

Collin College - Continuing Education
Course Syllabus

Course Number: MDCA 1009

Course Description: Introduction to basic human anatomy and physiology for students interested in healthcare. Topics will include normal human anatomy and physiology of cells, tissues, organs and systems.

Hours: 48

Course Prerequisite(s): High school diploma or equivalent

Student Learning Outcomes:

1. Identify and correlate cells, tissues, organs and systems in the human body.
2. Differentiate normal from abnormal structure and function.
3. Identity all body systems, their organs and relevant pathophysiology.

Textbook(s): (Contact bookstore for current edition and cost)

Understanding Human Anatomy & Physiology, Sylvia S. Mader. McGraw-Hill Publishing ConnectPlus Access code 10th edition

Withdrawal Policy: Visit <http://www.collin.edu/ce/inforegistrar.html> for the tuition refund policy.

Collin College Academic Policies: See the current *Collin Student Handbook*. You are expected to complete your own assessments and discussion posts. If cheating or inappropriate sharing occurs, all parties involved will be denied any credit for that assessment, discussion post or assignment. The matter may be referred to the appropriate Dean for further action.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Meeting Location: This totally online course is in Canvas and must be accessed through CougarWeb.

1. To log in to CougarWeb, visit <http://www.collin.edu/>
2. Your username is the first portion of your CougarWeb account, usually the first letter of your first name, your last name, and then a number.

3. Your password is the last 6 digits of your CWID (College-Wide ID).
4. Your class will appear in Canvas on the first day of class.

NOTE: You will not be able to access the class until classes officially begin. Allow reasonable time for students to be uploaded into Canvas. If you are new to Canvas or would like a refresher in its processes please view the www.collin.edu/academics/ecollin/ page.

If you receive a login error, please try a different browser, delete your cookies and try again.

Attendance Policy: Attendance in an online course is measured by submission of assessments and discussion postings. Students must complete all assessments and postings as directed in the time frame specified. Students are expected to monitor online communications at least several times across each week. Time required to read all material and submit assessments and postings will vary according to individual skills.... but still must be submitted on time.

Lesson Plan: For each Module, there are several chapters followed by a Quiz. Please take time to read each chapter, review the powerpoint slides, and complete the SmartBook Activity. After you are confident with the material for all Chapters in the Module, take the Quiz. You will only get 1 opportunity at each Quiz. There is a Review for each Quiz, but it is optional.

| Date range for completion | Assignments |
|---------------------------|--|
| Module 1 | <ul style="list-style-type: none">• Introductions• Ch 1. Organization of the Body – The Human Body, Anatomical Terms, Body Cavities and Membranes, and Organ Systems• Ch 2. Chemistry of Life – Molecules of Life, Carbohydrates, Lipids, Proteins• Ch 3. Cellular Structure and Function - Cellular Organization, Crossing the Plasma Membrane, The Cell Cycle• Ch 4. Body Tissues and Membranes – Epithelial Tissue, Connective Tissue, Muscular Tissue, Nervous Tissue |
| Module 2 | <ul style="list-style-type: none">• Ch 5. Integumentary System – Structure of the Skin, Accessory Structures of the Skin, Functions of the Skin, Disorders of the Skin, Effects of Aging, Homeostasis• Ch 6. The Skeletal System – Skeleton: Overview, Axial Skeleton, Appendicular Skeleton, Joints (Articulations), Effects of Aging, Homeostasis• Ch 7. The Muscular System – Functions and Types of Muscles, Skeletal Muscles of the Body, Skeletal Muscle Groups, Effects of Aging, Homeostasis |

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| Module 3 | <ul style="list-style-type: none"> Ch 8. The Nervous System – Nervous System, Central Nervous System, Peripheral Nervous System, Effects of Aging, Homeostasis Ch 9. The Sensory System – General Senses, Senses of Taste and Smell, Sense of Vision, Sense of Hearing, Sense of Equilibrium Ch 10. The Endocrine System – Endocrine Glands, Hypothalamus and Pituitary Gland, Thyroid and Parathyroid Glands, Adrenal Glands, Pancreas |
| 1/18-3/1 Module 4 800 points | <ul style="list-style-type: none"> Ch 11. Blood – The Composition and Functions of Blood, Components of Blood, Platelets and Hemostasis, Blood Typing and Transfusions Ch 12. The Cardiovascular System – Anatomy of the Heart, Physiology of the Heart, Anatomy of Blood Vessels, Physiology of Circulation, Circulatory Routes Ch 13. The Lymphatic System and Body Defenses – Lymphatic system, Organs, Tissues, and Cells of the Immune System, Nonspecific and Specific Defenses, Creating an Immune Response, Effects of Aging, Homeostasis Ch 14. The Respiratory System – Mechanism of Breathing, Gas Exchange and Transport, Respiration and Health, Effects of Aging, Homeostasis Ch 15. The Digestive System – Anatomy of the Digestive System, Accessory Organs of Digestion, Chemical Digestion, Effects of Aging, Nutrition Ch 16. The Urinary System and Excretion – Urinary System, Anatomy of the Kidney and Excretion, Regulatory Functions of the Kidneys, Problems with Kidney Function |
| Module 5 | <ul style="list-style-type: none"> Ch 17 on Reproductive System – Human Life Cycle, Male Reproductive System, Female Reproductive System, Control of Reproduction and Sexually Transmitted Infections, Effects of Aging Ch 18 on Human Development and Birth – Fertilization, Development, Birth Ch 19 on Human Genetics – Chromosomal Inheritance, Genetic Inheritance, DNA Technology |

- You must earn at a 75% overall average to Pass Competency for this course.

Method of Evaluation: Students must achieve a minimum of 75% final average in order to pass competencies.

Expectations for taking an online course: It is the student's responsibility to maintain computer and Internet access. In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of

important items, if permitted by the instructor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work according to the schedule. In other words, a personal computer or Internet challenges are no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the instructor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course. Remember that *online courses require the STUDENT to be self-disciplined* concerning course performance.

Students are expected to monitor email, Canvas, Assignments and the Discussion board several times weekly, every day is best, in order to maintain communications with your instructor and classmates. All Discussion posts must be read even if you believe they do not pertain to you.

Computer Skills Needed: You should know how to access a Web site when given an address (URL) or link, use features of your Web browser, download files, attach files to emails, and use MS Word processing software.

Technical Support: Technical support for Canvas is available 24 hours a day, 7 days a week, 365 days a year. You may contact technical support toll-free by calling 1-866-350-5119.

Netiquette Expectations: Expectations for online class involvement:

1. Allow a professor 48 hours to respond to all questions and inquiries during the work week. Instructors are not expected to work weekends; therefore, response time will be extended. Please plan your time accordingly. Requesting to turn in an assignment late, because you are waiting on a reply from your instructor will not be considered an acceptable excuse. Deadlines are deadlines and it is imperative you plan your time accordingly. Grades are usually posted one week after the due date.
2. Communication with instructors should be kept brief. State the problem concisely as well as how you would like them to help. Instructors should always be addressed in a respectful and professional manner. Making demands, criticizing, and "yelling" (writing in a bold font and in all capital letters) are not acceptable forms of communication and are against the Collin College statement of core values.
3. If the student has an issue with the class, the teacher should be contacted individually. It is not a student's position to appoint themselves "spokesperson" for the class.
4. A student's responsibility is to perform within the structure of the class. Any attempt by the student to change the structure of the class may be regarded as a violation of departmental and college policy.
5. It is in good faith that faculty and students engage in the learning process. It is expected that students perform in class with that philosophy in mind. Students are expected to make a good faith effort to read and understand the material and to engage in learning activities provided by the instructor.