COURSE NUMBER
HSP 2320

COURSE TITLE
Medical Terminology

CREDITS
(3-0-0) Meets completely online using Blackboard

PREREQUISITE COURSES
None

CO-REQUISITES
None

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Health Science Professions Program. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate/Graduate Student Handbook should be reviewed before taking this course.

COURSE DELIVERY
This is an online course offering. The course will be delivered via the Blackboard Learning Management System. The course site can be accessed at http://blackboard.angelo.edu

Testing via Respondus™ Monitor
Access to the midterm and final exams will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor [See Other Required Materials for a list of needed equipment]. Use of another electronic device is prohibited.

There are two practice quizzes: a) one is a Webcam test and b) a short 10 question practice quiz over ASU trivia that is not graded. These tools will be available to the student to assure accessibility. Students are required to complete the Practice Tests in advance of taking a graded exam. This process will allow you to become familiar with the technology associated with testing and improve the testing environment. These quizzes, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.

OTHER REQUIRED MATERIALS
- Computer with MAC or Windows Operating System
- High Speed Internet Access
- Ethernet cable (wireless connections often drop during tests and Collaborate sessions)
- Webcam
Refer to Angelo State University’s Distance Education website for further technology requirements: http://www.angelo.edu/onlineeducation/technology_requirements.php

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu) Select “Test your Browser” option.

IT Help Central: (325) 942-2911 ext. 1.

FACULTY
Erin Hemmelgarn, MS, ATC, LAT
Phone: 567-208-7150
Email: erin.hemmelgarn@angelo.edu

OFFICE HOURS Contact Professor Hemmelgarn to set up a phone or video conference.

COURSE DESCRIPTION
Medical terminology examines the principles of medical word building to help future healthcare professionals develop an extensive medical vocabulary through a study of root words, prefixes, and suffixes. Correct pronunciation and spelling of medical terms will be addressed. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

PROGRAM OUTCOMES
Upon completion of the program of study for health science professions, the graduate will be prepared to: Identify, dissect and define the four elements used to build medical words; apply the basic rules to define and build medical terms; define and provide examples of surgical, diagnostic, pathological, and related suffixes. Students will also apply rules to write singular and plural forms of medical words. Students will learn to pronounce medical terms.

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement</th>
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<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
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Identify the basis to medical word building. | Chapter 1: read chapter; Complete following activities  
- Matching Word Elements 1-1  
- Understanding Medical Word Elements 1-2  
- Plural Suffixes  
- Medical Vocabulary Recall

Demonstrate a basic foundation and better understanding of the body-system. | Chapter 2: read chapter; Complete following activities  
- Medical Terminology Word Building  
- Medical Vocabulary Recall  
- Pronunciation and Spelling - Demonstrate What You Know!  
- Quiz

Apply medical terminology related to specific body systems. | Chapter 3 – 13: read chapters; Complete following activities  
- Medical Terminology Word Building  
- Medical Vocabulary Recall  
- Abbreviations  
- Pronunciation and Spelling  
- Chart Notes Analysis  
- Demonstrate What You Know! - Bi-Weekly Quiz

**REQUIRED TEXTS AND MATERIALS**

**OTHER REQUIRED MATERIALS**
- Computer with MAC or Windows Operating System
- High Speed Internet Access
- Webcam
- Refer to Angelo State University’s Distance Education website for further technology requirements: [http://www.angelo.edu/distance_education/](http://www.angelo.edu/distance_education/)

**GRADE CRITERIA:**
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.
The following grading scale is in use for this course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>100.00 - 90.00 %</td>
</tr>
<tr>
<td>B</td>
<td>89.99 - 80.00 %</td>
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<tr>
<td>C</td>
<td>79.99 – 70.00 %</td>
</tr>
<tr>
<td>D</td>
<td>69.99 – 60.00%</td>
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<tr>
<td>F</td>
<td>59.99 -0%</td>
</tr>
</tbody>
</table>
The course grade will be based on the following: assignments/exams/quiz
Final Examinations, Weekly Quiz, Book Assignments, Message Board Responses, Final Examinations
Graded message board postings, assignments, quizzes and exams – Personal
Introduction
Identifying Word Roots & Combine Forms
Review Activity 1-3
Medical Terminology Word Building
Medical Vocabulary Recall
Chart Note Analysis
Demonstrate What You Know
Weekly Quizzes
Final Exam

There will be one exam during this semester: A final exam, which covers Chapters 1-13 in the text Medical Terminology Express 2nd edition. Exam will be worth 80 points. It will consist of 80 true/false and/or multiple choice questions. These questions will be taken from throughout your textbook end of chapter assignments. This will be a timed exam. You will have 90 minutes to complete the test. It is your choice if you want to use your textbook. Once started you will not be able to stop and return. The test will be available until 8:00 am - 11:59 PM on the assigned exam day. Access to exams will be through Respondus Lockdown Browser and will be video recorded via Respondus Monitor [See Other Required Materials for a list of needed equipment]. **Use of another electronic device is prohibited.**

**Keep this in mind when planning travel.**

There are two practice quizzes: a) one is a Webcam test and b) a short 10 question practice quiz over ASU trivia that is not graded. These tools will be available to the student to assure accessibility. Students are highly encouraged to go through these practice quizzes in advance of taking a graded quiz. This process will allow you to become familiar with the technology associated with testing and improve the testing environment. These quizzes, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.

**Technical Assistance**

If you have any technical problems associated with the test (i.e. webcam problems, lock down browser problems) you should contact the IT Department. The IT Service Department is open M-F from 8-5 and the number is (325) 942-2911. If you call any time after 5 or on the weekend, most likely you will not be able to get assistance until the following week day, so please plan accordingly. Other Notes: -Be sure not to mute your microphone. It is important that the audio be on. Be sure to have a light source in front of or next to your computer monitor. If your image is dark and difficult to see on the “Student Photo” step, please add lighting to the front of your computer and retry. Make sure that on the “Student Photo” step, you are nicely framed so your face and shoulders can be seen as well as some of the background.

****Use an Ethernet cord to “hard wire” your computer to the router helping to ensure you will not lose connection with Blackboard.
Teaching Strategies

• Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

ASSIGNMENT/ACTIVITY DESCRIPTIONS.

*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.*

• Personal Introduction (15 points) o Leave a brief personal introduction on Discussion Board – something interesting and unique about yourself that you are willing to share with your classmates. Respond to at least one classmates post.

• Identifying Word Roots and Combining Forms (10 points) o Introduction to medical word building. A medical word consists of some or all of the following elements: word root, combining, suffix, prefix.
  o Complete assignment Review 1-3, underlining the word root in the given medical term.

• Medical Terminology Word Building (85 points) o Medical word building tables introduce combining forms, suffixes, and prefixes related to the body system. Key word elements and their meanings are labeled on an anatomical illustration to reinforce visually the word elements introduced.
  o Complete five assignments where you combine the word parts you learn to construct medical terms related to body structures.

• Medical Vocabulary (90 points) o Medical vocabulary contains terms related to diseases and conditions. This is followed by a section of diagnostic, medical, and surgical procedures and pharmacology. Dynamic illustrations are included that visually illustrate the disease; the diagnostic procedures used to identify the disease; and the medical, surgical, and pharmacological treatments used to treat various diseases and disorders.
  o Complete 4 assignments where you match the medical term with the correct definition.

• Chart Notes (114 points) o Chart notes provide authentic medical reports related to a medical specialty associated with the relevant body system to reinforce terminology covered in this course.
  o Complete 10 assignments where you read a medical chart aloud. Use the information to provide the correct medical term.

• Demonstrate What You Know (45 points) o Activity 1: How much of a team is your group? (pg. 63)
• Weekly Quiz (200 points) o Questions will be a combination taken from weekly assignments.
  o 30 minutes (once logged onto Black Board) to take open book quiz. Quiz will be available for 24 hours.

• Final Exam (80 points) o Comprehensive review of all chapters and information covered. Questions will be taken from weekly quizzes and assignments throughout the chapters.

Assignment Submission
In this class, all assignments need to be submitted through the Assignments link in the Blackboard course site. This is for grading and documentation purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at erin.hemmelgarn@angelo.edu (or kristi.white@angelo.edu) and attach a copy of what you are trying to submit.
Email of the assignments is not the preferred submission method. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

*Format for submitting answer documents: Do NOT submit more than one answer document per assignment on blackboard. Do NOT write out entire question from assignment plus answers. Provide answers only.

  Name:
  Chapter #
  Assignment title: i.e. Chart Notes
  1. answer
  2. answer
  3. answer
  4. etc.

Late Work or Missed Assignments Policy
The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

General Policies Related to this Course
All students are required to follow the policies and procedures presented in the following documents:
• Angelo State University Student Handbook located on the ASU website http://www.angelo.edu/student-handbook/
• ASU Undergraduate Catalog located on the ASU website https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog
Student Responsibility & Attendance

**ON-LINE:** This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average. Students from other institutions, taking a one-time ASU course, are bound by ASU policies in this course.

Communication

Faculty will respond to email and/or telephone messages within 48 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

*Written communication via Blackboard:* It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow AMA 10th edition guidelines for referencing.

*Written communication via email:* All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.

Use Good "Netiquette":

- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is extremely rude to forward someone else's messages without their permission.
- It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)
Academic Honesty

Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Physical Therapy Department adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

Plagiarism

Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/academic_honesty.php.

Students with Disabilities

1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation."

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.
Incomplete Grade Policy (OP 10.11 Grading Procedures)

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

Student Absence for Observance of Religious Holy Days

“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

Course Evaluation

Students are provided the opportunity, and are strongly encouraged to participate in a course evaluation at the end of the semester. Areas on the IDEA evaluation include:

1. Gaining factual knowledge (terminology, classifications, methods, trends)
2. Learning fundamental principles, generalizations, or theories
3. Learning to apply course material (to improve thinking, problem solving, and decisions)
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5. Developing skill in expressing oneself orally or in writing
6. Learning to analyze and critically evaluate ideas, arguments, and points of view

Rubrics for Assignments: See below
<table>
<thead>
<tr>
<th>Date</th>
<th>Wk.</th>
<th>Topic</th>
<th>Assignments/Activities/DUE Dates</th>
</tr>
</thead>
</table>
| March 18 – March 24 | 1   | **Course Orientation**                     | DUE March 21st by 11:59 PM*  
- Review START HERE page  
- Review Course Syllabus and ASU Honor Code. Select “Mark Reviewed” to agree to terms of the course and ASU’s policies and access course content. **You will be blocked from course if not completed.**  
- On Blackboard- Leave a brief personal introduction on Discussion Board – something interesting and unique (10 points). Comment on a classmates post (5 points) |
|                     |     | **Gylys, A. & Masters, R.**                |                                                                                                                |
|                     |     | **Read Chapter 1 and Chapter 2**           |                                                                                                                |
| March 25 – March 31 | 2   | **Gylys, A. & Masters, R.**                | **DUE March 28th by 11:59 PM**  
- **Chapter 3**: assignments *Medical Terminology Word Building* (15 Points)  
  - *Chart Note Analysis* (15 Points)  
**DUE March 31st by 11:59 PM**  
- WEEKLY QUIZ – Chapters 1, 2, 3 (50 points) |
|                     |     | **Read Chapter 3**                         |                                                                                                                |
| April 1 – April 7   | 3   | **Gylys, A. & Masters, R.**                | **Due April 4th by 11:59 PM**  
- **Chapter 4**: assignments *Demonstrate What You Know* (15 Points)  
  - *Chart Note Analysis* (10 Points)  
- **Chapter 5**: assignments *Medical Vocabulary Recall* (15 Points)  
  - *Chart Note Analysis* (12 Points)  
**DUE April 7th by 11:59 PM**  
- WEEKLY QUIZ Chapters 4 & 5 (30 Points) |
|                     |     | **Read Chapter 4 and Chapter 5**           |                                                                                                                |
**Week 4**

<table>
<thead>
<tr>
<th>April 8 – April 14</th>
<th>4</th>
<th>Gylys, A. &amp; Masters, R. Read Chapter 6 and Chapter 7</th>
<th>DUE April 11th by 11:59 PM</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>• Chapter 6: assignments Medical Terminology Word Building (20 Points)</td>
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<td>- Chart Note Analysis (10 Points)</td>
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<td></td>
<td>• Chapter 7: assignments Medical Vocabulary Recall (15 Points)</td>
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<td>- Chart Note Analysis (10 Points)</td>
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*DUE April 14th by 11:59 PM*

• WEEKLY QUIZ Chapters 6 & 7 (30 Points)

**Week 5**

<table>
<thead>
<tr>
<th>April 15 – April 21</th>
<th>5</th>
<th>Gylys, A. &amp; Masters, R. Read Chapter 8 and Chapter 9</th>
<th>DUE April 18th by 11:59 PM</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Chapter 8: assignments Demonstrate What You Know (15 Points)</td>
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<td>- Chart Note Analysis (15 Points)</td>
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<td></td>
<td>• Chapter 9: assignments Medical Vocabulary Recall (20 Points)</td>
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<td></td>
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<td>- Chart Note Analysis (10 Points)</td>
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</table>

*DUE April 21st by 11:59 PM*

• WEEKLY QUIZ (30 Points)

**Week 6**

<table>
<thead>
<tr>
<th>April 22 – April 28</th>
<th>6</th>
<th>Gylys, A. &amp; Masters, R. Read Chapter 10 &amp; Chapter 11</th>
<th>DUE April 25th by 11:59 PM</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>• Chapter 10: assignments Medical Terminology Word Building (10 Points)</td>
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<td>- Chart Note Analysis (10 Points)</td>
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<td></td>
<td>• Chapter 11: assignments Medical Vocabulary Recall (20 Points)</td>
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<td></td>
<td></td>
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<td>- Chart Note Analysis (12 Points)</td>
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*DUE April 28th by 11:59 PM*

• WEEKLY QUIZ (30 Points)
### Week 7

<table>
<thead>
<tr>
<th>April 29 – May 5</th>
<th>7</th>
<th>Gylys, A. &amp; Masters, R. Read Chapter 12 and Chapter 13</th>
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</thead>
<tbody>
<tr>
<td><strong>DUE May 2nd by 11:59 PM</strong></td>
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<tr>
<td>• <strong>Chapter 12:</strong> assignments Medical Vocabulary Recall (20 Points)</td>
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<td></td>
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<tr>
<td>- Chart Note Analysis (10 Points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>Chapter 13:</strong> assignments Medical Terminology Word Building (20 Points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Demonstrate What You Know (15 Points)</td>
<td></td>
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<tr>
<td><strong>DUE May 5th by 11:59 PM</strong></td>
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<tr>
<td>• WEEKLY QUIZ (30 Points)</td>
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</tbody>
</table>

### Week 8

<table>
<thead>
<tr>
<th>May 6 – May 10</th>
<th>8</th>
<th>Exam will be open May 8th 8:00 am – 11:59 pm</th>
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</thead>
<tbody>
<tr>
<td>• Final Exam (80 points)</td>
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* All due times are 11:59 pm CST, unless otherwise specified.