ch 22 Case Study ▪ CPC – Ch 4 Assignment ▪ CPC – Ch 4 Review Quiz <ul style="list-style-type: none"> ▪ Unit 02 Quiz ▪ CPC Exam 1 ▪ CCA Exam 1
Unit 03 Due Date: 1/30/2024 CPC – Chapter 5; LCI – Chapters 14, 25 (General; Integumentary)		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Describe the different code sets approved by HIPAA ▪ Review the code structure, maintenance, and 	<ul style="list-style-type: none"> ▪ Differentiate the different code sets approved by HIPAA ▪ Know the coding compliance issues 	Reading <ul style="list-style-type: none"> ▪ LCI – Chapters 14, 25 ▪ CPC – Chapter 5 Watch <ul style="list-style-type: none"> ▪ Unit Video(s) Homework

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<p>coding guidelines for each code set</p> <ul style="list-style-type: none"> Discuss coding issues that affect compliance 	<p>that influence reimbursement</p> <ul style="list-style-type: none"> Explain the roles of various Medicare improper payment review entities 	<ul style="list-style-type: none"> LCI – Ch 14 Homework LCI – Ch 14 Assignment LCI – Ch 14 Review Unit 3 - LCI Ch 25 Homework Unit 3 - LCI Ch 25 Coding Assignment Unit 3 - LCI Ch 25 Case Study CPC – Ch 5 Assignment CPC – Ch 5 Review <p>Quiz</p> <ul style="list-style-type: none"> Unit 03 Quiz CPC Exam 2 CCA Exam 2
<p>Unit 04 Due Date: 2/6/2024 CPC – Chapters 6-7; LCI – Chapters 12, 15, 25 (Musculoskeletal; Respiratory)</p>		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review various diseases/conditions in the musculoskeletal and respiratory systems Identify various procedures/services performed on the musculoskeletal and respiratory systems Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the musculoskeletal and respiratory systems' procedures/services Apply the CPT guidelines and rules applicable to the musculoskeletal and respiratory systems' procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the musculoskeletal and respiratory systems 	<p>Reading</p> <ul style="list-style-type: none"> LCI – Chapters 12, 15, 25 CPC – Chapters 6-7 <p>Watch</p> <ul style="list-style-type: none"> Unit Video(s) <p>Homework</p> <ul style="list-style-type: none"> Unit 4 - LCI Ch 25 Homework Unit 4 – LCI Ch 25 Coding Assignment LCI – Ch 12 Homework LCI – Ch 12 Coding Assignment LCI – Ch 12 Case Study LCI – Ch 15 Homework LCI – Ch 15 Coding Assignment LCI – Ch 15 Case Study CPC – Ch 6 Assignment CPC – Ch 6 Review CPC – Ch 7 Assignment

		<ul style="list-style-type: none"> ▪ CPC – Ch 7 Review Quiz <ul style="list-style-type: none"> ▪ Unit 04 Quiz ▪ CPC Exam 3 ▪ CCA Exam 3
Unit 05 Due Date: 2/13/2024 CPC – Chapters 8-9; LCI – Chapters 11, 13, 25 (Cardiovascular; Digestive)		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ▪ Review various diseases/conditions in the cardiovascular and digestive systems ▪ Identify various procedures/services performed on the cardiovascular and digestive systems ▪ Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> ▪ Identify the CPT guidelines and rules applicable to the cardiovascular and digestive systems' procedures/services ▪ Apply the CPT guidelines and rules applicable to the cardiovascular and digestive systems' procedures/services ▪ Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the cardiovascular and digestive systems 	Reading <ul style="list-style-type: none"> ▪ LCI – Chapters 11, 13, 25 ▪ CPC – Chapters 8-9 Watch <ul style="list-style-type: none"> ▪ Unit Video(s) Homework <ul style="list-style-type: none"> ▪ Unit 5 – LCI Ch 25 Homework ▪ LCI – Ch 11 Homework ▪ LCI – Ch 11 Coding Assignment ▪ LCI – Ch 11 Case Study ▪ LCI – Ch 13 Homework ▪ LCI – Ch 13 Coding Assignment ▪ LCI – Ch 13 Case Study ▪ CPC – Ch 8 Assignment ▪ CPC – Ch 8 Review ▪ CPC – Ch 9 Assignment ▪ CPC – Ch 9 Review Quiz <ul style="list-style-type: none"> ▪ Unit 05 Quiz ▪ CPC Exam 4 ▪ CCA Exam 4
Unit 06 Due Date: 2/20/2024 CPC – Chapter 10; LCI – Chapters 17, 25 (Urinary; Male Genitalia)		
Overview:	Learning Objectives:	Assignments:

<ul style="list-style-type: none"> Review various diseases/conditions in the urinary and male genitalia systems Identify various procedures/services performed on the urinary and male genitalia systems Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the urinary and male genitalia systems' procedures/services Apply the CPT guidelines and rules applicable to the urinary and male genitalia systems' procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the urinary and male genitalia systems 	<p>Reading</p> <ul style="list-style-type: none"> LCI – Chapters 17, 25 CPC – Chapter 10 <p>Watch</p> <ul style="list-style-type: none"> Unit Video(s) <p>Homework</p> <ul style="list-style-type: none"> Unit 6 - LCI Ch 25 Homework LCI – Ch 17 Homework LCI – Ch 17 Coding Assignment LCI – Ch 17 Case Study CPC – Ch 10 Assignment CPC – Ch 10 Review <p>Quiz</p> <ul style="list-style-type: none"> Unit 06 Quiz CPC Exam 5 CCA Exam 5
Unit 07 Due Date: 2/27/2024 CPC – Chapter 11; LCI – Chapters 17, 25 (Female Genitalia)		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review various diseases/conditions in the female genitourinary system Identify various procedures/services performed on the female genitourinary system Abstract data from operative reports in 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the female genitourinary system procedures/services Apply the CPT guidelines and rules applicable to the female genitourinary system's procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and 	<p>Reading</p> <ul style="list-style-type: none"> LCI – Chapters 17, 25 CPC – Chapter 11 <p>Watch</p> <ul style="list-style-type: none"> Unit Video(s) <p>Homework</p> <ul style="list-style-type: none"> Unit 7 – LCI Ch 25 Homework Unit 7 – LCI Ch 17 Homework Unit 7 – LCI Ch 17 Coding Assignment Unit 7 – LCI Ch 17 Case Study CPC – Ch 11 Assignment CPC – Ch 11 Review <p>Quiz</p>

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order to assign the appropriate codes	procedures codes related to conditions and treatments of the female genitourinary system	<ul style="list-style-type: none"> Unit 07 Quiz CPC Exam 6 CCA Exam 6
SPRING BREAK 3/4/2024 – 3/8/2024		
Unit 08 Due Date: 3/12/2024 CPC – Chapter 2; LCI – Chapter 3		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Describe the different code sets approved by HIPAA Review the code structure, maintenance, and coding guidelines for each code set Discuss coding issues that affect compliance 	<ul style="list-style-type: none"> Differentiate the different code sets approved by HIPAA Know the coding compliance issues that influence reimbursement Explain the roles of various Medicare improper payment review entities 	Reading <ul style="list-style-type: none"> LCI – Chapter 3 CPC – Chapter 2 Watch <ul style="list-style-type: none"> Unit Video(s) Homework <ul style="list-style-type: none"> LCI – Ch 3 Homework LCI – Ch 3 Review CPC – Ch 2 Review Quiz <ul style="list-style-type: none"> Unit 08 Quiz
Unit 09 Due Date: 3/19/2024 CPC – Chapter 12; LCI – Chapters 8, 19, 25 (Nervous/Endocrine)		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review various diseases/conditions in the nervous and endocrine systems Identify various procedures/services performed on the nervous and endocrine systems Abstract data from operative reports in 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the nervous and endocrine systems' procedures/services Apply the CPT guidelines and rules applicable to the nervous and endocrine systems' procedures/services 	Reading <ul style="list-style-type: none"> LCI – Chapters 8, 9, 25 CPC – Chapter 12 Watch <ul style="list-style-type: none"> Unit Video(s) Homework <ul style="list-style-type: none"> Unit 9 – LCI Ch 25 Homework LCI – Ch 8 Homework LCI – Ch 8 Coding Assignment LCI – Ch 8 Case Study LCI – Ch 9 Homework

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order to assign the appropriate codes	<ul style="list-style-type: none"> Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the nervous and endocrine systems 	<ul style="list-style-type: none"> LCI – Ch 9 Coding Assignment LCI – Ch 9 Case Study CPC – Ch 12 Assignment CPC – Ch 12 Review Quiz <ul style="list-style-type: none"> Unit 09 Quiz CPC Exam 7 CCA Exam 7
Unit 10 Due Date: 3/26/2024 CPC – Chapter 13; LCI – Chapters 10, 25 (Eye, Auditory)		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review various diseases/conditions eye, adnexa, and audio systems Identify various procedures/services performed on the eye, adnexa, and audio systems Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the eye, adnexa, and audio systems' procedures/services Apply the CPT guidelines and rules applicable to the eye, adnexa, and audio systems' procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes related to conditions and treatments of the eye, adnexa, and audio systems 	Reading <ul style="list-style-type: none"> LCI – Chapters 10, 25 CPC – Chapter 13 Watch <ul style="list-style-type: none"> Unit Video(s) Homework <ul style="list-style-type: none"> Unit 10 - LCI Ch 25 Homework LCI – Ch 10 Homework LCI – Ch 10 Coding Assignment LCI – Ch 10 Case Study CPC – Ch 13 Assignment CPC – Ch 13 Review Quiz <ul style="list-style-type: none"> Unit 10 Quiz CPC Exam 8 CCA Exam 8
Unit 11 Due Date: 4/2/2024 CPC – Chapters 15-16; LCI – Chapters 26-27		
Overview:	Learning Objectives:	Assignments:

<ul style="list-style-type: none"> Review the Radiology and Lab/Patho sections Identify the notes included throughout the Radiology and Lab/Patho sections Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the radiology and lab/patho sections Apply the CPT guidelines and rules applicable to the radiology and lab/patho procedures/services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes for radiology and lab/patho sections 	Reading <ul style="list-style-type: none"> LCI – Chapters 26-27 CPC – Chapters 15-16 Watch <ul style="list-style-type: none"> Unit Video(s) Homework <ul style="list-style-type: none"> LCI – Ch 26 Homework LCI – Ch 26 Coding Assignment LCI – Ch 26 Case Study LCI – Ch 27 Homework LCI – Ch 27 Coding Assignment LCI – Ch 27 Case Study CPC – Ch 15 Review CPC – Ch 16 Review Quiz <ul style="list-style-type: none"> Unit 11 Quiz CPC Exam 9 CCA Exam 9
Unit 12 Due Date: 4/9/2024 CPC – Chapter 14; LCI – Chapter 24		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Review the Anesthesia section Identify the notes included throughout the Anesthesia section Abstract data from operative reports in order to assign the appropriate codes 	<ul style="list-style-type: none"> Identify the CPT guidelines and rules applicable to the anesthesia section Apply the CPT guidelines and rules applicable to the anesthesia services Using ICD-10-CM, CPT, and HCPCS assign diagnosis and procedures codes for anesthesia section 	Reading <ul style="list-style-type: none"> LCI – Chapter 24 CPC – Chapter 14 Watch <ul style="list-style-type: none"> Unit Video(s) Homework <ul style="list-style-type: none"> LCI – Ch 24 Homework LCI – Ch 24 Coding Assignment LCI – Ch 24 Case Study CPC – Ch 14 Assignment CPC – Ch 14 Review Quiz <ul style="list-style-type: none"> Unit 12 Quiz

Unit 13 Due Date: 4/15/2024 CPC – Chapters 17-18; LCI – Chapter 28		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> Describe the format and organization of E/M services Differentiate between a new patient and established patient Identify key components for levels of E/M services 	<ul style="list-style-type: none"> Describe the documentation requirements for E/M code assignment Translate elements of documentation to auditing format Given a scenario, assign the correct E/M code(s) 	Reading <ul style="list-style-type: none"> LCI – Chapter 28 CPC – Chapters 17-18 Watch <ul style="list-style-type: none"> Unit Video(s) Homework <ul style="list-style-type: none"> CPC – Ch 17 Homework CPC – Ch 17 Assignment CPC – Ch 17 Review LCI – Ch 28 Homework LCI – Ch 28 Coding Assignment CPC – Ch 18 Review Quiz <ul style="list-style-type: none"> Unit 13 Quiz Final Mock CPC Exam
Due Date: 4/30/2024 TAKE CPC Exam		
Overview:	Learning Objectives:	Assignments:
<ul style="list-style-type: none"> ACE CPC Exam 	<ul style="list-style-type: none"> ACE CPC Exam 	Homework <ul style="list-style-type: none"> TAKE CPC Exam

Course Grading Information:

Grades for this course will be weighted. To determine your grade at any point in the semester, calculate the average and multiply by the percentage for each category. **Passing grade for this course is 75 or higher.**

Assignments will be averaged and multiplied by 25%

Quizzes/Case Studies will be averaged and multiplied by 25%

Exams will be averaged and multiplied by 25%

Students receiving a score of “PASS” on the CPC credential exam will earn a score of 100 that will be multiplied by 25%.

Students receiving a score of “FAIL” on the CPC credential exam will earn a score of 74 that will be multiplied by 25%.

Category	Percent toward final grade	Grade range	
Assignments	25%	A	90-100%
Quizzes/Case Studies	25%	B	80-89%
Exams	25%	C	75-79%
CPC Credential Exam	25%	D	60-74%
		F	0-59%

Late Work and Make Up Work Policies:

Unit Work:

Students are encouraged to **complete and submit work early in the week**. You have the ability to check your submitted work via D2L|Brightspace. If you see an error in the submission, you have another chance to resubmit the assignment correctly at any point before the due date.

Based on the nature of this course, you will easily fall behind by submitting work late. Weekly coursework builds on each other as you progress through the course. You must complete weekly work accurately and on time to be able to move on to the next section. During the semester, you will be given **ONE** occasion to submit work late (excluding CPC Credential Exam) **regardless of the circumstance**, without receiving a grade deduction. **After this ONE opportunity is used**, any work incorrectly submitted or submitted past the due date will **receive an automatic zero**.

Weekly work will be graded within 7 days of the due date. Feedback will be provided in the feedback area and/or through the D2L|Brightspace gradebook. You are **required** to **review the instructor’s feedback on all work** – even if you are satisfied with the assigned grade.

Exams:

There will NOT be a make-up for any exams. There will be CPC and CCA mock exams throughout the semester. The exams are timed and you are required to make a 75 or higher to

proceed. Each exam will be reviewed the following week so that students can learn from what they missed. Students will receive a score for exams almost immediately and/or within 48 hours after the due date. Due dates are given on Brightspace.

Student Behavioral Expectations or Conduct Policy:

Students are expected to use appropriate language and display respect for fellow students and instructor regardless of the method of communication: face to face, email, discussion board, or over the phone. Students are expected to be respectful toward the instructor and fellow students. Belligerent behavior used in any form of communication will result in immediate dismissal of the student from the course and will result in counseling with the instructor and the student's program director.

Students are expected to send emails with appropriate information such as student name, course title and number, reason for the email using clear English language (no text language) and all emails should be free of typos, grammatical, spelling, and other errors. Any inappropriate behavior or language may result in the student being dropped from the course immediately.

Instructor Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open. Students are encouraged to complete work and contact the instructor with questions regarding the class, assignments, etc. early in the week as there will be no responses after the time noted above.

Emails:

Emails should be sent using your student email. Always identify yourself and the course you are enrolled in, the reason for your email, and use clear English language. At times the instructor may have an extenuating circumstance or may be prohibited from responding (according to the above information) due to conference attendance or other required activities.

Technical Support:

Students who need technical support should contact MCC's Information Systems and Support at 254-299-8077. You can access the link by going to the External Links tab, MCC's Information Systems and Support.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

10/09/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an

emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.