



MDCA 1309-002IN
Anatomy and Physiology for Medical Assistants
Fall 2022
Internet

Instructor Information: Darlene Alexander A.A.S., CMA, RMA; dalexander@com.edu
Office# 409-933-8231

Student hours and location: by appointments

Required Textbook: Student Workbook for Use with Medical Assisting, Booth, Whicker, and Wyman, 7th Edition, McGraw-Hill Publisher. ISBN:978-1-260-47702-3

Course Description: A study of anatomy and physiology with emphasis on human pathophysiology including etiology, prognosis, medical treatment, signs, and symptoms of common diseases of all body systems.

Course Prerequisite Co-Requisite: MDCA 1302, MDCA 1443, MDCA 1321 and HITT 1305 must be taken as a co-requisite. Students must have completed the free Online Learners Workshop (required for IN or HY courses).

Course requirements:

1. Log into Brightspace/D2L at least twice a week to check for Announcements and e-mail, review the Learning Module content, and complete all graded course activities.
2. Complete and submit all graded activities within the time limit prescribed by the instructor. Graded activities and their due dates are indicated in the Course Schedule toward the end of this document but are subject to revision if circumstances (such as hurricanes) dictate.
3. **Maintain an average of 75% or better.** Students are responsible for submitting weekly graded activities within the date/time parameters indicated in the Course Schedule.
4. The mid-term and final exam will be administered as indicated on the Course Schedule.
5. Must have a minimum of 720 hours of class time during this program.

Determination of Course Grade/Detailed Grading Formula: Case studies, assignments, chapter quizzes, mid-term exam, and final exam. Grading rubric for assignments is found on the course menu. Quizzes and exams are self-grading by Brightspace/D2L.

Grading Formula: As a student you are required to complete all lessons, assignments, and test as part of each course within the program. Your semester grade will be comprised of:

Assignments	25%
Discussions	15%
Quizzes	10%
Tests (mid-term = 20% and final = 30%)	50%

A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program.

The Medical Assisting program use a competency-based evaluation process that provides the students with three attempts to pass. If the student completes a competency on their first attempt, the student will earn a grade of 100%. If the student completes on their second attempt, the student will earn a grade of 90%. If the student completes on their third attempt, the student will earn a grade of 80%. Should the competency not be passed with an 80% or higher, the student will be required to repeat the course. Competency evaluations are averaged at the end of term for the student’s final grade. A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program

Final Grade Breakdown: In order for me to meet “grade due” deadlines, I must have all work submitted to me by the deadlines noted on the calendar. Absolutely, no late submittals of work can be accepted. Furthermore, I do not give extra-credit assignments in this course. Final grades will be assigned according to the following scale:

Grading Scale:

- 90.0% to 100% = A
- 80.0% to 89.99% = B
- 75.0% to 79.99 % = C
- 70.0% to 74.99 % = D
- 0% to 70% = F

Late Work: Any class assignment not turned in on time will be considered late. All class work is due on the date it is given – no exceptions! Homework assignments not posted in Brightspace/D2L will be given a grade of zero Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

Make-Up Policy: If a student misses a graded activity due to an **emergency absence, or illness (of the student)**, it is the student's responsibility to promptly arrange for make-up work. You are required to have 720 hours for this program. Parameters for make-up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. Furthermore, students that cannot take an exam within the allotted time must contact the instructor in order for the test to be considered for an additional attempt. The percentage of each activity will weight in the final grade, regardless of the student participates in the activity or test. It is also at the instructor's discretion to accept late submissions. Keep in mind, you must contact the instructor and make any arrangements for submission. Do not expect the instructor to remind you. If you fail to contact instructor, no late work assignments will be accepted.

Quizzes cannot be made up. If you miss a quiz, you will not receive a grade and it might affect your average.

Mid-term and Exam make-ups will not be allowed unless there is an emergency (of the student), and I must be notified before the time of the exam.

Attendance Policy: You must log into this course at least 2 times per week to read content and complete graded activities, . It is the responsibility of the student to maintain the pace of the course recommended Course Schedule and to submit all graded activities before or by its due date. Students not logging into the course 2 times a week can be dropped at the instructor's discretion. A student may be dropped for non-attendance for no logging in and completing assignments. You are required to have a total of 720 from all classes of this program along with all assigned work. A doctor's note will be required for any absents to be excused in order for the student to make up any skills and time missed. Attendance will be checked daily by instructor. It is the responsibly of the student to maintain the pace of the course recommended in and to submit all graded activated before or by its due date. Students not logging into the course 2 times a week can be dropped at the instructor's discretion. If the student fails to make up the required hours, the student will be withdrawn from the program by the program director. Per accreditation, students have to meet the 720 overall clock hours.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Brightspace/D2L or other LMS)

Student Learning Outcomes:

SLO	Maps to Core Objective	Assess by Activity
SLO #1:	Communication Skills: Students completing MDCA 1309 will be able to demonstrate knowledge on normal human anatomy and physiology of cells, tissue organs and system with overview of common pathophysiology.	Chapter assignments
SLO #2:	Critical Thinking Skills: Students completing MDCA 1309 will be able to demonstrate knowledge of terms associated with each body system, describe each system, and identify its structures and list the functions of each system.	Quizzes
SLO #3:	Teamwork: Students will consider different points of view and work effectively with others to support a shared purpose or goal.	Discussion project

Learning Goals:

The learning goals for this course include:

- The human body: Levels of Organization
- Anatomical locations and positions.
- Chemistry
- Genetics and Heredity

Course Objectives:

At the conclusion of the course, students will be able to:

- Define and spell the terms associated with each body systems.
- Describe each system and identify its structures.
- List the functions of each system.
- Relate the importance and purpose of medical terminology to anatomy and physiology.
- Explain the concept and importance of homeostasis.

Entry Level Competencies for the Medical Assistant taken from the 2015 Standards and Guidelines for the Medical Assisting Educational Programs:

This course includes the following competencies: (Cognitive, Psychomotor, Affective)

Knowledge Based:

- 1.C.1. Describe structural organization of the human body.
- 1.C.2. Identify body systems.
- 1.C.3. Describe body planes, directional terms, quadrants, and cavities.
- 1.C.4. List major organs in each body system.
- 1.C.5. Identify the anatomical location of major organs in each body system.
- 1.C.6. Compare structure and function of the human body across the life span.
- 1.C.7. Describe the normal function of each body system.
- 1.C.8. Identify common pathology related to each body system.
- V.C.9. Identify Clinic Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases.
- V.C.10. Define medical terms and abbreviations related to all the body systems.
- V.C.11. Identify quality assurance practices in healthcare
- V.C.12. Identify basic principles of first aid
- V.C.13. Identify appropriate vaccinations based on an immunization schedule

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Student concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze, Allied Health Careers Chairperson at 409-933-8414 / kfrieze@com.edu .

Course Outline:

Anatomy & Physiology

Open Date	Close Date	Lecture	Homework
Aug 22	Aug 28	Organization of the Body	Online section, discussions, and quiz
Aug 29	Sept 4	The Integumentary system	Online section, discussions, and quiz
Sept 5	Sept 11	The Skeletal system	Online section, discussions, and quiz
Sept 12	Sept 18	The Muscular system	Online section, discussions, and quiz
Sept 19	Sept 25	The Cardiovascular system	Online section, discussions, and quiz
Sept 26	Oct 2	The Blood	Online section, discussions, and quiz
Oct 3	Oct 9	The Lymphatic and Immune system	Online section, discussions, and quiz
Oct 10	Oct 16	Mid-Term	Mid-Term
Oct 17	Oct 23	The Respiratory system	Online section, discussions, and quiz
Oct 24	Oct 30	The Nervous system	Online section, discussions, and quiz
Oct 31	Nov 6	The Urinary system	Online section, discussions, and quiz
Nov 7	Nov 13	The Reproductive system	Online section, discussions, and quiz
Nov 14	Nov 20	The Digestive system	Online section, discussions, and quiz
Nov 21	Nov 27	The Endocrine system and	Online section, discussions, and quiz
Nov 28	Dec 4	Special Senses	Online section, discussions, and quiz
Dec 5	Dec 8	Final Exam	

This schedule is subject to change at the discretion of the instructor

****Textbook assignments will be assigned in class****

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last date to withdraw from the 1st 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1, 2022.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program,

you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Online Activities:

Some quizzes, exams, or assignments may be hosted online on the publisher's server – McGraw Hill Connect, however, access to assessments and assignments are conducted through links in Brightspace. Only access the quizzes, exams, and assignments through the links provided in each learning module. Feedback on your assessments can be reviewed after each quiz or exam or exam is completed. Each assignment provides feedback as you proceed through the material. Practice assessments are also available in Connect for each Chapter. Ongoing feedback is important for you to assess your progress in the course and to determine if your approach to learning the material is effective.

- **Case Study:** Assignments will be provided in the BrightspaceD2L learning modules. Download and save the word document and edit your response. Your completed document will be uploaded in the assignment link. A case Study rubric is provided in the rubric menu link. Use it to guide you in the completion of your document. Instructors feedback will be provided individually on your submission through your My Grades tool.
- **Discussions:** are conducted on Brightspace/D2L through the Discussions tool. The forum will help foster connections with your fellow classmates and will contribute to the sense of community (online). The discussion post will also supplement your mastery of the content and strength your communication and writing skills. A discussions rubric provided in the Rubric menu link. Use it to guide you in your posts and replies. Instructor feedback will be provided individually on each discussion through your My Grades tool.

Tardiness Policy: Failure to interact with course content via Brightspace/D2L as indicated on the Course Schedule and module overview pages in Brightspace can likewise negatively impact a student's final course grade.

Professionalism: Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammar and without excess fillers, e.g., um, you know, like
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student, and college information.

Plagiarism:

The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to Office of Student Conduct for the appropriate discipline action.

Online Policies:

Netiquette: When communicating via the online mechanism of this course, it is important to remember those communications are conducted in a public forum and should reflect a level of professionalism reflective of that forum. At a minimum such communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.) For more information, go to: <http://www.studygs.net/netiquette.htm>

Success Tips for Students:

- Read all assignments and understand requirements for completing assignment prior to coming to class.
- **Three Prior to Me:** The MA faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer

to your textbook. Instructors will question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

- Preparation for the workforce.
- Increased research skills.
- Instructors will have more time to provide feedback and interact with students.

Because this is an online course, all of the weekly allotted time (at least 6 hours) for this course will be spent interacting with course content via Brightspace primarily by completing weekly quizzes, posting responses to discussion prompts or group case studies, and by reviewing the Learning Module content.

Additionally, this means students must take more initiative for their own learning and employ good time management and organizational skills. Students also need to take more initiative in asking questions about anything they do not understand about the course, the content or graded assignments.

Useful Websites:

- Student Resources: <https://www.com.edu/students>
- Library and Bookstore: <https://libguides.com.edu>
- Distance Education FAQs in Parature Knowledge Base: <https://com.parature.com>
- NetTutor: <https://www.com.edu/help-center>
- Disability Services: <https://www.com.edu/counseling/disability-services>
- Speaking, Reading, & Writing Center: <https://www.com.edu/srwc>