HPRS-2301-IN PATHOPHYSIOLOGY
SYLLABUS & STUDENT INFORMATION PLAN

Instructor: Patricia Fisher
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INTERNET STUDENTS: Hours for returning email: I will return email M-F. My response to an email will be within 24 hours. If you email me after 12 noon on Friday, I will email on Monday.

COURSE SCHEDULE: See end of SIP

ADASTATEMENT
“This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student’s responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.”

RATIONALE FOR COURSE: The successful medical office professional must have a working knowledge of the normal anatomy and physiology along with the basic concepts of pathophysiology and the processes of specific disease applications in order to accurately record, report, and transmit medical information. This course is, therefore, designed to enable the student to build such a knowledge base.

COURSE DESCRIPTION: Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.


COURSE COMPETENCIES:
1. Demonstrate knowledge of basic concepts of pathophysiology through testing.
2. Demonstrate knowledge of diseases and operations of major body systems through testing.
3. Demonstrate time management by meeting due dates for assignments and organizing work, family, and personal schedules.
4. Demonstrate knowledge of normal anatomy and physiology and alterations of function in adults.

METHOD USED TO ACCOMPLISH COURSE COMPETENCIES
This online course features basic concepts of pathophysiology and explains the processes of specific diseases in an easy-to-read, consistent format. The most current information on the mechanisms, manifestations, and treatments of disease are clearly and concisely presented. Accessible writing and numerous illustrations in full-color are hallmarks of this course. Part One of the book presents the general principles of pathophysiology, including cell injury and repair; genetics; fluids and electrolytes, acids and bases; immunity, inflammation, and infection; and stress. Part Two is organized by body systems with each
covering normal anatomy and physiology with alterations of function. Answers to review questions include rationales for correct and incorrect answers, and links to related content to help you review and reinforce learning. A comprehensive bank of test questions check comprehension, and links to related content give further information and study guidance. Case Studies help you practice your critical thinking skills, and encourage you to view each patient as a person.

EVALUATION OF COURSE COMPETENCIES:
1. Module Tests 75%
2. Case Studies 25%

FINAL GRADE EVALUATION:
A = HIGHLY SKILLED
B = SKILLED
C = MODERATELY SKILLED
D = LIMITED SKILLS

LATE ASSIGNMENT POLICY
Assignments must be turned in by the due date. You may have only two late assignments during a semester. The first late assignment will receive a maximum grade of 90 (10 points deducted) and the second late assignment will receive a maximum grade of 80 (20 points deducted). After two late assignments, any additional late assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).

INSTRUCTOR DROP FROM COURSE:
Missing two assignments’ due dates require a face to face/Internet instructor consultation. Missing three assignments' due dates automatic drop from class.

YOUR RESPONSIBILITY:
If you want to drop a class, you need to go to the records office.

INCOMPLETE GIVEN AS A GRADE:
Student must meet, email, or phone the instructor requesting an incomplete grade.
An Incomplete grade may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F.

GENERAL INSTRUCTIONS:
DISTANCE EDUCATION
ACC has three different ways that you can take distance education classes: Online (WWW), TV Courses (TV), or through independent, directed self-study (TBA). Internet and TV classes are listed under the "Internet/Television Classes" heading in the schedule.

How does distance education work?
Once you have registered, you need to contact your instructor during the first week (via email -first letter of first name last name@alvincollege.edu. For example: psanger@alvincollege.edu). Your instructor will tell you about the course, give you the materials, and tell you what you need to do. From then on, you work within the timeline that your teacher sets, and hand in assignments by their due date. If there are any tests, you may take them online or at the Learning Lab, depending on the class.

Why should I take a distance education class?
The biggest benefit in taking a distance learning class is time. You can do the work at any time during the day while keeping up with the course. You do not need to be in class at any given time, however, you need to stay on top of the assignments and make sure that you get them in by the due dates. There is nothing harder to do than to catch up on a week or two of work.

**Is distance education for me?**

Can you dedicate 4-10 hours weekly to the course?
Is there a quiet place for you to study or work on your assignments?
Do you have good time management skills?
Are you self disciplined?
I can answer "Yes" to all of the above, am I ready for an online (WWW) course?
If you can also answer "Yes" to these, then online classes may be right for you.
Do you have unlimited access to a computer?
Do you know how to navigate on the Internet?
Do you have E-mail?
Can you check into your class at least every other day?

**CAREER SERVICES ON CAMPUS**

Career Services consist of a career library, individual counseling, career workshops, job placement, and job fairs. Career Services is linked to the College's website, alvincollege.edu.

Career Library Resources contains career books listing major employers, vocational biographies, job search information and videos. Student's workstation consists of computer planning software, resume writing software and easy access to labor market information.

Individual Counseling will assist students by critiquing resumes and job search strategies.

Career Workshops offer workshops on job-search topics such as resume and cover letter writing, interview preparation and tapping the hidden job-market.

Job Placement Services receives weekly from local and national employers job vacancies. These job vacancies are posted on job boards on campus, on the college's website (alvincollege.edu and click on job corner), and Office Administration's bulletin board.