

Department:

Medical Office Assistant

Course Description:

This course is designed to teach the basics of human structure and function. Emphasis is placed on how tissues, organs, and body systems work individual and together to carry out complex activities such as eating, learning, and responding to stress and interaction with other structures of the body.

Course Competencies:

1. Describe the levels of biological organization of the human body.
2. Identify the principal regions and cavities of the body
3. Explain the structure of various body systems
4. Describe the formation and growth of bones
5. Categorize the composition of blood into its parts
6. Differentiate between different blood vessels
7. Distinguish how blood circulates through the body
8. Identify the anatomy and physiology of the heart
9. Categorize two main divisions of the Central Nervous System

Course Content:

- A. Introduction to Anatomy and Physiology
- B. Integumentary System
- C. Skeletal System
- D. Muscular System
- E. Nervous System
- F. The Senses
- G. Endocrine System
- H. Circulatory System
- I. Respiratory System
- J. Digestive System
- K. Urinary System
- L. Reproductive System

Learning Assessments:

Competencies may be evaluated by multiple measures, including quizzes, exams, and final exam.

Instructional Materials:

Textbooks: Bonewit-West, K., Hunt, S. & Applegate E. (2015). *Today's Medical Assistant: Clinical & Administrative Procedures* (3rd ed.). Elsevier. ISBN-13: 978-0323311274

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).