

## **MA104 – ESSENTIALS OF HUMAN DISEASES COURSE SYLLABUS**

**Spring 2015**

**Instructor: Dr. Christopher Hurley, DSc., DPT**

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### **Course Description and Objectives:**

This is designed as a lecture course on human diseases. Typically, this course is a pre-requisite for: an Associates of Arts Degree, Certificate Program in Computer Information, Medical Assisting, and Occupational Safety and Health. This course is for non-science majors. It is a survey course of the anatomy and function of the human body and mechanisms for maintaining homeostasis within it. The **purpose** of this course is to present a systematic approach and application to the study of human diseases with an emphasis on signs and symptoms, etiology, and treatment of the more common diseases and clinical disorders.

This is a fully distance course. This means that all lectures, lecture material, assignments and exams will be on-line. Weekly power point lectures are provided through Blackboard Collaborate. All course materials are available through Blackboard. There will be three required exams that will be taken at your local college testing center. Accommodations will be made for students with documented disabilities.

### **Course Objectives:**

By the end of the semester, students will be able to complete the following:

- Identify the relationship between health and disease, as well as the factors that may predispose individuals to various disease states.
- Discuss the causes and treatment of other common diseases and disorders of childhood.
- Understand the elements and function of the immune system and the consequences of immune system deficits.
- Identify the primary functions of the endocrine system and the glands included in this system.
- Identify common diseases and disorders of the eye and ear as well as current treatments.
- Understand the descriptions, symptoms, and causes of diseases of the cardiovascular, digestive, integumentary, musculoskeletal, neurological, respiratory, reproductive, and urinary systems.
- Explain the primary conditions that affect the mental state, including mood, anxiety, dementia, and personality disorders.
- Identify the primary conditions and disorders that result from trauma, various types of open trauma, thermal insults, repetitive motion injuries, and psychological and emotional assault.

**Technological Needs:**

- A reliable computer
- A web browser of version 3.0 or higher (Internet Explorer preferred; AOL is not recommended)
- An ISP (Internet Service Provider)
- A modem connection of 33.6K bps or more
- A printer
- An email account. All email correspondence will be through your UAA account
- Basic proficiency in using email and Windows
- Basic proficiency in browsing your hard drive for documents
- Basic proficiency in working in a web-based environment (opening links, using browser buttons, scrolling, locating URLs, using search engines, etc.)
- Basic proficiency in opening, saving, modifying and printing files
- A headset and microphone

**Technical Support:**

- I do not address technical issues. If you have difficulty accessing Blackboard or Blackboard Collaborate, the University of Alaska Anchorage has a team of professionals that can help you. They are available for any technical questions or problems related to the course. Please e-mail [callcenter@uaa.alaska.edu](mailto:callcenter@uaa.alaska.edu) or call the UAA Call Center at (907) 786-4646 or 877-633-3888.
- You can also visit the UAA Technology Web Page: <http://technology.uaa.alaska.edu/>

**Distance Education Support:**

- As this is a distance-delivered course, you may find that you will require support from the UAA Distance Education Department. You will need to go to the web address below to fill out a Proctor Form prior to taking the Mid-Term and Final Exams. If you have any questions regarding your proctor site, contact:

Contact information:  
University of Alaska Anchorage  
Distance Education Services  
3190 Alumni Loop, Rm 120  
Anchorage, Alaska 99508

**Phone:** (907) 786-4646 (Option 3) or Toll Free 1-877-633-3888 (Option 3)

**Fax:** (907)786-6000

**Email:** [distance@uaa.alaska.edu](mailto:distance@uaa.alaska.edu)

**Web:** <http://www.uaa.alaska.edu/distancededucation/>

**Course Text:**

Kodiak College uses MBS, an online bookstore, for all of their distance education courses. This is a recommended site for the textbook. Click on the following link or cut and paste it into your browser.

<http://bookstore.mbsdirect.net/kodiak.htm>

You will click on “order my books.” Choose the proper CRN number for both the lecture and continue. You will see the following screen:

<http://bookstore.mbsdirect.net/kodiak.htm>

**Essentials of Human Diseases and Conditions, 5th Edition Essentials of Human Diseases and Conditions, 5th Edition, Margaret Frazier, Jeanette Drzymkowski, ISBN9781437724080**

- You are required to purchase the above textbook. You should have all materials *prior to the beginning* of the course. Contact the Kodiak College Bookstore if you have any questions, at:
- Kodiak College Bookstore  
Ph: (907) 486-1242

**Remote Web Science Lab:**

This class will have a unique opportunity to work with the North American Science Labs Online, to complete a lab using a computer at home. You will be communicating with a Remote Web Based Laboratory located in British Columbia, to study normal vs. diseased cells. You can find the instructions regarding this lab under the “NANSLO Lab” icon. You will be expected to collect data and submit a report using the scientific method. You will be given an opportunity to sign up for a lab date to collect data with a group of students. You can choose to turn in one group lab report or complete it as an individual. Due dates are listed on the Course Schedule.

**Letter Grades:**

The following is the letter grade system for this class:

- 90% and above = A
- 80% and above = B
- 70% and above = C
- 60% and above = D
- Below 60% = F

**Grading Structure and Protocol:**

Grades will be based on weekly open-book quizzes, Exams 1 -3, weekly Discussion Board topic discussions, and a Remote Web Based Lab on comparison of diseased and healthy cells. It is highly recommended that students participate in the weekly Discussion Board postings since it will count for 15% of the course grade.

**Medical Office Coding Occupational Endorsement Certificate (OEC) Students:**

Many students in this course are in the Kodiak College OEC program. These students' must have a "C" or higher to stay in the program. If you are one of these students' and feel that you need extra help, it is imperative that you contact your "Student Success Coach" and Instructor. If you are not enrolled in this specific program, contact the Instructor directly for student support.

Please review all exams after the grading process. You can do this by going into Gradebook and clicking on your grade. If you feel that you have been graded incorrectly on any question, you are required to use the following protocol: 1) Write down the question in its' entirety; 2) State the name of the exam and the question number; 3) Write down your answer and why you feel it is an acceptable alternative; 4) You must defend your answer. This may require you to provide research (i.e. from the internet.)

Grading breakdown is as follows:

• Weekly Open Book Quizzes =	15%
• Weekly Discussion Participation =	15%
• Remote Web Based Cell Lab =	10%
• Proctored, Closed-Book Exams (1-3)	20% (each)
<b>TOTAL:</b>	<b>100%</b>

**Late Work Policy:**

This is not a self-paced course. All quizzes, assignments, and exams must be complete on time, unless special arrangements have been made with the instructor. Students will be given a **zero** on any late material. Typically, students are given seven days to complete weekly quizzes, lab quizzes, and clinical labs.

**Office Hours:**

Office hours are scheduled as necessary. Please contact me at [cphurley2@uaa.alaska.edu](mailto:cphurley2@uaa.alaska.edu) at any time to ask questions. This is a very comprehensive class, so please feel free to e-mail me as much as you need to. I should answer all e-mails within 24 hours. If you do not receive a reply within that time, please e-mail me again. Feel free to contact me by phone during the posted office hours. Go to the homepage and click on "Contact Dr. Hurley" where you will find my contact information.

**Assignment Information:**

The "Course Schedule" button will have all the information listed for what is expected each week. Reading and all other assignments are posted in this area of Blackboard.

Student lecture notes can be found on Blackboard. These are the highlights and most important aspects of the lecture material presented in this class. Emphasis should be placed on understanding the lecture, lecture notes, and Clinical Lab. You can print out the lecture slides directly off of VoiceThread or from the weekly lecture folder. The textbook should be used to support your understanding of these notes and the lecture material.

### **Weekly Quizzes:**

Each week a chapter quiz can be found in the “Test Central” folder. The purpose of a chapter quiz is to ensure that you understand the material presented. Quizzes are open-booked and should be used to help you prepare for the exams. These will be graded and will count for a total of 15% of the final grade.

### **Exams 1 – 3:**

There will be three closed-book, proctored exams. You must complete your proctor form found under the Test Central icon during the first week of class. All exams must be taken at an acceptable proctored location. Contact the Anchorage Distance Education Center with any questions (contact information is above). The exams will include: multiple choice, fill in the blank, and true/false. The exams will be located under the icon “Test Central.” They are worth 50 points each (20 % of the final grade per exam).

### **Blackboard Information:**

Blackboard is an Internet based course management system that provides student and faculty interaction within a web-based course. It is also utilized with traditional courses as well. Students use Blackboard to gain access to the course materials, assignments, and other important items related to their courses; thus, Blackboard is the tool used to obtain announcements, assignment criteria and due dates, maintain discussion forums, etc, as prescribed by the instructor or the distance delivered coursework requirements. To access Blackboard, Internet Explorer or Firefox is recommended. Go to the home website of your campus and click on the Blackboard link. Enter your username (usually begins with ds for Kodiak students; as for Anchorage students, etc.), and the password (usually your student ID number unless otherwise specified by UAA). You are now at your main Blackboard screen and will see all UAA courses for which you are registered. Select your course by clicking on it to link to class information. For technical assistance, contact UAA Call Center at [callcenter@uaa.alaska.edu](mailto:callcenter@uaa.alaska.edu); <http://technology.uaa.alaska.edu/blackboard/studenthowto.cfm>; or 1-877-633-3888, option 3. Professors control course content inside of our Blackboard portals, but we cannot correct or control Blackboard malfunctions. If Blackboard experiences major outages (more than 48 hours), please check your email for any special instructions regarding the course.

### **Blackboard Course Map:**

The following guide offers a key to the main menu buttons used in our course.

- [Start Here/UAA Resources](#): Click on this button to obtain important information about the class and how to use Blackboard. This section also

includes an: Introduction, Successful tips for Blackboard, Student Support, Disability Services, Student Code of Conduct and tutorials for Elluminate Live.

- [Syllabus](#): The Syllabus is one of the most important documents of this course. Please read it in its entirety and make a copy for your use.
- [Course Schedule](#): This button takes you to the class calendar which lists all relevant dates for the class and required reading. Due to the amount of material to be covered in this course, the calendar is not subject to changes.
- [Assignments](#): **This is one of your most important icons.** Click on this button to access all weekly assignments for this class. This will include: all reading assignments, lecture notes, pre and post quizzes, clinical virtual labs, weekly objectives, and other pertinent study materials.
- [Helpful External Links](#): This icon allows you to access the mandatory and optional links for this course. For example, two of the most common sites we will use are: [www.nobelprize.org](http://www.nobelprize.org), and “Surgical Procedures.” These will be used as an extra study tool to help you better understand the course material.
- [VoiceThread and Tools](#):
  - **VoiceThread**: This icon will allow you to enter the recorded lectures each week. The first lecture in VoiceThread is called :Getting Ready For Voice Thread,” prior to the end of week 1.
  - **E-mail**: Will be placed under an email icon or a Tools icon, Go to this icon to send and receive e-mail. I will respond to all emails, within 24 hours (excluding weekends).
  - **Discussion Board**: You should use the discussion board *to post your weekly response to questions and other students responses.* that you may have. Students need to take this opportunity to talk to one another and help each other answer their questions.
- [Test Central](#): This button will allow you to take the Exams 1 – 3.
- [Contact Dr. Hurley](#): This button takes you directly to my contact information including email and phone numbers. Please feel free to contact me at anytime and often via e-mail. You should have many questions, which we will address during the live chat, discussion board and by e-mailing or calling me. If you have technical issues, you will find access to the ITT center here.

### **UAA Email:**

UAA uses e-mail to communicate with students on many important matters. The University automatically assigns each student an official UAA e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UAA e-mail accounts. To receive university communication at a different e-mail address, students may forward e-mail from their assigned UAA accounts to any valid third party e-mail address of their choice that accepts forwarded e-mail. (*Some e-mail service*

*providers filter out forwarded e-mail. Students should check with their service providers to ensure that forwarded e-mails are accepted.*) If forwarded e-mail is accepted by your service provider, go to UAA's Identity Manager (<http://username.uaa.alaska.edu>), log in and set your forwarding e-mail address under the "Change Other Account Attributes" link. Contact the UAA IT Call Center by telephone at (907) 786-4646 or Toll Free (877) 633-3888 or by e-mail at [callcenter@uaa.alaska.edu](mailto:callcenter@uaa.alaska.edu) if you need assistance. Please contact Professor Hurley by email at [cphurley2@uaa.alaska.edu](mailto:cphurley2@uaa.alaska.edu). All emails will be answered within 24 hours (excluding weekends).

### **Course Rules, Policies and Procedure:**

Attendance/Class Participation: Although this course is distance-delivered, attendance and active participation is highly recommended. Weekly recorded lectures will be found in VoiceThread. It is important to attend or review all lectures in order to have a better understanding of the lecture notes and textbook. You can access the recorded lectures in VoiceThread as often as needed during the semester.

You should be logging onto the Blackboard course at least three times each week to check assignments, announcements, review course content, turn in assignments, and take the weekly quiz.. You should check your UAA email at least three times per week as this will be my primary means of conversing with you on an individual basis.

### **Instructor and Student Obligations:**

We have a mutual obligation towards each other in class. You are entitled to expect me to: be prepared for class, lecture in a clear and organized manner, have a clear and fair grading policy, write examinations that reflect lecture and textbook material, return graded examinations in a timely manner, and treat all students respectfully and equably.

In turn I expect you to: log into the course and attend the live or recorded lectures, complete all course work on time, read the text chapter and lab book before attending the lecture, and come to lecture prepared to learn.

### **Withdrawal, Incomplete, and Audit Policies:**

You are responsible for withdrawing or dropping the course, if you deem it necessary. Your instructor is not responsible for making sure that you meet these specific deadlines which can be found at [www.koc.alaska.edu](http://www.koc.alaska.edu) under the calendar. A faculty member may initiate a for students who fails to meet the course participation and assignment requirements during the first few weeks of the course, however, it is ultimately the students' responsibility.

An I (Incomplete) is a temporary grade. It is used to indicate that a student has made satisfactory progress in the majority (>50%) of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, he/she has not been able to complete the course.

Auditors are students who enroll for informational instruction only. No credit is received for audited courses. The faculty member and student agree upon terms for auditing the course. Submission of papers for correction and grading and participation in laboratory



experiences are at the discretion of the instructor. Faculty may withdraw students if they fail to comply with the agreed-upon terms.

**Statement of Academic Misconduct:**

All students at University of Alaska, Kodiak College are expected to display honesty and integrity in completing course requirements. Academic misconduct refers to plagiarism or cheating on examinations or assignments, and it is inconsistent with the aims and goals of Kodiak College. Specifically, students may neither use the work of another individual without proper acknowledgment nor perform work for another individual. Other examples of inappropriate academic conduct include prior acquisition or possession of an examination or homework assignments or submission of false data. As a result of a sustained allegation of academic misconduct, a low or failing grade for part or all of the course work may be given to the student at the discretion of the instructor.

**Academic Success and Support Services:**

Kodiak College is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities are encouraged to contact the Student Services Center of their home campus to discuss possible accommodations. If you believe you require special accommodation to complete the requirements and expectations of this course because of a disability please make your needs known to me. Click on the below link for direct access to Disability Support Services at the University of Alaska, Anchorage: <http://www.uaa.alaska.edu/dss/>.

**IMPORTANT Course Information:**

- Although this is an on-line course, students are expected to participate in weekly discussions boards.
- **This is not a self-paced course.** You are required to complete all course work, quizzes and assignments in the time specified by this instructor. Late work is not accepted.
- Log into the Blackboard course and check your UAA e-mail at least three times per week.
- All Quizzes must be taken online by the date specified. This information is located under the Test Central button.
- Exams will be given at your local college Testing Center. You must contact the Testing Center *at least two weeks in advance* prior to taking the exam so that they are prepared for you.
- Please purchase the textbook before the first week of class.
- Print out the lecture notes prior to the lecture.
- Read the lecture notes, assigned chapters, and participate in the weekly discussions on the Discussion Board.
- You cannot make up missed assignments or quizzes, unless previously arranged with the instructor.



### **Tips for Success in Class:**

I begin a semester with the assumption that every student enrolled in this course wants to learn the subject and earn an A or B. Although students often attribute success or failure in courses, especially science courses, to “aptitude” the best predictor of success in a college course is effort. The more effort you put forth and the better organized and focused your effort is, the better you will do. Here are some tips for success in this class:

- Repetition, repetition, repetition...
- Use your “Student Success Coach” and instructor for additional help, questions, and tutoring (if needed).
- Read the text chapter, weekly objectives, and listen to the recorded lecture that accompanies the power point slides.
- All lectures are recorded. I would recommend that you use these lectures as one of your main study tools.
- Look over your notes after the lecture and type or re-write them as soon as possible. Review the notes the next day. This can greatly increase your retention rate. As you copy your notes you should mark items that you don’t understand. Use the text, on-line resources or e-mail myself to help answer those questions.
- Keeping up with the weekly chapter readings from the text is paramount to success in this course (**Yes, we will actually read and be accountable for every single chapter/page in the text....you all paid enough for the text...we might as well let you get your money’s worth**). Please do not hesitate to contact me with any questions or concerns that you may have using e-mail or via phone during office hours. I look forward to working with you this semester.

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