

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Summer 2019

Course: HI140 Principles of Health Information I

Credit: 4 Quarter Hours

Method of Delivery: Night Flex (NF)

Course Description: Course covers the basics of health information technology including function and content of the health record, data sets, data sources, clinical vocabularies, and reimbursement methodologies.

Prerequisite: None

Text(s) & Manual(s): Health Information Management Technology: An Applied Approach, Fifth Edition

ISBN: 978-1-58426-517-7

Author(s): Nanette Sayles & Leslie Gordon

Publisher: AHIMA Press

Materials needed for this course:

Additional Supplies: None

Hardware/Software and Equipment: None

Topics:

1. Health Information Management Profession
2. Healthcare Delivery Systems
3. Health Information Functions, Purpose, and Users
4. Health Record Content and Documentation
5. Clinical Terminologies, Classifications, and Code Systems
6. Data Management
7. Secondary Data Sources
8. Health Law
9. Data Privacy and Confidentiality
10. Data Security

Learning Objectives: Upon completion of this course, the student will be able to:

1. Analyze documentation in a health record to ensure providers in various disciplines have completed according to standards.
2. Use reliable secondary data sources.
3. Apply data strategies in support of information governance initiatives.
4. Apply policies and procedures to ensure the integrity of health data.

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AHIMA Associate Entry-Level Competencies (2014)

Competency	Assessment Item
I.B.1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.	Chapter 4 Application Exercise 3
I.B.3. Identify a complete health record according to organizational policies, external regulations, and standards.	Chapter 4 - Create a section of medical staff bylaws that addresses completion of health records, incorporating requirements of Joint Commission and state regulations.
I.B.4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation requirements throughout the continuum of healthcare.	Chapter 4 - Determine who is responsible for documentation and what type of data is collected (administrative vs. clinical) along the continuum of care for the following elements: demographic data, consent for treatment, results of laboratory testing, operative report, medication administration records, discharge instructions.
I.C.1. Apply policies and procedures to ensure the accuracy and integrity of health data.	Chapter 4 – Real World Case 4.2
I.D.1. Collect and maintain health data.	Chapter 4 – Real World Case 4.2 & Discussion #2
I.E.1. Identify and use secondary data presentations.	Chapter 7 Application Exercise 1
I.E.2. Validate the reliability and use secondary data sources.	Chapter 7 Application Exercise 2
VI.F.4. Apply information and data strategies in support of information governance initiatives.	Chapter 6 Real World Case 6.1
VI.F.5. Utilize enterprise-wide information assets in support of organizational strategies and objectives.	Chapter 6 - Conduct a web search to find examples of physician bylaws that apply to data quality and information governance.

Midstate Grading scale:

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

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Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

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Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Carol Fremaux, RHIA

Phone: 692-4092

Room: My office is in Room 236 and located on the 2nd floor in the middle building by the vending machines.

Midstate email: csfremaux@midstate.edu

Office Hours: Posted on website

Policies and Procedures:

1. This course is being administered as flex learning. The schedule will state what day and time the classroom component will be, as it would be with a regular classroom course, while eLearning is available at all times. If you plan to attend in the classroom please let the instructor know at least one day prior to the date of the classroom meeting time so that an adequate number of classroom materials can be printed.

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

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2. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material following the seven day grace period. Late work will NOT be accepted without prior approval from the instructor. This includes homework and quizzes.
3. All work must be in APA format, including in-text citations and a reference page. Any time you are citing a fact or concept that was not your own work, you must cite the source.
4. If you attend the classroom component, you are expected to be on time. If you must arrive late, or leave early during class, please let the instructor know ahead of time and enter and leave the classroom quietly to avoid disturbing others.
5. Academic dishonesty is never tolerated and will be referred to the Dean.
6. If you are in the classroom, cell phone ringers must be silenced and absolutely no texting or taking calls will be allowed during class.
7. The final exam must be completed. Failure to do so will result in failure of the course.
8. In order to maintain equal work in both online and classroom components of this course, all students, both classroom and eLearning, must complete weekly reflections.
9. Academic integrity is important at Midstate College, as stated in the catalog and student handbook. This not only includes prevention of cheating on exams and written research papers, but also discussion forum postings. Discussion postings must be in your own words and references must be cited.
10. The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

Participation Requirements:

1. If you are attending the course via eLearning, discussion responses must be posted by Sunday night at the end of the week. In order to receive full credit for online discussion, you must also respond to at least one other student in a meaningful manner with either a value-added comment or an insightful question about the posting of your classmate. Students attending in the classroom must come prepared to discuss the assigned question and must actively participate in discussion in the classroom in order to receive full credit.
2. Attendance is expected, not suggested. Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.

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Examination Information: A pretest is administered during Week 1 for assessment purposes only and is not included in the final grade. There will be a total of 11 quizzes over the course of Weeks 1-11 and a Final Examination in Week 12. Each quiz is worth 20 points per chapter. The final exam is comprehensive in nature and worth 100 points.

Methods of evaluating student performance: All assignments, projects, quizzes, assessment items, and the final examination must be completed. If all required elements are not done, the student will not pass this course. A course average of C or better is required to be considered passing for this course.

Instructor’s Grading Scale:

Discussions	25%
Weekly Reflections	20%
Assignments	25%
<u>Quizzes & Final Exam</u>	<u>30%</u>
Total	100%

CLASSROOM DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting	
<ul style="list-style-type: none"> • Answers minimal requirements of question without supporting evidence = 10 points • Minimal response with supporting evidence = 20 points • Complete response with supporting evidence = 40 points 	40 points
Response to a classmate	
<ul style="list-style-type: none"> • Simple response lacking insight or adding value = 20 points • Insightful response adding value to the initial response = 40 points 	40 points
Correct spelling and grammar in postings for the week	
<ul style="list-style-type: none"> • Professional and respectful response = 20 points • Unprofessional or disrespectful response = 0 points 	20 points
Total points per weekly discussion	100 points

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ELEARNING DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting	30 points
<ul style="list-style-type: none"> • Answers the minimal requirements of the question without supporting evidence = 10 points • Minimal posting with supporting evidence = 20 points • Complete posting with supporting evidence = 30 points 	
Response to posting of a classmate	30 points
<ul style="list-style-type: none"> • Posting the minimal requirements without supporting evidence = 10 points • Minimal posting with supporting evidence = 20 points • Complete posting with supporting evidence = 30 points 	
Correct spelling in postings for the week	20 points
<ul style="list-style-type: none"> • No spelling errors = 20 points • One or two spelling errors = 10 points • More than two spelling errors = 0 points 	
Correct grammar in postings for the week	20 points
<ul style="list-style-type: none"> • No grammar errors = 20 points • One or two grammar errors = 10 points • More than two grammar errors = 0 points 	
Total points per weekly discussion	100 points

WEEKLY REFLECTION GRADING GUIDELINES	
<ul style="list-style-type: none"> • Two complete paragraphs with supporting evidence = 40 points • One paragraph with supporting evidence or two minimal paragraphs without supporting evidence = 20 points • Answers the minimal requirements of the question without supporting evidence = 10 points • No posting = no points 	40 points
Correct spelling in postings for the week	30 points
<ul style="list-style-type: none"> • No spelling errors = 30 points • 1 misspelled word = 20 points • 2-3 misspelled words = 10 point • More than 3 misspelled words = 0 points 	
Correct grammar in postings for the week	30 points
<ul style="list-style-type: none"> • No grammar/mechanical errors = 30 points • 1 grammar/mechanical error = 20 points • 2-3 grammar/mechanical errors = 10 points • More than 3 grammar/mechanical errors = 0 points 	
Total points per weekly discussion	100 points

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WRITING ASSIGNMENT GRADING GUIDELINES			
	-20	-10	-0
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics (this includes APA formatting)	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

Course Outline

Week 1:

Topic: Introduction

Objectives:

1. Student introductions.

Assignments:

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 2:

Topic: Introduction to the HIM Profession

Objectives:

1. Discuss how professional practice must evolve to accommodate changes in the healthcare environment.

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2. Identify the appropriate professional organizations for the various specializations of HIM.

Assignments:

1. Read Chapter 1.
2. Discussion: You have been asked what the Health Information Management profession is. How will you explain it?
3. Assignments:
 - Complete Real World Case 1.1 in the online workbook.
 - Complete Application Exercises 1, 2, and 3 in the online workbook.
 - Complete the Chapter 1 Review Quiz in the online workbook.
4. Complete the Chapter 1 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 3:

Topic: Healthcare Delivery Systems

Objectives:

1. Understand the basic organization of the various types of hospitals and healthcare organizations.
2. Describe how internal and external forces have shaped the healthcare industry.

Assignments:

1. Read Chapter 2.
2. Discussion: What recommendations do you have for improving the U.S. Healthcare delivery system? What barriers exist to making these changes and how might these barriers be overcome?
3. Assignments:
 - Complete Real World Cases 2.1 and 2.2 in the online workbook.
 - Complete Application Exercise 3 in the online workbook.
 - Complete the Chapter 2 Review Quiz in the online workbook.
4. Complete the Chapter 2 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

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Week 4:

Topic: Health Information Functions, Purpose, and Users

Objectives:

1. Identify the different users of the health record and how they use it.
2. Explain health record processes.

Assignments:

1. Read Chapter 3.
2. Discussion: After completing the reading for this week and researching articles for your assignment, are you surprised by any of the users of the health record?
3. Assignments:
 - Complete Real World case 3.1 in the online workbook.
 - Complete Application Exercises 1 and 3 in the online workbook.
 - Complete the Chapter 3 Review Quiz in the online workbook.
4. Complete the Chapter 3 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 5:

Topic: Health Record Content and Documentation

Objectives:

1. Define documentation standards and describe how medical staff bylaws, accreditation entities, and state and federal regulations influence the documentation practice standards of healthcare provider organizations.
2. Compare different health record media and evaluate the potential advantages and disadvantages of each.

Assignments:

1. Read Chapter 4.
2. Discussion: Applying your knowledge of electronic data of any kind, what should healthcare providers consider putting into place to protect health record data to ensure that the health record integrity remains intact as well as the health record data is available so that the patient can be treated?
3. Assignments:
 - Complete Real World Cases 4.1 and 4.2 in the online workbook.
 - Complete Application Exercises 1, 2, and 3 in the online workbook.

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- Complete the Chapter 4 Review Quiz in the online workbook.
- Chapter 4 - Create a section of medical staff bylaws that addresses completion of health records, incorporating requirements of Joint Commission and state regulations.
- Chapter 4 - Determine who is responsible for documentation and what type of data is collected (administrative vs. clinical) along the continuum of care for the following elements: demographic data, consent for treatment, results of laboratory testing, operative report, medication administration records, discharge instructions

4. Complete the Chapter 4 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 6:

Topic: Clinical Terminologies, Classifications, and Code Systems

Objectives:

1. Identify code systems for laboratory and clinical observations; professional services, procedures, and supplies; and drugs.
2. Define clinical terminologies, classifications, and code systems found in health data and information sets.

Assignments:

1. Read Chapter 5.
2. Discussion: SNOMED CT and CPT are both clinical terminologies. How is their content similar? How are they different?
3. Assignments:
 - Complete Real World Cases 5.1 and 5.2 in the online workbook.
 - Complete Application Exercise 1 in the online workbook.
 - Complete the Chapter 5 Review Quiz in the online workbook.
4. Complete the Chapter 5 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

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Week 7:

Topic: Data Management

Objectives:

1. Distinguish among data elements, data sets, databases, indices, data mapping, and data warehousing.
2. Distinguish among data governance, information governance, data stewardship, data sharing, data integrity, and data interchange standards.

Assignments:

1. Read Chapter 6.
2. Discussion: Perform an Internet search for physician or medical staff bylaws and discuss how documentation requirements were addressed in the bylaws examples that you found. How do these requirements tie specifically to data management?
3. Assignments:
 - Complete Real World Cases 6.1 and 6.2 in the online workbook.
 - Complete Application Exercise 1 in the online workbook.
 - Complete the Chapter 6 Review Quiz in the online workbook.
 - Conduct a web search to find examples of physician bylaws that apply to data quality and information governance. Summarize your findings.
4. Complete the Chapter 6 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 8:

Topic: Secondary Data Sources

Objectives:

1. Distinguish between primary and secondary data and between patient-identifiable and aggregate data.
2. Describe the registries used in hospitals according to purpose, methods of case definition and case finding, data collection methods, reporting and follow-up, and pertinent laws and regulations affecting registry operations.

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Assignments:

1. Read Chapter 7.
2. Discussion: What are some ways that data collected for one purpose may be used for another in healthcare?
3. Assignments:
 - Complete Real World Cases 7.1 and 7.2 in the online workbook.
 - Complete Application Exercises 1, 2, 4, 5, and 6 in the online workbook.
 - Complete the Chapter 7 Review Quiz in the online workbook.
4. Complete the Chapter 7 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 9:

Topic: Health Law

Objectives:

1. Identify the types of laws that govern the healthcare industry.
2. Identify legal issues related to ownership, control, and use and disclosure of health information.

Assignments:

1. Read Chapter 8.
2. Discussion: Why do you think discovery is encouraged? Is it the purpose of a lawsuit for parties to reveal their "show stopping evidence at trial?"
3. Assignments:
 - Complete Real World Cases 8.1 and 8.2 in the online workbook.
 - Complete Application Exercises 1, 2, and 3 in the online workbook.
 - Complete the Chapter 8 Review Quiz in the online workbook.
4. Complete the Chapter 8 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

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Week 10:

Topic: Data Privacy and Confidentiality

Objectives:

1. Apply the HIPAA Privacy Rule, including American Recovery and Reinvestment Act requirements such as breach notification, with regard to health information use and disclosure.
2. Protect health information through use and disclosure policies and procedures that apply both state law and HIPAA.

Assignments:

1. Read Chapter 9.
2. Discussion: Do you think that there are problems with any of the HIPAA Privacy Rule's exceptions to the authorization requirement? Do the exceptions minimize patient privacy? Are there too many exceptions? Are there other exceptions that you would include if you were asked to become involved in revising the law?
3. Assignments:
 - Complete Real World Cases 9.1 and 9.2 in the online workbook.
 - Complete Application Exercises 1-4 in the online workbook.
 - Complete the Chapter 9 Review Quiz in the online workbook.
4. Complete the Chapter 9 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 11:

Topic: Data Security

Objectives:

1. Identify the primary components of the security provisions of the Health Insurance Portability and Accountability Act and extensions by the HITECH Act and American Recovery and Reinvestment Act.
2. Demonstrate methods to detect inappropriate access or attempted inappropriate access to data.

Assignments:

1. Read Chapter 10.
2. Discussion: Discuss changes to HIPAA under the American Recovery and Reinvestment Act (ARRA) as they relate to security requirements for business

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associates. How do the changes make it riskier to be a business associate? How do they make it more cumbersome?

3. Assignments:

- Complete Real World Cases 10.1 and 10.2 in the online workbook.
- Complete Application Exercises 1, 2, and 3 in the online workbook.
- Complete the Chapter 10 Review Quiz in the online workbook.

4. Complete the Chapter 10 Quiz.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material. Also share information regarding anything that you are having difficulty understanding or any concerns that you may have this week.

Week 12:

Topic: Final Exam

Objectives:

1. Complete Final Exam.

Assignments: Complete the final examination.

Weekly Reflection: Each student must submit a 2-3 paragraph report to the Final Reflection drop box. Devote one paragraph each to two concepts that you found most personally important and/or valuable from this quarter. In the third paragraph, please share information regarding what you liked best about the course, what you liked least about the course and any comments or suggestions for improvement.