



## Intro to Body Systems

MED125

Winter 2021

**Number of Credits:** 3

**Office:** Via Zoom

**Days Class Meets:** Online

**Contact Phone:** Click or tap here to enter text.

**Meeting Times:** Online

**Contact Email:** penamelissal@jccmi.edu

**Location:** Online

**Office Hours:** By appt via Zoom

**Instructor:** Melissa Pena, CMA(AAMA)

**Online:** JetNet

### Course Description

This course provides an overview of the anatomy of each body system in relation to the field of medical assisting.

### Prerequisite(s)

None

### Course/Program Goals

To obtain a general understanding of the anatomy of the human body in which to apply knowledge to future program courses.

### Course Objectives

Describe structural organization of the human body

Identify body systems

Describe:

- Body planes

- Directional terms

- Quadrants

- Body cavities

List major organs in each body system

Identify the anatomical location of major organs in each body system

### Textbook

**Visible Body – Online Access Code**

**(Follett Access is recommended for MA students as you will be purchasing most of your material this semester – see below).**

## Follett Access

Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.

For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, you choose to opt out, you may do so here: [www.jccmi.edu/optout](http://www.jccmi.edu/optout). Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

<b>Class Starts On:</b>	<b>Opt Out Date:</b>
January 11, 2021	January 14, 2021
February 15, 2021	February 18, 2021
March 15, 2021	March 18, 2021
March 30, 2021	April 2, 2021

If you have questions about materials, please contact the Jackson College Follett bookstore at [jackson@bkstr.com](mailto:jackson@bkstr.com). For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu).

## Required Extras

Visible Body – Access Code (via bookstore)

## Grading Procedure

Your grade will be calculated based on the following percentages:

**20% - Quizzes**

**50% - Final Exam**

**20% - Activities**

**10% - Other (Participation)**

## Grading Scale

<b>GPA</b>	<b>GRADE RANGE</b>		
4.0	94-100%	2.0	75-79%
3.5	89-93%	1.5	70-74%
3.0	85-88%	1.0	65-69%
		0.5	60-64%
2.5	80-84%	0.0	0-59%

## Student Responsibilities

1. Students are expected to utilize Visible Body to meet the course objectives and prepare for a comprehensive final exam.
2. Students are expected to conduct themselves in a professional manner and utilize class time efficiently.
3. All assignments are expected to be completed on time. If they are not completed on time you will receive a zero. No make ups allowed, so be sure to have a back-up plan to ensure you are able to complete your work.

## Quiz/Exam Process- Respondus

To protect the fairness and integrity of the exams, students will be required to take exams using Respondus Lockdown Browser and Monitor. This is an online test proctoring software that requires a download to your computer. Training and practice of Respondus technology will be provided in advance of the first exam. A Mac or PC that has a webcam and microphone is required to use Respondus. If you do not have this technology, please contact your instructor right away. Students are expected to complete the Respondus Practice quiz on time. This is to give our IT department time to help troubleshoot issues **before** exam 1 begins. Failure to complete the Respondus quiz on time may result in instructor-initiated drop.

## Attendance Policy

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams **BEFORE** the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Additionally, in compliance with Federal Title IV funding requirements, as well as college initiatives, **instructors will take attendance each scheduled meeting time**. Students will be automatically dropped if, within the first week of class, they do not attend class or do not engage in academic activity of an online class. If a student has not engaged in academic activity over a two-week timeframe, instructors will input a last date of attendance for that student, who will then be administratively withdrawn.

## Caveat

**Schools closings for inclement weather postings of where to listen :**

<https://www.jccmi.edu/about/weather-closings-cancellations/>

## Failure of Course

You must pass this course with a 2.5 or higher. Only one repeat of the course is allowed.

## Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

**Plagiarism is defined as the failure to give credit for the use of material from outside sources.**

**Plagiarism includes but is not limited to:**

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

**Cheating is defined as obtaining answers/material from an outside source without authorization.**

**Cheating includes, but is not limited to:**

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

## Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

### Course Management and Makeup Policy

If a student feels they are struggling or may be unable to complete the course, they must contact the instructor/program director as soon as possible to discuss options for moving forward in the program. Late work must still be completed, but will not earn credit.

### Help

#### Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page

### Important Dates – Winter 2021

DATE	EVENT
JAN. 18, 2021	MARTIN LUTHER KING JR. DAY – NO CLASSES
MARCH 8-14, 2021	MID-SEMESTER BREAK – NO CLASSES

### Course Calendar/Schedule

Week	Tentative Topics and Assignments
1 1/11 - 1/17	Getting started with Visible Body Intro to Human Anatomy Cells, Tissue,
2	Nervous System, Senses, Integumentary System

1/18-1/24	
3 1/25-1/31	Skeletal & Muscular Systems
4 2/1-2/7	Respiratory, Circulatory & Lymphatic Systems
5 2/8-2/14	Digestive & Urinary Systems
6 2/15-2/21	Endocrine & Reproductive Systems
7 2/22-2/28	Final Project DUE Final Exam

## Course Agreement

- I am aware that I will not earn credit for late work and understand that it is my responsibility to get any homework, papers, assignments, etc. submitted by the due date or sooner. I understand that even if late, I still must hand it that assignment, homework, etc. I also understand that if any work is handed in late, that I will receive a “1” grade on that assignment.
- I have been told and understand that assignments are to be completed on my own and that if it is found that I have worked with another student, I may receive a zero on that assignment and if it happens again, possibly a failing grade in the course.
- I understand that if I do not actively participate in class, I may be given a failing grade in the class.
- I have been told and understand that I must receive a 2.5 minimum in order to pass this course.

Sign this agreement by responding to the agreement forum in JetNet.