

HIMAA Comprehensive Medical Terminology TIMETABLE INFORMATION

The following timetables have been allocated for Comprehensive Medical Terminology. The content of the workbook is the same for each timetable. Timetable 1 is the minimum time allowed for completion of this course.

- **Course commences** is the date HIMAA expects students to begin the coursework.
- **Number of weeks** is the total number of weeks for submission of assessments. No assessments are submitted from mid-December until end of January each year.
- **Examination dates** are allocated to each timetable. If the examination date falls on a public holiday the examination is to be taken the next business day.
- **Average study hours** indicates the average time taken per week to study the course work and complete the assessment for each module. **Total course hours are 240.**
- **Assessment submission** is by fax, mail or email **except Timetable 1 which is email only.** Students may submit **only one assessment at a time.**
- **Submit BY** is the last day for receipt of each assessment.

For example

12 March 2010 intake Timetable 1

Assessment 1 is submitted **no earlier than** 10 April and **by** 12 April

Assessment 2 is submitted **no earlier than** 20 April and **by** 22 April.

- **Submit DURING week** is the first day of the **business week** for submitting your assessment and Friday of the same **business week** is the last day for submitting your assessment.

For example

12 March 2010 intake Timetable 2

Assessment 1 is submitted during the business week commencing 26 April and no later than 30 April (Friday of that business week)

Assessment 2 is submitted during the business week commencing 10 May and no later than 14 May (Friday of that business week).

- **Applications for examination and supervisor nomination forms** are sent by the student to the Administration Officer Education Services after **all assessments** have been completed. These forms are included with the course materials and are also available on our website.

12 MARCH INTAKE – COURSE COMMENCES 5 APRIL 2010

TIMETABLE 1 24 WEEKS

Exam Monday 1 NOVEMBER 2010

Average study hours per week: 10

Assessment submission : EMAIL ONLY

Assess	Submit BY	Assess	Submit BY
1	12 April	9	5 July
2	22 April	10	15 July
3	3 May	11	26 July
4	13 May	12	5 August
5	24 May	13	16 August
6	3 June	14	26 August
7	14 June	15	6 September
8	24 June	16	16 September

Applications for examination and supervisor nomination forms to be mailed **after 16 September and by 4 October**

OR

TIMETABLE 2 34 WEEKS

Exam Monday 7 February 2011

Average study hours per week: 7

Assessment submission: mail, fax or email

Assess	Submit DURING week	Assess	Submit DURING week
1	26 April	9	16 August
2	10 May	10	30 August
3	24 May	11	13 September
4	7 June	12	27 September
5	21 June	13	11 October
6	5 July	14	25 October
7	19 July	15	8 November
8	2 August	16	22 November

Applications for examination and supervisor nomination forms **after 22 November and by 6 December**

12 MAY INTAKE – COURSE COMMENCES 7 JUNE 2010

TIMETABLE 1 24 WEEKS

Exam Monday 7 February 2011

Average study hours per week: 10

Assessment submission : EMAIL ONLY

Assess	Submit BY	Assess	Submit BY
1	21 June	9	13 September
2	1 July	10	23 September
3	12 July	11	4 October
4	22 July	12	14 October
5	2 August	13	25 October
6	12 August	14	4 November
7	23 August	15	15 November
8	2 September	16	25 November

Applications for examination and supervisor nomination forms **after 25 November and by 6 December**

OR

TIMETABLE 2 39 WEEKS

Average study hours per week: 6

Exam Monday 6 June 2011

Assessment submission: mail, fax or email

Assess	Submit BY	Assess	Submit BY
1	28 June	9	18 October
2	12 July	10	1 November
3	26 July	11	15 November
4	9 August	12	29 November
5	23 August	13	21 February
6	6 September	14	7 March
7	20 September	15	21 March
8	4 October	16	11 April

Applications for examination and supervisor nomination forms **after 11 April and by 2 May**

12 JULY INTAKE – COURSE COMMENCES 2 AUGUST 2010**TIMETABLE 1 17 WEEKS**

Average study hours per week: 14

Exam Monday 7 February 2011

Assessment submission : EMAIL ONLY

Assess	Submit BY	Assess	Submit BY
1	18 August	9	13 October
2	25 August	10	20 October
3	1 September	11	27 October
4	8 September	12	3 November
5	15 September	13	10 November
6	22 September	14	17 November
7	29 September	15	24 November
8	6 October	16	1 December

Applications for examination and supervisor nomination forms **after 1 December and by 6 December**

OR**TIMETABLE 2 31 WEEKS**

Average study hours per week: 8

Exam Monday 6 June 2011

Assessment submission: mail, fax or email

Assess	Submit DURING week	Assess	Submit DURING week
1	16 August	9	6 December
2	30 August	10	31 January
3	13 September	11	14 February
4	27 September	12	28 February
5	11 October	13	14 March
6	25 October	14	28 March
7	8 November	15	11 April
8	22 November	16	26 April

Applications for examination and supervisor nomination forms **after 26 April and by 2 May**

12 SEPTEMBER INTAKE – COURSE COMMENCES 4 OCTOBER 2010

TIMETABLE 1 22 WEEKS

Exam Monday 6 June 2011

Average study hours per week: 11

Assessment submission : EMAIL ONLY

Assess	Submit BY	Assess	Submit BY
1	11 October	9	10 February
2	21 October	10	21 February
3	1 November	11	3 March
4	11 November	12	14 March
5	22 November	13	24 March
6	2 December	14	4 April
7	13 December	15	14 April
8	31 January	16	26 April

Applications for examination and supervisor nomination forms **after 26 April and by 2 May**

OR

TIMETABLE 2 44 WEEKS

Exam Monday 7 November 2011

Average study hours per week: 5

Assessment submission: mail, fax or email

Assess	Submit DURING week	Assess	Submit DURING week
1	18 October	9	9 May
2	8 November	10	30 May
3	29 November	11	20 June
4	31 January	12	11 July
5	21 February	13	1 August
6	7 March	14	22 August
7	28 March	15	12 September
8	18 April	16	26 September

Applications for examination and supervisor nomination forms **after 26 September and by 3 October**