### Business and Career Programs Division

#### Course Syllabus - Anatomy & Physiology for Medical Assistants MDCA 1409

**Fall 2019**

<table>
<thead>
<tr>
<th>Course Description:</th>
<th>Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology</th>
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<table>
<thead>
<tr>
<th>Instructor Information:</th>
<th>Course Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nehal Rangnekar, MS, CPC</td>
<td><strong>Course Title:</strong> Anatomy &amp; Physiology for Medical Assistants</td>
</tr>
<tr>
<td>Professor/Coordinator, Medical Front Office Administration Programs</td>
<td><strong>Course Rubric/Number:</strong> MDCA 1409</td>
</tr>
<tr>
<td><strong>Office:</strong> Q214</td>
<td><strong>Section:</strong> 21401</td>
</tr>
<tr>
<td><strong>Office Hours:</strong> By appointment</td>
<td><strong>College Credits:</strong> 4</td>
</tr>
<tr>
<td><strong>Telephone:</strong> 972-860-4266</td>
<td><strong>Lecture/Lab:</strong> 4 lec</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:nrangnekar@dcccd.edu">nrangnekar@dcccd.edu</a></td>
<td><strong>Class Start Date:</strong> 08/26/2019</td>
</tr>
<tr>
<td><em>(Please use my email for urgent, personal communication only; refer to Method of Communication for more instructions regarding all course related communication)</em></td>
<td><strong>Class End Date:</strong> 12/12/2019</td>
</tr>
<tr>
<td>Dean: Christi Carter</td>
<td><strong>Class Meeting Information:</strong> Online</td>
</tr>
<tr>
<td><strong>Office:</strong> M110</td>
<td><strong>Attendance Certification Date:</strong> 09/09/2019</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:ccarter@dcccd.edu">ccarter@dcccd.edu</a></td>
<td><strong>Class Drop Date:</strong> 11/14/2019</td>
</tr>
<tr>
<td><strong>Telephone:</strong> 972-860-4282</td>
<td><strong>Prerequisites:</strong> Successfully completed or concurrently enrolled in Medical Terminology MDCA 1313</td>
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</table>

#### Course Focus:
The focus of this course is to identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

#### Required Materials:
**NOTE:** Check with Cengage Learning and/or the college bookstore about the Cengage Unlimited subscription option which gives students access to all Cengage course materials for any course they are taking as well as digital solutions such as MindTap. The subscription also entitles you to a renting a print textbook for $7.99
Cost: $119.00 for 4 months; $179.00 for one-year; 239.99 for two-year access.

Choose any one of the two:

**Option 1:** MindTap Basic Health Science, 2 terms (12 months) Printed Access Card for Rizzo's Fundamentals of Anatomy and Physiology, 4th edition (includes eBook)
Author: Dr. Donald C. Rizzo
ISBN: 9781305075054
Publisher: Cengage Learning
Option #2: Fundamentals of Anatomy and Physiology, 4th Edition + MindTap Basic Health Science, 2 terms (12 months) Printed Access Card
Author: Dr. Donald C. Rizzo
ISBN: 9781305789203 Publisher: Cengage Learning

Contact Brookhaven College bookstore Building S, Room S238, at 972-484-7651 for latest edition, availability and cost.

Cengage MindTap Student Registration Instructions:
This online course will be delivered through Cengage MindTap, an engaging digital learning experience. Through in-depth readings, flashcards, animations, simulations, and games, you will study how the human body operates on a daily basis, as well as how each body system works together to maintain homeostasis.

Please note that you will not be able to login to the MindTap course website and access the online interactive contents without an access code. See detailed instructions provided under the Cengage MindTap Resources link in eCampus on how to register your access code and enroll in the course created for you at this website.

Optional:
Taber’s Medical Dictionary, Publisher F. A. Davis, latest edition (or any other medical dictionary of your choice)
Study flash cards and/or index cards

Student Learning Outcomes:
Upon completion of this course, the student will be able to:
- Use the appropriate terminology to describe the human body, the chemistry of life, cell structure, metabolism, cellular reproduction and tissues.
- Identify the structures and functions of the major body systems.
- Examine common pathologies of the major body systems.
- Describe how the body maintains homeostasis, and analyze each body system’s role in maintaining the body’s internal environment.
- Explain the physiological changes and effects that aging has on each specific body system

Statement of Workplace and Foundation Competencies:
Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following Secretary’s Commission on Achieving Necessary Skills (SCANS) foundation skills and workplace competencies have been integrated into the curriculum for Anatomy & Physiology for Medical Assistants MDCA 1409.

Workplace Competencies
- Resources: Students must be able to allocate their time effectively; understands prepare, and follow schedules in order to complete all course requirements successfully.
- Information: Students must be able to acquire the proper information in order to successfully complete the course. Sources include textbook, online lectures, and computers to acquire process and communicate information.
- Technology: Students must be able to use computer hardware and software effectively in order to works with a variety of technologies in this online course.
Foundation skills

- Basic Skills: Students must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information; communicate thoughts, ideas, information, and messages in writing; interpret, and respond to verbal messages and other cues; organize ideas and communicate orally.
- Thinking Skills: Students must be able use efficient learning techniques to acquire and apply new knowledge, demonstrate critical thinking skills, and reason effectively.
- Personal Qualities: Students must be able to demonstrate personal qualities such as responsibility, professionalism, self-management, integrity, and honesty.


Student Contributions:
Your contribution includes the following:
- Read and understand Course Syllabus and Course Calendar
- Log in to your online class weekly
- Learn how the text, the online Cengage MindTap course and eCampus work
- Read Messages and Announcements posted by the instructor in eCampus
- Completing assignments in a timely manner
- Communicating with your instructor about your progress
- Contact instructor in a timely manner of any problems that may arise

Attendance Policy:
This is an online class offered through the DCCCD Blackboard Learn eCampus website and must be completed within the semester it is offered.

This is not a self-paced course and all assessments/assignments have specific due dates. A detailed course calendar, which shows all due dates, is located under the Syllabus/Course Calendar link in eCampus. It is developed for student success in this course. The dates are chosen with the overall course work load in mind and the due dates are not negotiable, except in extreme cases left to the instructor’s discretion. Students are expected to make posted deadlines and participate accordingly. Late work is not accepted, and extensions are not given.

Failure to purchase required materials is not an excuse for missing work. Technical issues are the student’s responsibility to work through. Waiting until the last minute to complete work then running into technical issues can cause a student irreparable damage in the course. Students are encouraged to work ahead in order to avoid such situations.

If a student is unable to attend class regularly, regardless of the reason or circumstances, he/she should withdraw from that class by the last date to drop a class. Since instructors cannot withdraw students, you will receive a performance grade of F if you do not initiate the withdrawal procedure yourself (please refer to College Policy).
Computer Skills Needed:
Students must possess basic computer skills in order to be successful in this online course. These include knowing how to navigate and work in a Windows environment as well as on the Internet, accessing a Web site when given an address (URL) or link, using features of a Web browser, downloading/uploading files, sending/receiving emails, attaching files to emails, and using Microsoft Word software.

If you experience personal computer or e-mail problems, you are expected to find another computer to use or use computers in the libraries of the DCCCD college campuses, as needed. In other words, personal computer or e-mail problems are no excuse for failing to communicate or submit course work by due dates.

Policy on accommodations for students with disabilities:
Any student requesting academic accommodations based on a physical, psychological or learning disability (such as requiring extra time on quizzes/exams) is required to register with Brookhaven College Disability Support Services. A letter of verification for approved accommodations must be obtained from them and submitted to your instructor by the second week of the semester. The Disability Support Services office is on the first floor of the Student Services Center, Building S, Room S136 or at 972-860-4673.

Policy on academic dishonesty:
Any student who submits an assignment that is plagiarized, shares exam information with another student, is found cheating, copying from another student’s test or homework paper using materials not authorized, collaborating with or seeking aid from another student during a test or in preparing written work for fulfillment of course requirements, altering answers, using materials not authorized by the person administering the test (such as iPhones, iPads etc. to look up information) is guilty of academic dishonesty, and shall be subject to a range of academic penalties as determined by the instructor.

These penalties may include, but are not limited to, one or more of the following:

- Loss of credit for an assignment, exam, or project
- Reduction in the course grade
- A grade of “F” in the course
- A letter will be placed in the student’s file indicating the violation of the Student Code of Conduct.
- Additionally, students involved maybe be placed on suspension until further disciplinary action is taken as per college policies.

IMPORTANT: I have zero tolerance for cheating on tests/assignments and plagiarism and will make no exceptions to this policy.

Grading:
The following components allow you to accumulate points toward your final grade.

- **Syllabus/Orientation**
  All students will complete the activities listed below within the first week of course.
  - Students will complete a *mandatory Syllabus/Orientation Quiz* located under the Getting Started link in eCampus.
You will post your student profile by clicking on the Discussions tab and selecting the topic: **Introductions**.

You will also compose a brief message using the **Messages** feature from within the eCampus course acknowledging that you have successfully accessed the online Blackboard course and completed all necessary procedures for orientation.

**These three activities will document completion of orientation, mark your attendance for the first week, and will be worth 10 bonus points counted towards your final grade if completed by due date given in Course Calendar.**

- This course covers 19 Chapters delivered through the Cengage MindTap digital platform.
  
  - Each Chapter and all related learning content as well as the graded components can be accessed through the Cengage MindTap Course link in your eCampus course.
  - For each chapter:
    - Read the accompanying text in the textbook or at the MindTap website.
    - At the MindTap website: view the videos and animations, complete reality checks and check yourself activities for practice, review flashcards, lecture notes and other interactive exercises located under Study Time.
    - Complete the following graded activities at the MindTap website.

- **MindTap Quick Check Activities**
  
  The MindTap Quick Check activities can be accessed at the Cengage website through the respective Chapter link in eCampus and must be completed for credit.
  
  - There are 50 Quick Check Matching and 50 Quick Check Labeling activities over the 19 Check Yourself activities, one for each Chapter, and may include multiple choice, fill in the blanks, and true/false questions.
  - Number of Quick Check activities vary with each Chapter.
  - Each Quick Check activity will be worth 1 point.
  - You will be allowed two attempts for each Quick Check activity, the best score will be recorded, and it will not be timed.

- **MindTap Homework Activities**
  
  The MindTap Homework can be accessed through the respective Chapter link in the MindTap course and must be completed for credit.
  
  - There will be 19 Homework activities, one over each of the 19 Chapters and may include multiple choice, fill in the blanks, and true/false questions.
  - Each Homework activity will be worth 20 points.
  - You will be allowed two attempts for each Homework activity, the best score will be recorded, and it will not be timed.

- **MindTap Case Study Activities**
  
  The MindTap Case Study activities can be accessed at the Cengage website through the respective Chapter link in eCampus and must be completed for credit.
- There are 14 Case Study activities, one for each Chapter starting with Chapter 6 through Chapter 19.
- Number of questions/points vary with each Case Study Activity.
- Case Study activities will be worth a total of 60 points.
- Case Study activities will be single attempt and will not be timed.

**MindTap Apply Yourself Learning Lab Activities**

The MindTap Apply Yourself Learning Lab activities can be accessed at the Cengage website through the respective Chapter link in eCampus and must be completed for credit.

- Learning Labs include a Pre-assessment, learning activities and a Post-Assessment. Only the Post-Assessment will count as your grade for the Lab. *You must complete all activities in the Lab before you take the Post-Assessment.*
- There are 14 Apply Yourself Learning Lab activities, one for each Chapter starting with Chapter 6 through Chapter 19.
- Each Apply Yourself Learning Lab activities will be worth 20 points.
- Learning Labs are single attempt only and will not be timed.

**MindTap Quizzes**

The MindTap Quizzes can be accessed through the respective Chapter link in the MindTap course and must be completed for credit.

- There will be 19 Quizzes, one over each of the 19 Chapters and may include multiple choice, fill in the blanks, matching, and true/false questions.
- Each Quiz will be worth 10 points.
- Quizzes will be single attempt only and will have a time limit of 20 mins.

**MindTap Midterm and Final Exams**

Each MindTap exam link will be located under the respective exam links in eCampus.

- Midterm Exam will be over Chapters 1 - 9.
- Final Exam will be over Chapters 10 - 19.
- Exams may include multiple choice, fill in the blanks, matching, and true/false, 
- Each exam will be worth 100 points.
- Each exam will be single attempt only and will have a time limit of 120 mins.
- The Midterm and Final exams are mandatory exams. If either exam is not taken as scheduled, you will automatically drop a grade level.

Please note the following for all MindTap Activities, Homework, Quizzes, Midterm and Final Exams:

- Assessments may be taken from 6:00 am on the first date listed until 11:59 pm on the last date listed in the Course Calendar. After 11:59 pm on the last date, it will be unavailable and a grade of “0” is earned for that assessment if it is not taken.
- Those assessments that are single attempt and timed, must be completed in one attempt and they will be strictly timed. You will lose 10 points from your final score if
the assessment is submitted 1-10 minutes over the set time limit (a point for every minute late). Your score will be a "0" for anything over that.

- **No make-up assessments will be given.**
- If a student experiences technical problem while taking an assessment, they should contact Cengage Technical Support via the link in eCampus. Upon verification, that assessment will be reset once.
- If a student continues to exhibit problems while taking assessments, he/she will have to come to the Brookhaven College campus to take a proctored version of the exam. If this is not possible, he/she will be encouraged to either take the average of other assessments and/or drop the course. No other options are possible.

The best way to achieve success in this course is to read and study each module and complete all applicable self-study/review activities before taking the quizzes and/or exams.

- **Extra Credit Research Paper**
  Students will have an opportunity to earn extra credit worth 50 points by completing a research paper assignment on a disease or pathological condition affecting a body system from those being studied in this course.

- More instructions and guidelines are posted in eCampus under the Research Paper link.

- **Plagiarism is unacceptable.** Your paper will be processed using SafeAssign, a plagiarism prevention service, offered by Blackboard. It compares submitted assignments against a set of academic papers and resources to identify areas of overlap between the submitted assignment and existing works. A SafeAssign originality report provides detailed information about the matches found between a student's submitted paper and existing sources.

  - Any paper submitted, and which is processed to have a SafeAssign overall match score of higher than 15% will result in grade of zero for that paper.
  - Refer to Policy on Academic Dishonesty in Course Syllabus for actions that could result in further penalties.
  - Research Paper is due by 11:59pm on date listed in the Course Calendar, no late work will be graded beyond this date and no other extra credit opportunity will be given.

**Grade/Feedback:**

- Scores for each graded MindTap assessment can be accessed in the MindTap Gradebook through the Progress link located in the App Dock.
- Cumulative scores will also be updated in eCampus after Midterm and Final Exams.
- You can view grades by selecting My Grades link from within the Course menu in eCampus.
Method of Evaluation:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Quiz/Introductions</td>
<td>10 pts</td>
</tr>
<tr>
<td>100 MindTap Quick Check Activities @1 pt each</td>
<td>100 pts</td>
</tr>
<tr>
<td>19 MindTap Homework Activities @20 pts each</td>
<td>380 pts</td>
</tr>
<tr>
<td>14 MindTap Case Study Activities</td>
<td>60 pts</td>
</tr>
<tr>
<td>14 MindTap Apply Yourself Learning Lab Activities @20 pts each</td>
<td>240 pts</td>
</tr>
<tr>
<td>19 MindTap Quizzes @10 pts each</td>
<td>190 pts</td>
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<tr>
<td>MindTap Midterm Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td>MindTap Final Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1180 pts</td>
</tr>
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Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1062 - 1180 pts</td>
<td>A</td>
</tr>
<tr>
<td>944 - 1061 pts</td>
<td>B</td>
</tr>
<tr>
<td>826 - 943 pts</td>
<td>C</td>
</tr>
<tr>
<td>708 - 825 pts = D (Repeat Course)</td>
<td></td>
</tr>
<tr>
<td>&lt; 708 pts = F (Repeat Course)</td>
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</table>

Please refer to the Course Calendar posted in eCampus for a detailed completion schedule and due dates for all assignments, quizzes, and exams.

Method of Communication:

All communications concerning the course must be through the Blackboard Messages feature. Blackboard Messages is a communications tool inside eCampus that allows instructors and students to interact through a private and secure text-based internal email messaging system unique to each individual course. You must be logged in to the eCampus course to read and send messages.

Students are not notified if they receive a new message, so it is your responsibility to check for new messages on a regular basis and avoid missing important news and information from the instructor.

Note the following procedure for communication with the instructor using the Messages link in your eCampus course.

1. Click on the Messages link located on the left hand side of the screen.
2. On the Course Messages page, click Create Message on the action bar. On the Compose Message page, click To, and a list of course members appears.
3. In the Select Recipients box, select the recipients and click the right-pointing arrow to move them to the Recipients box.
4. Use course prefix, number and your section in the subject line; for instance MDCA 1313-21441.
5. Identify yourself fully: at the end of every message/email, please type your full name, and student ID (e.g. Jane Doe, ID 000111). It is school policy that in order to preserve
student confidentiality any email that I receive without proper identification will not be responded to.

6. Compose your message using clear, complete, meaningful sentences (messages with texting/chatting abbreviations will not receive a response).

7. If the question is regarding a quiz, state the quiz number and the question number; for instance, Quiz #3, question 15.

8. Please make sure you include your first and last name at the bottom of the message.

9. Click [here](#) for more information regarding Course Messages.

Contact me using the steps listed above to discuss grades, questions on assignments and quizzes, or any other issues with this course. Best way to reach me is through the steps listed above. I will respond to all messages sent using all the above guidelines within 48 hours of receipt and often sooner (except on weekends as time allows).

Please limit using my email [nrangnekar@dcccd.edu](mailto:nrangnekar@dcccd.edu) to urgent or personal communication only.

**NOTE:**
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

**Institutional Policies:**
Institutional Policies relating to this course can be accessed from the following link: [Brookhaven College Policies](#)

**Important Dates - Fall Semester 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19 (M)</td>
<td>Faculty Reports</td>
</tr>
<tr>
<td>August 23 (F)</td>
<td>District Conference Day</td>
</tr>
<tr>
<td>August 26 (M)</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 2 (M)</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 3 (T)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>September 9 (M)</td>
<td>12th Class Day (Certification Date)</td>
</tr>
<tr>
<td>November 14 (R)*</td>
<td>Last Day to Withdraw*</td>
</tr>
<tr>
<td>November 28 (R)</td>
<td>Thanksgiving Holidays Begin</td>
</tr>
<tr>
<td>December 2 (M)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 9-12 (M-R)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 12 (R)</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>December 16 (M)</td>
<td>Last day for faculty to submit grades electronically through eConnect to the Registrar's Office.</td>
</tr>
<tr>
<td>December 24 (T)</td>
<td>College buildings and offices will be closed for the holidays at end of workday.</td>
</tr>
</tbody>
</table>

*This withdrawal date applies only to 16-week courses that begin on the first day of the semester. Classes that begin on different dates may have different deadlines to withdraw. Students should check "My Class Schedule" in eConnect to determine the last date to withdraw for each of their classes.*