

The following items will be assigned during the semester and used to calculate the student's final grade:

➤ **Assignments and Participation**

You will be assigned assignments that you must complete. All assignments are due by the scheduled due date. No late work will be accepted. Additionally, you will be assessed per your class participation. Class participation is crucial to a thorough understanding of the material presented.

➤ **Tests**

You will be required to demonstrate what you have learned by completing course examinations. In addition to the regular tests that you will receive throughout the course, you will be required to complete a midterm and a final exam.

Course Grade:

Tests	Points	Percentage
Attendance/Participation	250	25%
Assignments	250	25%
Mid Term	250	25%
Finals	250	25%

GRADE

A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	Anything below 59 %

Policy on Copying and Cheating:

Students who submit the work of others as their own or cheat on tests/exams or other assignments receive a zero for that assignment and are reported to college authorities.

STUDENT SUCCESS CENTER

- **All SSC Zoom links and schedules are located in one convenient place.**

Go to <https://www.deanza.edu/studentssuccess/> and follow the links in the Service Updates to add yourself to the non-course [SSC Resources Canvas](#) site, then click on Modules to find current schedules and links. This is updated frequently, so please, ALWAYS access SSC Zoom tutoring and workshops from within SSC Resources.

Support for remote learning: If you'd like to speak with someone about trying different study strategies for online classes, finding new routines, creating a productive workspace, resisting the new opportunities for procrastination, or just brainstorming some strategies for good self-care during a stressful time, we encourage you to talk with a peer tutor or SSC staff member, or attend a Skills workshop. We get it and are going through the same things, so let's support each

MATERIAL TO BE COVERED

*****IT IS YOUR RESPONSIBILITY TO FIND OUT WHAT ASSIGNMENTS ARE DUE***

Get the phone number of three classmates to call in case of absences or questions regarding activities.

Schedule HTEC 072

Time constraints may cause this schedule to change as the quarter progresses.

Week 1 - Sept. 28	Chapter 1 – Health Insurance Specialist Chapter 2 – Introduction to Health Insurance HOMEWORK - Chapter 1 and Chapter 2 Textbook Multiple Choice Questions - 20 pts
Week 2 – October 5	Chapter 4- Revenue Cycle Management HOMEWORK - Chapter 4 Textbook Multiple-Choice Questions - 20 pts
Week 3 - Oct. 12	Chapter 6- ICD10 –CM Coding, Overview HOMEWORK - Chapter 6 Textbook Questions 1 - 40 - 20 pts
Week 4 -Oct. 19	Chapter 6- ICD10 –CM Coding Conventions HOMEWORK - Chapter 6 Textbook Questions 41 - 80 - 20 pts
Week 5 - Oct. 26	Chapter 6- ICD10 –CM Official Guidelines for Coding and Reporting HOMEWORK - Chapter 6 Textbook Questions 81 - 120 - 20 pts
Week 6 – Nov 2	Mid –Term (Ch 1 – Ch 6) – 250 pts
Week 7 - Nov. 9	Chapter 9 CMS Reimbursement Methodologies Chapter 10- Coding for Medical Necessity HOMEWORK - Chapter 9 and Chapter 10 Textbook Multiple Choice Questions 50 pts
Week 8 - Nov. 16	Chapter 7- CPT Coding HOMEWORK - Textbook Exercise 7.5 and Review Questions (end of Chapter) 7.1 - 25 pts
Week 9 - Nov. 23	Chapter 7- CPT Coding HOMEWORK - Textbook Exercise 7.6 and Review Questions (end of Chapter) 7.2- 25 pts
Week 10 - Nov. 30	Chapter 7- CPT Coding HOMEWORK - Textbook Exercise 7.7, 7.8 and Review Questions (end of Chapter) 7.3- 25 pts
Week 11 -Dec. 7	Chapter 7- CPT Coding HOMEWORK - Textbook Exercise 7.9, 7.10 and 7.11 and Review Questions (end of Chapter) 7.4, 7.5, 7.6 - - 25 pts
Week 12 - Dec. 14	Finals (Ch 7, 9 & 10) – 250 pts

