



Continuing Education Department

Online ANATOMY & PHYSIOLOGY FOR THE MEDICAL OFFICE PROFESSIONAL

SYLLABUS

COURSE TITLE: Online Anatomy and Physiology for the Medical Office Professional

Fall 09 **ONLINE** Course Contract Numbers: 13655 and 13654

TOTAL CONTACT HOURS: 60

CEU'S: X YES NO 6.0 # CEU'S (10% of total class hours)

Online Medical Coding Course Registration instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/online registration.htm>

Contacts for Online Medical Coding Program: ceonline@durhamtech.edu

Cynthia Davis, Program Assistant and Becky Roehrs, Program Director

Course Description:

Here is the official course description from the Durham Tech web site at

<http://durhamtech.edu/html/current/noncredit/medical.htm#anatomy>

How does the human body function? This course provides a basic overview of the human body systems as well as an introduction to homeostasis, cells, tissues, circulation, the immune response, and electrolytes. Students gain an understanding of how different systems within the human body relate to one another. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology. **Textbook required. Recommended prerequisite:** Expanded Medical Terminology for the Health Care Professional

Textbook required: Structure & Function of the Body, 13th edition; Gary A. Thibodeau, Ph.D. and Kevin T. Patton, Ph.D.; Mosby/Elsevier, St. Louis, Missouri; ISBN: 978-0-323-04966-5

It is also recommended that you have the following skills before taking this online class:

- Must be comfortable using a keyboard (ability to type with both hands)
- Must be comfortable using a mouse (both right and left click)
- Must be comfortable using Word processing software
- Must have access to Word processing software
- Must have good file management skills (can open, update, close, save, and print files)
- Must be familiar with basic English grammar

Course

Responsibility: Aaron D. Smith and Anne S. Fifer
Instructors

The **goals of this course** are to provide students with the following:

- Become familiar with structure (anatomy) of the body and its parts.
- Become familiar with the functions (physiology) of the body.
- Become familiar with the organization of the body into organ systems and their functions and structures.
- Understand the integration and coordination of systems of the body to maintain body in healthy state.
- Be aware of how the physiologic process and how these can result in disease processes.
- Be able to use the terms and knowledge of anatomy and physiology accurately in critical thinking.

Online Course Textbook:

The textbook for the course is “**Structure & Function of the Body, 13th Edition**” by **Gary A. Thibodeau, Ph.D. and Kevin T. Patton, Ph.D.** Please pay close attention and make sure you purchase the book that includes the access/evolve code.

You must have the access code/key to complete the online class. If you have purchased a used book, or have purchased from eBay, Amazon.com, et cetera your text likely does not include the access code. **You MUST have the access code to complete the online course.**

If you purchased a book without the access code and **IT IS UNOPENED** you **may** be able to exchange it for one including the code. **Otherwise, you can buy the access/evolve code separately from the DTCC Bookstore. They keep the codes behind the Bookstore counter since it is just a piece of cardboard wrapped in plastic.**

The textbook will be available at the **Durham Tech Bookstore** at least **one week before online** classes start. The textbook can be located in the Continuing Education area using the course/contract number listed at the beginning of this document. Here is the link to the **location and hours** for the DTCC bookstore: <http://www.durhamtech.edu/html/prospective/bookstore.htm>

You can also **order your textbooks online**, please refer to the registration procedures for instructions: [Registration procedures for online courses](#)

To **logon to your class**, after returning your registration and payment, please refer to the registration procedures for logon instructions: [Registration procedures for online courses](#)

Online Course Final Grade Policy:

Your final grade for the course will be computed by totaling the number of points earned from the weekly module exams and the 8 discussion board questions and dividing them into the total number of points available for the course to obtain your final percentage.

Letter Grade:

Your final grade for the course is either Pass (S) or No Grade (NG). Your final grade will be either S for 80% or better or NG for less than 80%.

Contacting the online instructor: Use the discussion board to contact instructor for any questions. I do check them and will answer questions there. I will strive to respond to questions within 24-48 hours, but I may need to research your questions before answering them.

Online Instructor Absence: We will place an announcement in the announcement area of this class if we are going to be unavailable for more than 2 days and other instructors and our manager will be aware of our absence as well.

Online Course Attendance policy: Each student must participate in the "All About You" Discussion Board, by posting an Introduction, within the first two weeks of class, if you want to be considered a participating student in this online class.

After successfully completing this course:

- After successfully completing this course, if you've also completed the prerequisite course for Anatomy & Physiology, the Expanded Medical Terminology for Healthcare Professionals course (or have experience covering the course materials), students are eligible to take the recommended **Medical Coding I** course.
 - After passing Medical Coding I, students can take their last recommended courses, **Medical Coding II and Medical Insurance and Billing**.
 - Students can take the recommended Electronic Health Records course at any time, as it does not have any prerequisite courses.
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DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

Online Medical Coding Program Registration, Online Textbook Order Instructions and Online Course Logon Instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

DTCC Continuing Education Policies and Procedures:

This site includes information about class refunds, class repeats, and class cancellations, as well as information regarding senior citizens (NC resident and 65 or older):

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentsservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentsservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentsservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208 or by visiting the Student Development Office, Wynn Center, Room 1309.

Anatomy & Physiology for the Medical Office Professional ~ Fall '09 Course Outline

Remember, the information listed below is subject to change with little or no notice. This is just a guide to assist you in understanding the general flow of the course.

Week	Chapter	Start date	Exam Due Date	Other Assignments	Start date	Date due
1	1: Introduction	17-Aug-09	23-Aug-09	DQ1: Learning style	17-Aug-09	23-Aug-09
2	2: Chemistry of life	24-Aug-09	30-Aug-09	DQ2: About you.	24-Aug-09	30-Aug-09
3	3: Cells/tissues	31-Aug-09	06-Sep-09	DQ3: Cancer/neoplasm	31-Aug-09	06-Sep-09
4	4: Organ systems	07-Sep-09	13-Sep-09			
4	5: Skin	07-Sep-09	13-Sep-09			
5	6: Skeletal system	14-Sep-09	20-Sep-09			
6	7: Muscles	21-Sep-09	27-Sep-09	DQ4: Skeleton/muscle	14-Sep-09	27-Sep-09
7	8: Nervous system	28-Sep-09	04-Oct-09	DQ5: Nervous system	28-Sep-09	04-Oct-09
8	9: Senses	05-Oct-09	11-Oct-09			
9	10: Endocrine	12-Oct-09	18-Oct-09			
9	11: Blood	12-Oct-09	18-Oct-09			
10	12: Circulation	19-Oct-09	25-Oct-09			
11	13: Lymph/immunity	26-Oct-09	01-Nov-09			
11	14: Respiratory	26-Oct-09	01-Nov-09	DQ6: Asthma/Hypoxia	26-Oct-09	01-Nov-09
12	15: Digestion	02-Nov-09	08-Nov-09			
12	16: Nutrition	02-Nov-09	08-Nov-09			
13	17: Urinary system	09-Nov-09	15-Nov-09			
14	18: Fluid/electrolytes	16-Nov-09	22-Nov-09			
14	19: Acid-base balance	16-Nov-09	22-Nov-09			
15	20: Reproductive system	23-Nov-09	29-Nov-09	DQ7: Reproductive system	23-Nov-09	29-Nov-09
16	21: Growth/development	30-Nov-09	07-Dec-09	DQ8: Stem cells	30-Nov-09	07-Dec-09
16	Optional Cumulative Final	30-Nov-09	07-Dec-09			