

Allied Health Division

Med Assist A&P

MAP094

Summer Semester

Syllabus

Part 1: Course Information

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in course announcements or through Canvas email.

Instructor Information

Instructor: Molly Yeske

Office: Webb Hall 021

Office Telephone: 217-234-5055

Communication: email address: myeske@lakelandcollege.edu

Course Description

This course provides an introduction to human anatomy and physiology, and nutrition, as related to nursing and disease prevention, promotion, maintenance, and restoration.

Course Meeting Dates and Times

- Online

Textbook & Course Materials

Required Text

Textbook Title: Medical Assisting Administrative and Clinical Competencies

Author: Blesi, Michelle

Publisher: Cengage

Volume/Edition: 8th edition

Copyright Date: 2018

Course Requirements

- Access to Canvas: Grades will be posted in Canvas. Students are able to use any

college or personal computer to log into canvas and check grades at any time.

- The workbook that accompanies the textbook must also be purchased for this class.

Canvas Access

To access this course in Canvas (<https://lakeland.instructure.com/login>) you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari).

Classroom Policies

- All students are expected to abide by the proper netiquette when in the online environment. If unaware of the proper netiquette, review the material at <http://www.albion.com/netiquette/corerules.html> for the basic rules.
- No late homework is accepted.
- All homework is due by the due date/time listed on the Canvas Course. Correct spelling is essential for this class. Any misspelled words are subject to point deductions.

DISCUSSION REQUIREMENTS

- Your original post must be at least 200 words. You must respond to 2 classmates.
- I expect your reply to be thoughtful and engaging. Simple posts such as, "I agree" will not earn you points. The post should be written appropriately, in other words, capitalize, punctuate and spell check! Your follow-up discussions may take on a more relaxed and conversational tone, but the initial response should reflect more formal.
- Please note you will not see other students' replies until you have posted your response. Submit your responses early so we have time to discuss the implications of your response. DO NOT wait until the due date to post your response to the discussion question. This does not give other students enough time to reply to the post. You will have one due date for your initial post and one due date for your 2 responses. If you are late on posting your initial post, you will not receive credit for the whole assignment.
- You are encouraged to refer to the lecture packet in your response. Post your discussion by clicking "Reply". Review the responses of your fellow classmates and post your comments/reactions on TWO classmates posts. Your response must be at least 3 sentences (this is full, complete sentences) and at least 50 words. You are NOT expected to comment on EVERYONE 's postings- only those that interest you (but a minimum of TWO).
- You MUST cite all sources used in your discussion postings. Make sure to give credit where credit is due. Make sure that your sources are credible and reliable.
- You must complete all parts of the discussion to earn points. If you do not complete all parts of the discussion, you will receive no points for the discussion.

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Part 2: Course Objectives

This course provides an accelerated study of the anatomy and physiology of the structure and function of major organs, medical terminology, common diseases, and diagnostic testing associated with the body systems.

Upon the completion of this course, the student will be able to:

- Define, pronounce, and understand medical terminology and abbreviations as related to body systems.
- Identify the anatomy, physiology of the structure and function of the body systems.
- Describe common diseases and disorders, symptoms and etiologies and treatments of the body systems.
- Identify diagnostic and treatment modalities associated with the body systems.
- Label structures related to each unit.

Students will meet the objectives listed above through a combination of the following activities in this course:

- Unit exams
- Quizzes
- Workbook completion
- Homework packets
- Discussion posts
- Projects

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Part 3: Topic Outline/Schedule

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor. No late submissions will be accepted. All pages must be complete for points. **Times and dates are subject to change.**

Topic 1- Cells

Topic 2- Muscular

Topic 3- Skeletal

Topic 4- Cardiac

Topic 5- Nervous and Mental Health

Topic 6- Skin

Topic 7- Urinary

Topic 8- Respiratory

Topic 9- Blood

Topic 10- Digestive

Topic 11- Nutrition

Topic 12- Endocrine

Topic 13- Male/Female Reproductive

Topic 14- Lymph

Topic 15- Senses

Part 4: Grading Policy

Graded Course Activities

Viewing Grades

Lake Land College's Canvas system has a built in gradebook that allows easy access for students to view their grades and will calculate overall score.

Points you receive for graded activities will be posted to the Canvas Grade Book. Click on the Grades link on the left navigation to view your points.

Letter Grade Assignment

Grades will not be rounded up when calculating the final course grade. All students must have an average of 78% on coursework, quizzes, or exams in order to progress in the program. Students must earn at least a grade of "C" (2.0) in all nursing curriculum courses to continue in the nursing program and satisfy graduation requirements. Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

| Letter Grade | Percentage | Performance |
|--------------|------------|----------------|
| A | 92-100% | Excellent Work |
| B | 83-91% | Good Work |
| C | 75-82% | Average Work |
| D | 67-74% | Poor Work |
| F | 66-Below | Failing Work |

- If a student has a lack of progression in the course to the degree that the learning objectives cannot be met, the instructor may drop/withdraw the student from the course.
- Final grades will not be rounded
- Grades are totaled using a weighted system as follows:
55% Exams
25% Homework
20% Final Exam

Part 5: Course Policies: program policies apply to this course—refer to Handbook

Help Desk Support

The [Information Systems and Services \(Links to an external site.\)](#) department offers technical support. You can contact the helpdesk at 217-234-5261 or helpdesk@lakelandcollege.edu for any technical problems related to the courses you are taking at Lake Land College.

Information Systems and Services is located in [Virgil Learning Resource Center/Library](#)

[Links to an external site.](#) (See [Maps](#)

[Links to an external site.](#) for directions.) in the lower level. ISS welcomes walk-in campus support Monday - Friday from 8:00 am to 5:00 pm during the spring and fall semesters. During the summer the college is open from Monday - Thursday from 8:00 am to 5:00 pm.

Personal WiFi hotspot devices called MiFis and computers can be checked out at the Circulation Desk of the Virgil H. Judge Learning Resource Center/Library ([Links to an external site.](#)). Contact 217-234-5367 or libcirc@lakelandcollege.edu to set up an appointment.

If you have any difficulties using Canvas, you can contact the Information Systems and Services ([Links to an external site.](#)) at information above or directly in Canvas click the Help link in the global navigation to the left. Choose **Report a problem** to create a ticket. Be prepared to give a detailed description of your problem when filling out the form for the ticket. Please don't hesitate to ask for help.

- [How do I get help with Canvas as a student?](#)
- [Canvas Tutorial site](#) - on demand support with guides and video tutorials

Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the [Counseling Services](#).

[Links to an external site.](#) for support. Go to [Services & Resources](#).

[Links to an external site.](#) for more details.

Safe Zones throughout Campus



Safe Zone was created to address the concerns of the LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex, asexual/aromantic+) community at Lake Land College and the surrounding area. Safe Zones can be recognized by the Safe Zone logo and are areas on and around campus where supportive people provide information and work toward the elimination of myths, misconceptions, and stereotypes and provides resources and support for members of the LGBTQIA+ community. Look for the Safe Zone sticker around campus to find a Safe Zone trained faculty or staff member. Students can also find LGBTQIA+ allies through the student-based Safe With Me Ally Network.

Safety Breakdown

Review the [safety tips](#)

[Links to an external site.](#) on the Lake Land College website or view the video below.

Tutoring and Testing Center

The Tutoring and Testing Center offers free tutoring for Lake Land College students. Students may arrange a one-time session or regular ongoing weekly appointments based on their needs. To insure there is a tutor available, an appointment is preferred, but walk-ins tutoring is generally available for most main college subjects and study assistance.

The school supply pantry is also located inside of the Tutoring & Testing Center. Students who need help with basic materials for school are encouraged to stop by and receive materials like paper, pencils, highlighters and more to assist with their ongoing academic success.

Contact Information

Phone: 217-234-5287

Email: tutoringandtesting@lakelandcollege.edu

Physical Location: Webb Hall, Room 130

Website: [Testing and Tutoring](#)

[Enroll in Tutoring course site](#) - The Tutoring Center offers additional tutoring resources in the course site.

[Links to an external site.](#)

Proctoring

Proctoring is available at the Mattoon campus and the Kluthe Center. Proctoring appointments should be scheduled **at least 24 hours in advance**. Please take note of deadlines in your syllabus, especially those that fall on a Friday or weekend.

Proctoring appointments can be made through IRIS in the Laker Hub. To schedule an appointment, students should:

1. Login to the Laker Hub
2. Click on “Students” under “My IRIS”
3. Select “Proctored Test Scheduler
4. Select “Testing Proctoring Scheduler”
5. Choose their term, test, date, location and time.

Students who need special accommodation for proctoring should contact the Testing and Tutoring Center directly at 217-234-5287 or proctor@lakelandcollege.edu

College Policies & Procedures

Academic Standards and Policies

For more information on academic standards and policies, please view the student handbook. It is the student’s responsibility to understand when they need to consider dropping/withdrawing from a course. Refer to the Lake Land College website for dates and deadlines. Instructors may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw students from a course prior to five instructional days before the first day of the final exam period.

- [View Academic Standards](#)

Responsible Use of Classroom Content

Class discussions, papers, pictures, video, and any other student-created work for a course are all considered official course content. Student work, including papers, discussions, quizzes, assignments, etc., must be confined to the classroom (either on-campus or virtual) and should not be shared outside the classroom without the express permission of the student who created it. Students should respect the privacy of person-to-person or person-to-class communication in all forms. Violating student privacy may result in removal from the course. Significant or repeated violations may result in disciplinary action. This standard is pursuant to Board Policies [07.28.01 \(Student Code of Conduct and Disciplinary Procedures\)](#)

[Links to an external site.](#) and [11.15 \(Acceptable Technology Use\)](#)

[Links to an external site.](#)

Accessibility Statement

Lake Land College is committed to providing an accessible, inclusive and equitable experience designed for all students, staff, faculty and community members to thrive within the physical and digital campus. This commitment is designed to eliminate barriers, regardless of ability or technology and to cultivate an environment that fosters success and a sense of belonging for the Lake Land College community.

Canvas ADA Compliance Statement

Canvas conforms to the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

- [What are the Canvas accessibility standards?](#)
- [Links to an external site.](#)

Accommodations

Lake Land College is committed to providing a quality educational experience to all students. As such, the College provides [accommodations](#)

[Links to an external site.](#) for students who have a documented disability to help them achieve their full potential. For additional information, please contact Student Accommodations within Counseling Services—(217) 234-5259.

Diversity at Lake Land College

Lake Land College is committed to developing and maintaining an environment that embraces and actively supports diversity. We aspire to be an institution where the quality of education is enhanced and enriched by an inclusive campus community. We strive to provide dynamic learning and working environments that encourage multiple perspectives and the free exchange of ideas. Additional information is available at [diversity page](#)

[Links to an external site.](#) on the Lake Land College website.

Health Services

Lake Land College is committed to ensuring the safety of the college community while providing the best possible learning experience for students. Students with health concerns should immediately notify their instructor(s). Students with prolonged illness should contact the college nurse, in accordance with [Board Policy 07.43](#)

[Links to an external site.](#) (Health Services), at 217-234-5276 or healthservices@lakelandcollege.edu.

Sexual Harassment and Misconduct (Title IX)

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. Information about addressing sexual harassment and misconduct is found in the Student Handbook at [Student Guide to Addressing Sexual Harassment and Sexual Misconduct](#)

[Links to an external site.](#) section.

College Closings

The responsibility for canceling classes or closing for a specific period of time rests with the President of the College. When weather conditions prevent the opening of the College or cause a delayed opening of the College, announcements will be made on local radio and TV stations, and with text messaging, email and all other technology mediums available by 6:00 a.m. for that day.

Cancellation of day classes is not an automatic closing of evening sessions. The decision to close classes that begin at 5:00 p.m. or later will be made close to 2:00 p.m. as possible.

