

BIO 194: ANATOMY AND PHYSIOLOGY II
Summer Quarter 2008

Instructor : Renee McFarlane
Email : rmcfarlane@chattoleage.com

Credit Hours: 5
Class Hours: 4
Laboratory Hours: 3

I. **Prerequisite:** Successful completion of BIO 193 with a C or better.

II. **Text:**

Required:

Shier, David, Jackie Butler and Ricki Lewis. 2007. *Hole's Anatomy & Physiology*. Eleventh Edition. New York, NY: McGraw-Hill.

Martin, Terry R. 2007. *Laboratory Manual: Hole's Anatomy & Physiology*. Eleventh Edition. New York, NY: McGraw-Hill.

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: endocrine system, blood, cardiovascular system and lymphatic systems, digestive system, nutrition and metabolism, respiratory and urinary systems, electrolytes, reproductive systems, pregnancy, development and genetics. This is the second half of a two quarter sequence in anatomy and physiology (BIO 193: Anatomy and Physiology I.)

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: To successfully complete this course, the student must:

- A. Complete all reading assignments.
- B. Complete all examinations with a minimum average of 70%.
- C. Participate in and complete all laboratory exercises.

VII. Examinations:

There will be four tests over lecture and practical laboratory materials given throughout the quarter. The 50 lecture questions on each test will consist of multiple choice, matching, 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 is comprehensive or cumulative.

Under **NO** circumstances will makeup exams be administered with the following exceptions: death in the immediate family (defined as follows: mother, father, sibling, spouse, or child), or student is incapacitated to the point where he/she is hospitalized on day of exam. **DO NOT UNDER ANY OTHER CIRCUMSTANCES ASK TO TAKE YOUR TEST AT ANY OTHER TIME FOR ANY OTHER REASON. ALL REQUESTS WILL BE DENIED.** If a student does have a situation where a makeup exam can be administered, it is the responsibility of the student to contact the instructor within 24 hours of missing the exam via phone or email. **Upon the first class day that the student returns to school, a written excuse must be presented specifically indicating the dates that are to be excused.** Also be prepared to take the make-up exam upon arriving the first class day (**NO EXTRA TIME WILL BE GIVEN**). No make-ups will be administered to anyone who misses a make-up exam. **If you are unable to make up an exam from an excused absence, the missed examination will not count in your final course grade (which means that the remaining work will be responsible for a greater weight in determining**

your final grade).

VIII. Evaluation Procedures:

Each student's grade will be calculated as follows:

Four tests (100 points each)	400 points
Final examination	100 points
TOTAL	600 points

- A. Each lecture/lab oratory test is worth 100 points.
- B. All tests will be returned within one week of administration.
- C. 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).
- D. 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 before or after class during the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with time period, 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 - 3) through the end of the 5th week of the quarter (August 6th) will receive a grade of "W".

D. STUDENTS withdrawing from a course(s) during the 6th, 7th, or 8th week of the quarter (to August 27th) will receive a grade of "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 (August 27th) 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 or, when applicable, contact instructors in a timely manner (either in person, by telephone or email), a failing grade(s) may be issued.

Therefore, attendance is expected at all class meetings and students are expected to be **punctual**. Attendance will be taken at each class meeting. Tests will be given at the beginning of the class. If you arrive late, you may be permitted to take the exam as long as the materials have not been collected from the class. Exceptions to this policy can be made only under extreme circumstances and with a **WRITTEN** excuse or explanation for tardiness or absence.

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.)**

<u>DATE</u>	<u>TEXT CHAPTER/TESTS</u>	<u>LAB EXERCISES</u>
-------------	---------------------------	----------------------

7/2	Chapter 13: Endocrine System	Exercise 36:
	Endocrine System	
7/7	Endocrine System (cont'd)	
7/9	Chapter 18: Nutrition/Metabolism	
7/14	Chapter 14: Blood	Exercise 37: Blood Cells
7/16	TEST 1: Chapters 13, 18	Test 1: Exercise 36
	Chapter 14: Blood (cont'd)	
7/21	Chapter 15: Cardiovascular Structure	Exercise 40: Heart
		Exercise 41: Cardiac Cycle
		Exercise 42: Blood Vessels
7/23	Chapter 15: Cardiovascular Pressure/Blood Pressure (cont'd)	Exercise 43: Pulse
	Veins	Exercises 44: Arteries and
7/28	Chapter 16: Lymphatic/Immunity Lymphatic System	Exercise 46:
7/30 - 44	Test 2: Chapters 14, 15	Test 2: Exercise 40
	Lymphatic System/Immunity (cont'd)	
8/4	Chapter 17: Digestive System	Exercises 47:
	Digestive Organs	
8/6	Digestive System (Cont'd)	
8/11	Chapter 19: Respiratory System	Exercise 50:
	Respiratory Organs	Exercise 52: Breathing and
	Respiratory	Exercise 53: Control of
	Breathing	
8/13 46, 47	Test 3: Chapters 16, 17	Test 3: Exercise
	Respiratory System (Cont'd)	
8/18	Chapter 20: Urinary System	Exercise 54: Kidney
	Structure	

8/20	Chapter 21: Water , Electrolyte and Acid-Base Balance		
8/25	Chapter 22: Reproductive System	Exercise 57:	
	Male Reproductive System	Exercise 58:	Female Reproductive System
8/27	Test 4: Chapters 19 - 21 50, 52 - 54	Test 4: Exercise	
	Reproductive System (Cont'd)		
9/1	NO CLASS - LABOR DAY HOLIDAY		
9/3	Chapter 23: Human Growth	Exercise 60:	
	Fertilization/Early Development		
9/8	REVIEW FOR FINAL		
9/10	FINAL EXAM: CHAPTERS 22, 23	Final	Exam:
	Exercise 57, 58, 60		