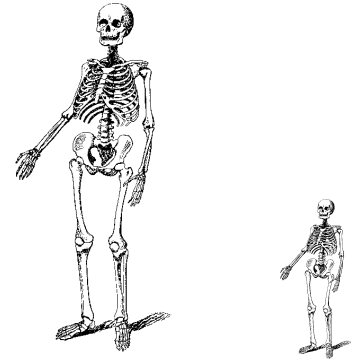


Fundamentals of Anatomy and Physiology
Health F114
UAF Community and Technical College
Dept. of Allied Health

Instructor: TBA

Office hours: by appointment



COURSE DESCRIPTION: This course introduces the student to the basic concepts of anatomy (the structure) and physiology (the function) of the human body. The course is designed for students wishing to pursue careers in health care. It is recommended that you complete medical terminology and high school-level biology and chemistry before taking HLTH 114. This class fulfills the anatomy and physiology requirement for the Associate Degree in Medical Assisting (and Certificate), Dental Assisting, and Emergency Medicine (Paramedic) I.

COURSE OBJECTIVES: On completion of this course the student will be able to:

1. Understand and be able to use basic medical terminology for body areas, planes, surfaces and directions.
2. Understand and be able to give examples of homeostasis.
3. Understand basic regulatory patterns of negative and positive feedback, providing examples of each.
4. Understand the structure of the atom, and the formation of chemical bonds.
5. Differentiate between organic and inorganic molecules, giving examples of each.
6. Explain the four major groups of organic molecules, and their primary uses and locations in the body.
7. Explain the basic structure and function of cells and their internal organelles.
8. Describe the four basic tissues of the body, and provide examples of their locations.
9. Describe the basic anatomy and physiology of the following body systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, immune, lymphatic, respiratory, digestive, urinary, and reproductive.

Required TEXT: *Anatomy and Physiology for Health Care Professionals*

Author: Jahangir Moini

Publisher: Jones & Bartlett

**** Use of your Alaska.edu email ONLY for contact to and from instructor/ PA****

Recommended TEXTS: Anatomy Coloring Workbook, ISBN 978-0-375-76342-7 (0-375-76342-2)

Author: Alcamo, Publisher: The Princeton Review

An Introduction to Chemistry for biology students, ISBN978-0-8053-9571-6

Author: Sackheim, Publisher: Pearson Education, Inc.

A Visual Analogy Guide to Human Anatomy& Physiology, 978-089582-801-9

Author: Krieger, Publisher: Morton Publishing Company

GRADING: Your grade will be based on the percentage of points you accumulate during the semester. T

Letter grades will be assigned as follows:

A= 90%-100%
B= 80%-89%
C= 70%-79%
D= 60%-69%
F= 59% and lower

Total grade appraisal:

Quizzes	25%
Assignments	15%
Attendance	10%
Homework	25%
Final exam	25%

Quizzes: Quizzes are scheduled on the course schedule. These will focus mainly on the chapters covered since the previous quiz, however, they are cumulative. There will also be a **final comprehensive exam** that is scheduled during final exam week. The final will be comprised **mostly** (approximately 80%) from previous quizzes, homework and participation pages. Therefore, *keep and correct your handouts* and use them to study / review. The final exam is worth 25% of your grade. Each written exam will include multiple choice, true or false, matching, fill in the blank questions and diagrams to label or draw.

Homework: Assigned as indicated on the course calendar or during class.

ATTENDANCE POLICY: It is expected that you will attend all classes and that you will come **on time** and ready to participate and with all needed materials. If for any reason you must be absent, please get notes from a friend, and make up all of your work. If you are late to an exam, we cannot, in fairness to other students, give you extra time to complete the exam. If you must miss an exam due to illness or emergency, you must notify me within 24 hours, and schedule a make-up exam that must be completed within one week of the missed exam. If you fail to notify me, 5 points will be deducted from your grade for each day you fail to contact me to schedule the make-up exam. Make-up exams may be entirely essay, at my discretion. All exam and assignment materials help comprise the majority of the cumulative final exam. You have one week maximum to make up an excused exam.

WITHDRAWAL FROM CLASS: If you want to drop a class, you must withdraw officially from the class. You may complete an Add/Drop form and return it to the Registrar's Office. Please be aware of the deadline for student-initiated withdrawals.

ACADEMIC HONESTY: Honesty is the primary responsibility of you and every other UAF student. Please refer to the UAF catalog under Academic/Student Code of Conduct for guidelines. Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures.

CLASSROOM BEHAVIOR: It has become necessary for me to establish certain rules of classroom behavior in order for all of us to enjoy our time together and successfully address the subject matter.

- You may have a closed topped beverage in lecture, but you must clean up after yourself.
- **No food** is allowed in class. It is a distraction to your participation and to those around you.
- You must **turn off cell phones** and pagers during class time and during lab time, unless otherwise directed. If there is an emergency that requires you to keep your phone on, speak to us prior to class and leave the phone on silent.
- Please do not disturb your fellow students or the instructor by arriving late or leaving the room during lecture. Attend to your personal needs before or after class.
- You may not bring your children or friends to class with you.
- You must demonstrate respect for all members of the class and staff.
- You must participate fully in group activities.
- You may not engage in any activity that disrupts class or disturbs your fellow students. This includes but is not limited to: chatting, passing notes, texting, use of smokeless tobacco and sleeping during class.
- If you need to stand during lecture, please move quietly to the rear of the room
- **Failure to follow classroom guidelines will result in your being asked to leave for the remainder of class and you will receive a zero for the entire days' work and/ or participation.**

ACCOMODATIONS FOR DISABILITIES: Students with documented disabilities will be provided reasonable accommodations to ensure equal access to education at UAF. If you have a disability that requires special accommodations, please speak with the Disability Services program, located at the Center for Health and Counseling. (474-7043). Services are free of charge.

Emergency Information:

CTC=Emergency phone and pull station located across from elevator, outside room 304.
Automatic External Defibrillator is outside of room 111 and near room 440

In the case of an emergency, necessitating exiting the building, take your jacket (and any medications if there is time) and use the stairwells to exit and then proceed to:

CTC= the first floor of the Barnette parking garage to gather with your class for roll call.

STUDY SUGGESTIONS:

- 1) Check your syllabus, and read, or at least skim over, the material to be covered **before** attending lecture.
- 2) Make an outline of the major topics to see how the information fits together.
- 3) Listen carefully and take notes during lecture.
- 4) As soon after class as possible, go over your notes, filling in missing details, referring to page numbers in your text, etc.
- 5) Add minor topics into your outline of the major topics to better see “the whole picture” of each system.
- 6) Spend time with your notes deciding why each element is important, and determining how you will remember it.
- 7) Use a variety of tools. For instance:
 - a) attach the new information to something you already know,
 - b) use pneumatic devices to memorize lists,
 - c) flashcards and coloring books may help
 - d) Use repetition to solidify the knowledge.
- 8) Review notes frequently throughout the semester. Cramming will not integrate the information into usable long term memory.
- 9) Try to relate the information to a real life situation of yours, a friend or family member.
- 10) Study alone before you study with a friend – but do both. Quiz each other. Teach each other.
- 11) Correct your exams- include the correct answer and **WHY** it is the correct answer.
- 12) Periodically review your corrected exams and homework- the final is cumulative and worth 25% of your overall grade.

F114

Course Schedule

Tentative – Fall 2014

Date (class meets 2x per week for a total of 5 hours)	In Class Discussion	Homework
Week 1	Ch. 1 “Introduction to Human Anatomy & Physiology”	Read Ch. 1 and complete homework assignments given.
Week 2	Ch. 2 “Chemical Basics of Life” and Ch. 3 “Cells”	Read Ch. 2 & 3 and complete homework assignments given.
Week 3	Ch. 4 “Cellular Metabolism” and Ch. 5 “Tissues”	Read Ch. 4 & 5 and complete homework assignments given.
Week 4	Quiz on Chapters 1-5. Review Ch. 6 “Integumentary System”	Read Ch. 6 and complete homework assignments given.
Week 5	Ch. 7 “Skeletal System” and Ch. 8 “Muscular System”	Read Ch. 7 & 8 and complete homework assignments given.
Week 6	Ch. 9 “Nervous System” and Ch. 10 “The Senses”	Read Ch. 9 & 10 and complete homework assignments given.
Week 7	Quiz on Chapters 6-10. Review Ch. 11 “Endocrine System”	Read Ch. 11 and complete homework assignments given.
Week 8	Ch. 12 “Blood” and Ch. 13 “Cardiovascular System”	Read Ch. 12 & 13 and complete homework assignments given.
Week 9	Ch. 14 “Lymphatic System” and Ch. 15 “Respiratory System”	Read Ch. 14 & 15 and complete homework assignments given.
Week 10	Quiz on Chapters 11-15. Review Ch. 16 “Urinary System”	Read Ch. 16 and complete homework assignments given.
Week 11	Ch. 17 “Fluid, Electrolyte, and Acid-Based Balance”	Read Ch. 17 and complete homework assignments given.
Week 12	Ch. 18 “Digestive System”	Read Ch. 18 and complete homework assignments given.
Week 13	Ch. 19 “Reproductive System”	Read Ch. 19 and complete homework assignments given.
Week 14	Ch. 20 “Pregnancy & Development”	Read Ch. 20 and complete homework assignments given.
Week 15	Final Exam	