Anatomy & Physiology for Medical Coding (HIM 1453)
Hillsborough Community College, Fall 2010

Instructor: Jessica Caldwell, CPC
Office hours: ½ hr before & after class & by appointment
Class time: Wednesdays 5:30-9:15pm 8/25/10-12/8/10
Phone: 813-390-7608
E-mail: jcaldwell5@hccfl.edu
Classroom: YFAC 226

Prerequisite: Medical Terminology (HSC 1531)


Description: This course is designed for students with limited background in sciences pursuing careers in the allied health fields. The students will gain an understanding of how the human body operates on a daily basis from birth to death and the fascinating working systems in our bodies.

Attendance: Attendance and participation are mandatory. Each one is 10% of your grade! No excused absences.

Requirements: Please come to class prepared with the homework and reading assignments completed.

Instructional Methods: Lecture, hand-outs, video, power point, guest speakers

Course Objectives: Upon completion of this course, the student should be able to:
- Comprehend the basic concepts of human anatomy and physiology
- Define anatomical terms used in body reference such as directions and planes
- Describe the structure and function of various body systems
- Recognize and identify medical terminology and abbreviations related to body systems
- Explain the concept of homeostasis
- Describe the basic structure and function of cells
- Identify common disorders of human body systems

Grading Scale:
- 90-100 A Attendance 10%
- 80-89 B Participation 10%
- 70-79 C Paper 20%
- 60-69 D Exams (3) 20% each
- <69 F (multiple choice, short answer, true & false)

Academic Dishonesty: Cheating, including plagiarism, will not be tolerated. Anyone caught cheating will receive a zero for that assignment or exam with no make-up opportunity and possibly risk failing the course.
**Request for Accommodations:** If to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in the Faculty Building, Room 109. You may also reach the office by telephone at (813) 253-7757 or TTD at (813) 253-7757.

**Paying Back Money:** Students who have received financial aid this semester should not drop or withdraw from this class without first talking with someone in the financial aid department. Dropping or withdrawing may require you to repay the financial aid you received for this class, including all federal and state aid, both grants and loans. This is especially true for Bright Futures and Pell Grant recipients.

**Course Schedule:** Last day to drop the class with refund is Aug 30. The last day to withdraw without a grade (no refund) is Nov 1.

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<thead>
<tr>
<th>Week</th>
<th>Topic/Assignment Due</th>
<th>Homework Due</th>
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<tbody>
<tr>
<td>1. Aug 25</td>
<td>Intro to course. The Human Body (1)</td>
<td>In class: Ch 1: 1, 2, 5, 7, matching</td>
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<tr>
<td>2. Sep 1</td>
<td>The Chemistry of Life (2)</td>
<td>Ch 2: 2, 5, 6, 7, 12; Fill in the Blank 1-10 &amp; Matching</td>
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<td>3. Sep 8</td>
<td>Cell Structure (3)</td>
<td>Ch 3: 1, 5, 7, 11, 13; FIB; Matching</td>
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<td>4. Sep 15</td>
<td>Cellular Metabolism and Reproduction (4)</td>
<td>Ch 4: 5, 7, 11, 12; T&amp;F; FIB; Matching</td>
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<td>5. Sep 22</td>
<td>Tissues (5), Integumentary System (6)</td>
<td>Ch 5: 1, 2, 3, 6, 7, 8; FIB, Matching</td>
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<td>6. Sep 29</td>
<td><strong>Exam 1 (Chs 1-6)</strong> Skeletal System (7), Articular System (8)</td>
<td>Ch 7: 1, 2; FIB, Matching, T&amp;F</td>
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<td>Ch 8: 1, 2, 6, 7, 8</td>
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<td>7. Oct 6</td>
<td>Muscular System (9)</td>
<td>Ch 9: 4; FIB; Matching</td>
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<td>8. Oct 13</td>
<td><strong>Rough Draft Due</strong> Nervous System (10 &amp;11)</td>
<td>Ch 10: 4, 5, 6, 7; FIB; Matching</td>
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<td>Ch 11: 1; FIB; Matching</td>
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<td>9. Oct 20</td>
<td>Endocrine System (12)</td>
<td>Ch 12: 3, 4, 5; Matching</td>
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<td>10. Oct 27</td>
<td><strong>Exam 2 (Chs 7-12)</strong> Blood (13), Cardiovascular System (14)</td>
<td>Ch 13: 1, 3; Matching</td>
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<td>Ch 14: 1, 3; Matching</td>
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<td>11. Nov 3</td>
<td>Lymphatic System (15)</td>
<td>Ch 15: 1, 7; FIB; Matching</td>
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<td>12. Nov 10</td>
<td><strong>Paper Due</strong> Nutrition &amp; Digestive System (16)</td>
<td>Ch 16: 1, 2, 5, 7, 9, 11, 12, 15, 16; FIB</td>
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<td>13. Nov 17</td>
<td>Respiratory System (17)</td>
<td>Ch 17: 1, 2, 3, 6; Matching</td>
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<td>14. Nov 24</td>
<td>Urinary System (18)</td>
<td>Ch 18: 1, 2, 5, 7, 9; FIB; Matching</td>
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<td>15. Dec 1</td>
<td>Reproductive System (19)</td>
<td>Ch 19: 1, 5, 6, 10; FIB; Matching</td>
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<td>16. Dec 8</td>
<td><strong>Exam 3 (Chs 13-19)</strong></td>
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Guidelines for Paper
You are to write a narrative paper about why you are in school and how you will use your college experience to make positive changes in your personal and professional life.
Some examples of topics to address: What made you decide to go to college? How do you expect your life to change after you graduate? What are your goals? How do you juggle school, work, family and social life? How will you succeed in school? Why are you here?
The paper must include:

- Title page: Type the title on the center of the page. Capitalize the first letter of each word. Type your name below the title, centered. Type the name of the school, centered under your name. Type the name of the class and the term.
- Body of the paper, 2-3 pages.
- Double-space the text.
- Font size 12 points. Times Roman is acceptable font.
- Indent the first line of every paragraph using the tab key. Type remaining lines to a uniform left-hand margin.
- Please staple paper together in the top left corner. Report covers or folders are not necessary.
- No hand-written papers accepted! It must be typed.
- Grade will be based on format, content, grammar and spelling!
- Rough Draft Due 10/13
- Final Paper Due 11/10

Tips for Writing a Paper
- Reflect on ideas, jotting them down as they come to you.
- Formulate your thesis: the assertion/proposition that says exactly what the point/focus of the paper will be. The thesis will suggest an overall order for the whole paper.
- Write down ideas/details related to the topic.
- Organize ideas/details that work best with the topic, purpose or audience.
- Write the first draft using 3 parts of the paper:
  A) Introduction: may be one or more paragraphs or a sentence or two, should catch reader’s attention; should introduce the subject of the paper and establish the thesis and purpose of the paper; predicts the structure of the paper
  B) Body: decide what details, examples or other materials you will use to develop your thesis; avoid using unsupported assertions, confusing, unrelated or inconsistent ideas; develop your ideas, paying close attention to logical organization
  C) Conclusion: may be a sentence or two or a paragraph or more; gives readers a sense of closure