



BIOL 2113: Anatomy & Physiology I
COURSE SYLLABUS
Fall Mini Mester 2017: Tuesday Lecture

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: HSA 903
Class Meets: 8:00 AM - 1:15 PM (Tuesday Lecture)
CRN: 20096

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sadia Ajohda
Office Location: Room #723 (RMTC Bldg.)
Office Hours: 7-12, 1-3 M; 7:00-8:00 T, W, R
Email Address: sajohda@southeasterntech.edu
Phone: 912-538-3216
Fax Number: 912-538-3156
Tutoring Hours: By appointment

REQUIRED TEXT

¹Principles of Anatomy and Physiology, Tortora/Grabowski, 14th Edition, John Wiley & Sons, Inc.
²Anatomy & Physiology Lab Workbook, **BIO 2113** First Edition; Southeastern Technical College, 2017

REQUIRED SUPPLIES

Ink pens, highlighter, and any other supplies deemed necessary by instructor.

COURSE DESCRIPTION

Course introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include: body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

MAJOR COURSE COMPETENCIES

1. Body Organization and Chemical Basis of Life
2. Cell Structure and Function
3. Tissue Classifications
4. The Integumentary System
5. The Skeletal System
6. The Muscular System
7. The Nervous and Sensory Systems

PREREQUISITE(S)

Pre-requisite: Regular admission

Co-requisites: BIOL 2113L, ENGL 1101

COURSE OUTLINE

BODY ORGANIZATION AND CHEMICAL BASIS OF LIFE

1. Define the terms anatomy and physiology
2. Describe the basic biological functions necessary for survival.
3. Define anatomical position.
4. Identify descriptive body terms, planes, abdominopelvic regions and quadrants, directional terms as they relate to anatomical position, body membranes and cavities.
5. Discuss complementarity between structure and function
6. Describe the various organizational levels of the human body.
7. Define homeostasis and metabolism.
8. Define positive and negative feedback cycles and provide examples of each.
9. Describe basic atomic structure. Cognitive Knowledge
10. Define the terms molecule, element, compound, mixture, solution, solvent and solute and give examples of each.
11. Describe and give examples of covalent (non-polar and polar), ionic and hydrogen bonding.
12. Describe water as an inorganic compound and universal solvent.
13. List the major elements present in the body.
14. Discuss and give examples of the most important carbohydrates, proteins, lipids and nucleic acids found in the body and relate these substances to specific body structures or functions.
15. Describe intermediary metabolism. Cognitive Knowledge
16. Describe pH scale, acids and bases.

CELL STRUCTURE AND FUNCTIONS:

1. Describe the structure of a typical cell.
2. List the organelles and discuss the functions of each.
3. Describe the types of movement of materials across the cell membranes and relate these to functions of the cells of the body.
4. Discuss the molecular structure of DNA in relation to hereditary characteristics.
5. Discuss mitosis and meiosis.

TISSUE CLASSIFICATIONS:

1. Define the term tissue and histology.
2. Identify the four major types of tissue in the body and their basic functions.
3. Describe the structure, function, and location of epithelial tissues in the body.
4. Describe the structure, function, and location of connective tissues in the body and contrast these to epithelial tissues.
6. Compare and Contrast the three forms of muscle tissue: skeletal, smooth and cardiac.
7. Describe the structure, function, and location of nervous tissue in the body.
8. Classify the membranes of the body and provide examples of each.
9. Describe the basic steps in tissue repair.

THE INTEGUMENTARY SYSTEM:

1. Discuss functions of the skin as an organ system & role in homeostasis of body temp.
1. Describe layers, structural components, & functions of epidermis dermis & hypodermis.
2. Describe the basic structure and function of epidermal derivatives such as hair, nails, sweat, sebaceous and ceruminous glands.
3. Discuss the classification of burns by degree and surface areas involved.

4. Discuss the three principal types of skin cancer and differentiate among them.

THE SKELETAL SYSTEM:

1. Discuss the components and functions of the skeletal system.
2. Discuss the basic anatomy of long and flat bones.
3. Describe the histological features of compact and spongy bone tissue.
5. Compare and Contrast intramembranous ossification and endochondral ossification.
6. Define interstitial and appositional bone growth.
7. Describe the process of bone remodeling and fracture repair.
8. Classify the principal types of bones on the basis of shape and location.
9. Describe the various markings on the surface of bones.
10. Identify the bones and principal markings of the bones of the axial skeleton.
11. Identify the bones and principal markings of the bones of the appendicular skeleton.
12. Define an articulation and identify the factors that determine the types and degree of movement at a joint.
13. Classify joints based on their structure and function using proper terminology.
14. Describe the major movements allowed by synovial joints. Cognitive Knowledge
15. Describe selected articulations of the body with respect to the bones that enter into their formation, structural classification, & anatomical components. Discuss selected bone diseases & common fractures.

THE MUSCULAR SYSTEM:

1. List the characteristics and functions of muscle tissue.
2. Discuss the organization of muscle tissue and its components.
3. Discuss the anatomy of the muscle (cell) fiber and the microscopic anatomy of the muscle cell including the sarcomere as the basic unit of muscle contraction.
4. Discuss the sliding filament theory of muscle contraction.
5. Discuss the structure and function of the neuromuscular junction.
6. Describe the movement of the action potential in skeletal muscle.
7. Describe the ATP needs and the energy sources used by skeletal muscle.
8. Explain concepts in muscle physiology such as twitch, motor unit, tetanus, as well types of muscle fibers and muscle contractions.
9. Define origin and insertion.
10. Describe the relationship between bones and skeletal muscles in producing body movements. Cognitive Knowledge
11. Discuss most body movements as activities of groups of muscles by explaining the roles of the prime movers, synergist, antagonist and fixator.
12. Define the criteria employed in naming skeletal muscles.
13. Identify the principal skeletal muscles in selected regions of the body and their functions. 14. Discuss selected muscle disorders.

THE NERVOUS AND SENSORY SYSTEM:

1. Identify the basic functions of the nervous system in maintaining homeostasis.
2. Describe the components of the central and peripheral divisions.
3. Describe the structure of a neuron.
4. Identify the major supporting cells of neurons in the CNS and PNS.
5. Compare and Contrast structural and functional classifications of neurons.
6. Define a synapse and describe all of the events that occur at the synapse.
7. Describe the action potential, its generation, & transmission of action potential in neuron.
8. Discuss concepts in neurophysiology such as EPSP, IPSP, summation, all-or-none law, and neuron regeneration.
9. Discuss common neurotransmitters.

10. Describe the layers of meninges and longitudinal anatomy of the spinal cord.
11. Describe cross sectional anatomy of spinal cord including location of sensory & motor neurons.
12. Identify major sensory and motor tracts in the spinal cord.
13. Describe components of a reflex arc, patellar, Golgi tendon, stretch, & withdrawal reflexes.
14. Identify the major plexuses in the spinal cord as well as major spinal nerves and their functions.
15. Discuss the immediate and long-range effects of spinal cord injury.
16. Identify the principal parts of the brain.
17. Explain the function of the cerebrospinal fluid, its composition, and the pathway of CSF flow.
18. Describe the blood supply to the brain and the blood-brain barrier.
19. Identify major structural/functional areas of the cerebral cortex & cerebrum including basal nuclei.
20. Identify the parts of the diencephalon and explain their roles in homeostasis.
21. Identify the three major components of the brain stem, their substructures and functions.
22. Discuss the structure and function of the cerebellum.
23. Discuss common disorders of the central nervous system.
24. Identify twelve pairs of cranial nerves: name, number, function. Classify: sensory, motor or mixed.
25. Identify the major nerves of the brachial plexus.
26. Identify the major nerves of the lumbosacral plexus.
27. Describe exteroceptors, interoceptors, and proprioceptors.
28. Compare the structure/functional differences between somatic efferent/autonomic NS system.
29. Compare/ Contrast structure & function of parasympathetic/sympathetic NS & effects on organs.
30. Discuss acetylcholine & norepinephrine as the major neurotransmitters in the ANS.
31. Discuss olfactory sensations and receptors.
32. Discuss gustatory sensations and receptors.
33. Describe external and internal anatomy of the eye.
34. Discuss the visual pathway and common errors of refraction.
35. List the major structures and functions of the external ear, middle ear and internal ear.
36. Discuss selected disorders of the special senses.

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are responsible for the policies and procedures in the STC E-Catalog. During an examination, students are required to place all textbooks and personal property on the floor or counter located in the back or to the side of the classroom. Students are to be seated with an empty seat between each student. No talking is allowed once the test begins. **Students found with cell phone or any other communication device during a test will be considered cheating & given a grade zero. This applies to students who have completed/submitted test & using cell phone in class while testing is still in progress/others are still testing.**

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

ADDITIONAL ATTENDANCE PROVISIONS

HEALTH SCIENCES

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 1 day a week for 8 weeks, the maximum number of days a student may miss is ONE (1) day during the semester.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

EVALUATION PROCEDURES

In order to sit for the final exam, a student must maintain a Lecture Test and Lab Test Average of 70% or above prior to the date of the scheduled final exam. Grades of 69.9% will not be rounded up. If the student has below a 70% average, the student will be given a letter grade based on tests average. Assignments, lab reports, or presentation grades are not included in tests averages, only tests grades.

THERE WILL BE NO DROP GRADE FOR LECTURE OR LAB.

FINAL EXAMINATION:

A comprehensive final examination will be given at the end of the semester. There will be **no make-up exam** for the final examination. Failure to take the final examination on the specified date will result in a grade of zero. The final exam will include all chapters covered.

LEARNING OBJECTIVE ASSIGNMENTS:

Students are required to read each chapter and complete **learning objectives** for each chapter. Learning objectives are found on the M Drive. All completed learning objectives should be **hand written** in blue ink & turned in EACH WEEK in lab report. Additional Assignments are stipulated in the Lesson Plan and can be found on the M. Drive as well. All assignments are due on dates delineated on Lesson Plan.

GROUP PROJECT/PRESENTATION:

Students will work in small groups (3-5 people/group) and give an educational Power Point presentation on a disease or disorder that affects certain body systems related to chapters we will cover in this course. List of topics to choose from along with guidelines for arrangement, content, requirements, and rubric for Power Point presentations are provided on STC's "M" drive. Presentations should be 15-20 minutes long. Please ensure presentations are within time limit. Do not exceed 20 minutes or do not present less than 15 minutes. Presentation grade will be affected if presentation is over or under time limit. You are required to include visual aid or short video clips or any materials/media that will enhance presentation. However, video clips should not exceed 3-4 minutes. Each presentation should not exceed two video clips. Points will be deducted for additional video clips. Group members should have **equal participation** for this project. The week before presentations, instructor will ask all group members for feedback on equal participation. Feedback on equal participation includes but not limited to the following: participating at group meetings during Lecture/Lab or out of class meetings, corresponding/communicating in a timely manner with group members to provide information on assigned portion of project, and providing pertinent information regarding assigned portion of project. The week of Presentation (date indicated on lesson plan), **all presentations should be submitted to instructor and saved on Instructor's Computer (Desktop) prior to the designated presentation day.**

MAKEUP GUIDELINES

Students will be allowed to make-up **one** lecture examination, excluding the final examination, due to an **excused absence** approved by the instructor. **Any other lecture exam missed will result in an automatic grade of zero.** There will be one day designated for the make-up Lecture exam. It will be scheduled at the end of the semester. Failure to take a make-up exam on the specified date will result in a grade of zero.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
hthomas@southeasterntech.edu	bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Tests	60%
Learning Objective Assignments	5%
Group Presentation	5%
Comprehensive Final Exam	30%
Total	100%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

DISCLAIMER STATEMENT

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located on the STC M Drive and will be discussed on the first day of class. The syllabus displayed in advance of the semester in any location is for planning purposes only.

BIO 2113 Anatomy and Physiology I

Fall Mini Mester 2017 (TUESDAY LECTURE) lesson plan

Subject to change at Instructor's discretion

Date	Chapter/Content	Lecture Assignments	Comp. Area
8/15	Introduction to Course, Syllabus, Outline, Policies/Procedures, emergency plan etc. Ch. 1: Intro. to the Human Body Ch. 2: The Chemical level of Organization Ch. 3: The Cellular Level of Organization Ch. 4: Tissue Level	<ul style="list-style-type: none"> Read Chapters before Lecture and complete (LO) Learning Objectives (On M Drive) LO for each chapter due lab days (place in lab report) REMINDER: Complete before next lab day. Print and complete forms to turn in from M. drive located in folder "forms to turn in": <ol style="list-style-type: none"> STC policies and procedures A & P Acknowledgement Statements 	C: 1,2 G: a-c
8/22	Lecture Test # 1 Ch. 5: The Integumentary System Ch. 6: Skeletal System: Bone Tissue Ch. 7: Skeletal System: Axial Ch. 8: Skeletal System: Appendicular	Lecture Test #1 (Ch.: 1,2,3) Complete Learning Objectives: M Drive LO for each chapter due each lab day. Place in lab report.	C: 2-5 G: a-c
8/29	Lecture Test # 2 LAB Test #1 Ch. 9: Joints Ch. 10: Muscle Tissue Ch. 11: Muscular System	Lecture Test #2 (Ch: 4,5,6) LAB Test #1 (Ch: 1,2,3,4,5,) Complete Learning Objectives: M Drive	C: 5-6 G: a-c
9/5	Lecture Test # 3 LAB Test #2 Ch. 12: Nervous Tissue Ch. 13: Spinal Cord and Nerves Ch. 14: Brain and Cranial Nerves	Lecture Test #3 (Ch: 7,8,9) LAB Test #2 (Ch: 6,7,8,9) Complete Learning Objectives: M Drive	C: 5-7 G: a-c
9/12	Lecture Test # 4 LAB Test #3 Ch. 15: Autonomic Nervous System Ch. 16: Sensory, Motor, and Integrative Ch. 17: The Special Senses 65% September 18 th	Lecture Test #4 (Ch: 10,11,12) LAB Test #3 (Ch: 10,11,12) Complete Learning Objectives: M Drive **Start Reviewing for finals!! See M Drive assigt. folder: " Finals Review "	C: 6-7 G: a-c
9/19	Lecture Test # 5 LAB Test #4 Group Presentations continued from lab	Lecture Test #5 (Ch: 13,14,15) LAB Test#4 (Ch:13,14,15) Finals eligibility: Tests averages for <u>Lab & Lect</u> must be 70% or above	C: 6-7 G: a-c
9/26	FINALS: LAB and LECTURE	FINALS-LAB (ALL CHAPTERS) FINALS-LECTURE (ALL CHAPTERS)	C: 1-7 G: a-c
10/3	Learning Objectives Check Offs MEET IN LAB – GILLIS BLDG	All Chapters due Meet in Lab – Gillis bldg.	C: 1-7 G: a-c

COMPETENCY AREAS (C):

- 1) Body Organization
- 2) Cell Structure and Function
- 3) Tissue Classifications
- 4) The Integumentary System
- 5) The Skeletal System
- 6) The Muscular System
- 7) The Nervous and Sensory Systems

GENERAL CORE EDUCATIONAL COMPETENCIES (G):

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.