

BIO 193: ANATOMY AND PHYSIOLOGY I
Summer Quarter 2008

Instructor: Dexter E. Beck, Jr., M.S, D.C.

Phone: 770-528-4494

Credit Hours: 5

Office: B172

E-mail: dbeck@chattcollege.com

Times: TR 8-11:30

Credit Hours: 5 (**Lecture hours:** 4 and **Lab hours:** 3)

CRN: 10313

I. Prerequisite: Associate level admission and completion of ENG 191 with a C or better

II. Text:

Required:

Shier, David, Jackie Butler and Ricki Lewis. 2007. *Hole's Anatomy & Physiology*. Eleventh Edition. Dubuque, IA: McGraw-Hill Publishers.

Martin, Terry R. 2007. *Laboratory Manual: Hole's Anatomy & Physiology*. Eleventh Edition. Dubuque, IA: McGraw-Hill Publishers.

III. Course Description:

This course introduces the student to the anatomy and physiology of the human body. The course will follow a systems approach to the structures of the human body and their functions. Hands-on laboratory experiences support classroom learning. Topics include: body organization, cell structure and function, tissue classification and the integumentary, skeletal, muscular and nervous systems. This is the first half of a two quarter sequence in anatomy and physiology (BIO 194: Anatomy and Physiology II.)

IV. Competency Areas:

- A. Medical Terminology Describing the Human Body
- B. Structure and Function of the Human Body
- C. Laboratory Equipment and Procedures

V. Course Goals and Objectives:

After successfully completing this course the student will:

- A. Identify the basic structures and functions of each body system.
- B. Describe the relationships between the body systems.
- C. Locate, define and use proper terminology for all structures.
- D. Demonstrate proper use of laboratory equipment.
- E. Demonstrate appropriate laboratory procedures.

VI. Course Requirements

A. To successfully complete this course the student must fulfill the following:

- 1. Complete all reading assignments prior to class meeting times.
- 2. Complete all examinations with a minimum average for all of 70%.
- 3. Participate in and complete all laboratory exercises.

B. Course attendance requirements:

- 1. Students are expected to arrive on time for classes.
- 2. Students who miss examinations may make up those examinations if they can provide a **verifiable valid** excuse. Excused absences are at the discretion of the instructor. Valid excuses may include serious illness, death in the family etc. An excused absence only allows the student to make up the missed examination, it does however, count toward your total absences.

VII. Examinations:

There will be five tests over lecture and practical laboratory materials given throughout the quarter. The 50 lecture questions on each test will consist of multiple choice, matching and/or true/false questions. The 25 laboratory questions on each test will consist of identification of objects and specimens, as well as, conceptual questions which are related to information

presented in the laboratory, as well as, questions with the following formats: short answer, labeling of diagrams and drawings. The schedule for these tests is subject to change. None of these tests are comprehensive nor cumulative.

VIII. Evaluation Procedures:

- A. Each lecture and laboratory test is worth 75 points.
- B. An academic performance grade will be given as an average percentage of total points, equal to the following grades according to Chattahoochee Technical College policy: 100 - 90% (A), 89 - 80% (B), 79 - 70% (C), 69 - 60% (D), and less than 60% (F).
- C. A work ethics grade will also be given as ascribed by Chattahoochee Technical College. This grade will reflect evaluation of attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. The grading scale is as follows: exceeds expectations (3), meets expectations (2), needs improvement (1), and unacceptable (0).

IX. Disability Accommodations:

Students who need accommodations are asked to arrange a meeting during office hours during the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with office hours, an alternate time can be arranged. To set up this meeting, please contact me. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with Disability Services at 770-528-4529.

X. Notice to Students Who Stop Attending Classes:

- A. STUDENTS must initiate withdrawal from a course(s) by completing the appropriate form through the STUDENT SERVICES OFFICE.
- B. Instructors WILL NOT initiate withdrawal for students who stop attending any course(s). Withdrawal is a STUDENT option.
- C. STUDENTS withdrawing from a course(s) after the drop/add period (July 1, 2, 3) through the end of the 5th week of the quarter (08/06) will receive a grade of a W
- D. STUDENTS withdrawing from a course(s) during the 6th, 7th, or 8th week of the quarter (08/27) will receive a grade of a WP or a WF.
- E. STUDENTS who have not withdrawn or do not attend class after the end of the 8th week of the quarter (08/27) WILL NOT be withdrawn by the instructor and WILL receive the appropriate letter grade (A, B, C, D, F, S, or U).

XI. Academic Dishonesty:

A student is subject to disciplinary action by the institution which may include suspension or expulsion for academic dishonesty including cheating, plagiarism, and providing false information to the institution. Note: all forms of academic dishonesty including, but not limited to, cheating on a test, plagiarism, collusion, and falsification of information will be cause for discipline.

Cheating on a test is defined to the following:

- A. Copying from another student's test paper.
- B. Using materials during a test not authorized by the person giving the test.
- C. Collaborating with any other person during a test without permission.
- D. Knowingly obtaining, using, buying, selling, transporting, or soliciting, in whole or in part, the contents of any unadministered test.
- E. Bribing any other person to obtain information about tests.
- F. Substituting for another student or permitting any other person to substitute for oneself.

XII. Plagiarism:

Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. Collusion is defined as the unauthorized collaboration with another person in preparing work offered for credit.

XIII. Attendance Policy:

Students are expected to be punctual and attend all classes for which they are registered. Each student should recognize at the beginning of his/her postsecondary career that a mature acceptance of his/her responsibilities is a requisite for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to make arrangements for make-up work at the convenience of the instructor. If the student does not attend classes, submit assignments, or, when applicable, contact instructors in a timely manner (either in person or by telephone), a failing grade(s) may be issued. If the absence is on the day an examination is administered the student must submit a verifiable documented excuse acceptable to the instructor to be eligible to make-up the missed examination. The examination should be attempted within one week of the students return to class.

XIV. Offensive Statements:

Offensive statements regarding one’s race, sex, creed, national origin, physical disability or mental stability are not appropriate and will not be tolerated. These statements will be considered a violation of the standards of conduct as stated in the current Chattahoochee Technical College catalog.

XV. Electronic Devices:

Electronic devices such as cellular phones with audible ringers will not be tolerated in the classroom.

XVI. Warranty:

Any graduate of Chattahoochee Technical College who is deficient in a competency identified in state program standard shall be retrained at the request of the employer at no cost to the employer or the employee for tuition or instructional fees. This warranty is valid for two consecutive years following the student’s date of graduation.

XVII. Tentative Lecture, Laboratory and Test Plan: (Schedule is subject to changes.)

DATE	TEXT CHAPTER/TESTS	LAB EXERCISES/TESTS
07/01	Chapter 1: Introduction	2: Body Organization & Terminology
07/03	Chapter 2: Chemical Basis of Life	2: Body Organization & Terminology Con’t
07/08	Chapter 3: Cells	4: Care and Use of the Compound Microscope 5: Cellular Structure & Function
07/10	Chapter 3: Cells (Con't)	7: The Cell Cycle
07/15	Test 1: Chapters 1 - 3 Chapter 4: Cellular Metabolism	
07/17	Chapter 5: Tissues	8: Epithelial Tissues 9: Connective Tissues
07/22	Chapter 5: Tissues(Con’t)	10: Muscle & Nervous Tissues
07/24	Chapter 6: Integumentary System	11: Integumentary System
07/29	Test 2: Chapters 4 - 6 Chapter 7: Skeletal System	
07/31	Chapter 7: Skeletal System (Con’t)	12 - 17: Skeletal System
08/05	Chapter 7: Skeletal System (Con't)	

08/07	Chapter 8: Joints	18: Joints
08/12	Test 3: Chapters 7 – 8 Chapter 9: Muscular System	19: Muscle Structure
08/14	Chapter 9: Muscular System (Con't)	20 - 23: Muscles
08/19	Chapter 10: Nervous System I	25: Nervous Tissue
08/21	Chapter 10: Nervous System I (Con't)	
08/26	Test 4: Chapters 9 - 10 Chapter 11: Nervous System II Structure and Function	26 - 29: Nervous System
08/28	Chapter 11: Nervous System II (Con't) Divisions	
09/02	Chapter 12: Nervous System III Senses	30 - 35: Somatic & Special Senses
09/04	Chapter 12: Nervous System III (Con't)	
09/09	Final Test: Chapters 11 - 12	