



MDCA 1309-102CL
Anatomy and Physiology for Medical Assisting
Fall 2021
Monday 9:30am – 12:30pm

Instructor Information: Darlene Alexander A.A.S., CMA, RMA; dalexander@com.edu
Office# 409-933-8231/cell-832-581-6630

Student hours and location: Monday 8:30am – 9:30am/12:30-1:30 STEMS bld. #12 Rm 233

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: Emphasis on normal human anatomy and physiology of cells, tissue organs, and systems with overview of common pathophysiology.

Course Prerequisite Co-Requisite: MDCA 1302, MDCA 1443 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 Blackboard 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.

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 Blackboard.

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:

Homework	25%
Quizzes	15%
Project	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 69% = F

Late Work: Any class assignment not turned in on time will be considered late. Late work is defined as work not turned in when a student is present in class on the date it’s due. Late work may be turned in with ten points off for each class day the work is late up to an average of 70% or 2 days. All class work is due on the date it is given – no exceptions! 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. Parameters for make-up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. 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, and I must be notified before the time of the exam.

Attendance Policy: Students are expected to attend every class and to be on time. Students who are late more than 15 minutes late may be counted absent by the instructor. If an absence occurs, it is mandatory for the student to call my office (409-933-8231) and leave a reason for the absence. A student may be dropped for non-attendance after 2 absences. Leaving the class early (before being released by the instructor) will result in an absence. More than 2 absences would prohibit students from successful completion of this course (Instructors Judgment). Attendance will be checked daily by instructor. If you miss a day you must make-up the time from that day missed. You must have a total of 720 hrs. for this program

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 Blackboard or other LMS)

Student Learning Outcomes:

1. 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.
2. 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.
3. Students completing MDCA 1309 will be able to demonstrate knowledge on how medical terminology relates to anatomy and physiology.

General Education Core Objectives Table:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Communication Skills - Develop, interpret, and express ideas through written, oral, and visual communication.
2. Critical Thinking Skills - To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

3. Teamwork - To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

SLO	Maps to Core Objective	Assess by Activity
SLO #1:	Communication Skills: Students will effectively develop, interpret, and express ideas through written, oral and visual communication (written, oral, and visual).	Chapter assignments and Discussions
SLO #2:	Critical Thinking Skills: Students will demonstrate creative thinking, innovation, inquiry & the ability to analyze, evaluate & synthesize information	Chapter assignments, Discussions, and 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 (paired)

Core Objectives:

The following represent College of the Mainland's Core Objectives; upon successful completion of this course students will demonstrate competency in:

1. Critical Thinking Skills: Students will demonstrate creative thinking, innovation, inquiry, and the ability to analyze, evaluate and synthesize information.
2. Communication Skills: Students will effectively develop, interpret, and express ideas through written, oral and visual communication.
3. Teamwork: Students will consider different points of view and work effectively with others to support a shared purpose or goal.

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: (C-Cognitive, P-Psychomotor, A-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, quadrats, 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 medical terms labeling the word parts.
- V.C.10- Define medical terms and abbreviations related to all the body systems.

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			
Date	Lecture	Homework	Due
Aug 23	Organization of the Body	Textbook, Quiz	Aug 30
Aug 30	The Integumentary System	Textbook, Quiz	Sept 7
Sept 6	The Skeletal System	Textbook Quiz	Sept 13
Sept 13	The Muscular System	Textbook Quiz	Sept 20
Sept 20	The Cardiovascular System	Textbook Quiz	Sept 27
Sept 27	The Blood	Textbook, Quiz	Oct 4
Oct 4	The Lymphatic and Immune System		

	And mid-term review	Textbook, Quiz	Oct 11
Oct 11	Mid-Term	Mid-Term	
Oct 18	The Respiratory System	Textbook, Quiz	Oct 25
Oct 25	The Nervous System	Textbook, Quiz	Nov 1
Nov 1	The Urinary System	Textbook, Quiz	Nov 8
Nov 8	The reproductive System	Textbook, Quiz	Nov 15
Nov 15	The Digestive System	Textbook, Quiz	Nov 22
Nov 22	The Endocrine System and Special Senses Handout	Textbook, Quiz	Nov 29
Nov 29	Chapter 34/35 Complete lecture/final exam review	All assignments are due. Review for final exam	Dec 6
Dec 6	Final Exam	Last class	

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.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 Fall session is Oct 6, 2021. The last date to withdraw for the 2nd 8-week Fall session is December 2, 2021. The last date to withdraw from the 16-week Fall session is November 19, 2021..

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.

COVID-19 Statement: All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus.. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

Tardiness Policy: Students who are late more than 5 minutes may be counted Tardy by the instructor. Three tardies will equal one absence.

Class Activities: Course topics are introduced and discussed during classroom sessions. Additional group exercises and workbook activities are conducted throughout the class meetings. General, ongoing feedback for assessments and assignments will be conducted before and after the assigned due dates.

Course Communication: I check my e-mail and course mailbox and discussion areas daily Monday through Friday. For any course related questions please email me through blackboard. I will respond to your phone call and e-mails within 24 hours or less. However, I may not always be able to respond to e-mails sent over the weekend until Monday Morning. I will communicate changes in or new assignments within 48 hours. When leaving a message or e-mail please state your name and student ID.

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.

Cell Phone Use: Cell phone use is **strictly prohibited** during any lab/class session. Please keep in “silent” mode during lectures and be respectful of instructors and other students. Should you need to answer the call, please do so out of the classroom. Due to cheating in the past, we cannot allow any wireless devices to be on during the tests. In an emergency, you may be reached by contacting Campus Police at 409-933-8403.

Classroom Behavior: Students are expected to conduct themselves a mature adult observing all college rules and classroom etiquette. Disruptive behavior will not be tolerated in the classroom. Use of **Camera and or Recording devices:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off you phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording

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.

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.

Success Tips for Students:

Interaction Expectations: 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 Blackboard 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:

- Blackboard support: <http://com.parature.com>
- 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>

