



**ALHS 1011 Structure and Function of the Human Body  
COURSE SYLLABUS  
Online  
Fall Semester 2020**

**Instructor reserves the right to change the syllabus and/or lesson plan as necessary.**

**COURSE INFORMATION**

Credit Hours/Minutes: 5/3750

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 16 weeks

Course Reference Number (CRN): 20286

Preferred Method of Contact: EMAIL

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Brooke Hinson, RN, MSN

Office Location: Vidalia Campus- Gillis Building, #707

Office Hours: 3-6 Monday through Thursday

Email Address: [Brooke Hinson \(bhinson@southeasterntech.edu\)](mailto:bhinson@southeasterntech.edu)

Phone: 912-538-3144

Fax Number: 912-538-3106

Tutoring Hours (if applicable): Email instructor for appointment

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Elsevier's Structure and Function of the Body 16<sup>th</sup> By Thibodeau and Patton

**REQUIRED SUPPLIES AND SOFTWARE**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

## MAJOR COURSE COMPETENCIES

General Plan and Function of the Human Body

Integumentary System

Skeletal System

Muscular System

Nervous and Sensory Systems

Endocrine System

Cardiovascular System

Lymphatic System

Respiratory System

Digestive System

Urinary System

Reproductive Systems

## PREREQUISITE(S)

Program Admission

## COURSE OUTLINE

### General Plan and Function of the Human Body

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Define anatomy and physiology.   | Cognitive       | Knowledge         |
| 2     | Describe the major components of the cardiovascular system.  | Cognitive       | Knowledge         |
| 3     | Define and use the principle directional terms in human anatomy.   | Cognitive       | Knowledge         |
| 4     | Identify the sagittal, transverse, and frontal sections of the body  | Cognitive       | Knowledge         |
| 5     | Define and locate the principal regions and cavities of the body   | Cognitive       | Knowledge         |
| 6     | Identify the structure of a cell, tissue, organ, and system, and explain the relationship among these structures as they constitute an organism. | Cognitive       | Knowledge         |
| 7     | Define the terms homeostasis, metabolism, and cellular respiration.  | Cognitive       | Knowledge         |
| 8     | Differentiate between organic and inorganic compounds and give examples of each.   | Cognitive       | Analysis          |
| 9     | Describe the properties of water that make it essential for body functions.  | Cognitive       | Knowledge         |
| 10    | Contrast acids and bases and use pH scale in describing acidity and alkalinity of a solution   | Cognitive       | Analysis          |
| 11    | Identify the biologically significant chemical elements  | Cognitive       | Knowledge         |

| Order | Description   | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
|       | from a given list by their chemical symbols                                 |                 |                   |
| 12    | Describe the structure of a typical cell                                    | Cognitive       | Knowledge         |
| 13    | List organelles and discuss functions of each                               | Cognitive       | Knowledge         |
| 14    | Describe active and passive transport mechanisms                            | Cognitive       | Knowledge         |
| 15    | Define mitosis and meiosis  | Cognitive       | Knowledge         |
| 16    | Define the term tissue and list the four major types                        | Cognitive       | Knowledge         |
| 17    | List and describe major types of epithelial, muscle, and connective tissue. | Cognitive       | Knowledge         |
| 18    | Locate and describe different categories of membranes in the body.          | Cognitive       | Comprehension     |

### Integumentary System

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Identify the main and accessory structures of the integumentary system and their functions | Cognitive       | Knowledge         |
| 2     | Discuss function of the skin in homeostasis of body temperature.                           | Cognitive       | Comprehension     |

### Skeletal System

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Describe functions of the skeletal system                            | Cognitive       | Knowledge         |
| 2     | Identify major bones of the axial and appendicular skeletons.        | Cognitive       | Knowledge         |
| 3     | Explain relationships of the endocrine system to the skeletal system | Cognitive       | Comprehension     |
| 4     | Describe development of the skeletal system.                         | Cognitive       | Knowledge         |
| 5     | Define articulation and identify types of joints                     | Cognitive       | Knowledge         |

### Muscular System

| Order | Description                                   | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1     | Explain functions of skeletal muscle          | Cognitive       | Comprehension     |
| 2     | Identify major skeletal muscles and functions | Cognitive       | Knowledge         |
| 3     | Explain physiology of a muscle contraction.   | Cognitive       | Comprehension     |
| 4     | Describe actions of muscles.                  | Cognitive       | Knowledge         |

### Nervous and Sensory System

| Order | Description   | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1     | Identify the general functions of the nervous system.                       | Cognitive       | Knowledge         |
| 2     | Explain the anatomical and functional classification of the nervous system. | Cognitive       | Comprehension     |
| 3     | Identify types of neurons and describe their functions.                     | Cognitive       | Knowledge         |
| 4     | Identify parts of a neuron.   | Cognitive       | Knowledge         |

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 5     | Describe the physiology of nerve impulse transmission                              | Cognitive       | Knowledge         |
| 6     | Describe spinal cord and spinal reflexes.  | Cognitive       | Knowledge         |
| 7     | Describe and give functions of the layers of the meninges and cerebrospinal fluid. | Cognitive       | Knowledge         |
| 8     | Identify spinal nerves and define plexus.  | Cognitive       | Knowledge         |
| 9     | Identify cranial nerves and give functions of each.                                | Cognitive       | Knowledge         |
| 10    | Compare and contrast the sympathetic with the parasympathetic nervous system.      | Cognitive       | Evaluation        |
| 11    | Name the principal areas and functions associated with the lobes of the cerebrum.  | Cognitive       | Knowledge         |
| 12    | Identify and describe the function of the major regions of the brain.              | Cognitive       | Knowledge         |
| 13    | Describe the structure and functions of the three major parts of the ear.          | Cognitive       | Knowledge         |
| 14    | Describe the structure and functions of the eye.                                   | Cognitive       | Knowledge         |
| 15    | Describe the physiology of vision.   | Cognitive       | Knowledge         |
| 16    | Trace sound waves through the ear  | Cognitive       | Comprehension     |
| 17    | Differentiate special and general senses.  | Cognitive       | Analysis          |
| 18    | Describe tactile sensation and proprioception.                                     | Cognitive       | Knowledge         |

### Endocrine System

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Define endocrine gland and hormones; describe how the endocrine system works to maintain homeostasis.      | Cognitive       | Knowledge         |
| 2     | Locate the principle endocrine glands, and identify the principle hormones, functions, and target tissues. | Cognitive       | Comprehension     |
| 3     | Describe the mechanism by which the hypothalamus links the endocrine and nervous systems.                  | Cognitive       | Knowledge         |
| 4     | Describe feedback mechanisms.  | Cognitive       | Knowledge         |

### Cardiovascular System

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Describe the functions of the cardiovascular system.   | Cognitive       | Knowledge         |
| 2     | Describe the major components of the cardiovascular system.  | Cognitive       | Knowledge         |
| 3     | Describe the components of plasma and give functions of each.  | Cognitive       | Knowledge         |
| 4     | Describe and give the function of each type of formed element.   | Cognitive       | Knowledge         |
| 5     | Explain ABO and Rh blood grouping systems.   | Cognitive       | Comprehension     |
| 6     | Describe the location of the heart in relation to other organs of the thoracic cavity and the associated serous membranes. | Cognitive       | Knowledge         |
| 7     | Identify the chambers, valves, and associated vessels  | Cognitive       | Knowledge         |

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
|       | of the heart.  |                 |                   |
| 8     | Trace the flow of blood through the heart, and distinguish between pulmonary and systemic circulation.                                 | Cognitive       | Comprehension     |
| 9     | Describe the location of the parts of the conduction system of the heart, and trace the pathway of impulses initiation and conduction. | Cognitive       | Knowledge         |
| 10    | Identify major blood vessels.  | Cognitive       | Evaluation        |
| 11    | Describe the structure and function of the different kinds of blood vessels.   | Cognitive       | Knowledge         |
| 12    | Define blood pressure and contrast the clinical significance of systolic, diastolic, and pulse pressure.                               | Cognitive       | Knowledge         |

### Lymphatic System

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Describe the structures of the lymphatic system and their functions. | Cognitive       | Knowledge         |
| 2     | Explain adaptive and innate resistance to disease.                   | Cognitive       | Comprehension     |

### Respiratory System

| Order | Description   | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1     | Describe parts of the upper and lower respiratory tracts.       | Cognitive       | Knowledge         |
| 2     | Trace the pathway of air into and out of the respiratory tract. | Cognitive       | Comprehension     |
| 3     | Explain the physiology of breathing.                            | Cognitive       | Comprehension     |
| 4     | Differentiate external and internal respirations.               | Cognitive       | Analysis          |
| 5     | Explain how oxygen and carbon dioxide are carried in the blood. | Cognitive       | Comprehension     |

### Digestive System

| Order | Description   | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1     | Differentiate chemical and mechanical digestion   | Cognitive       | Analysis          |
| 2     | Identify the parts of the digestive system, their locations, and the functions of each. | Cognitive       | Knowledge         |
| 3     | Trace the pathway of food through the gastrointestinal system.                          | Cognitive       | Comprehension     |
| 4     | Identify the major digestive secretions and their functions.                            | Cognitive       | Knowledge         |
| 5     | Describe the process of absorption.   | Cognitive       | Knowledge         |

## Urinary System

| Order | Description   | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1     | Identify the parts of the urinary system.   | Cognitive       | Knowledge         |
| 2     | Explain general functions of the urinary system.  | Cognitive       | Comprehension     |
| 3     | Explain the relationships of the urinary system to the endocrine and circulatory systems.                   | Cognitive       | Comprehension     |
| 4     | Describe the structure and function of the nephron  | Cognitive       | Knowledge         |
| 5     | Compare the urinary system of the female with that of the male.   | Cognitive       | Synthesis         |
| 6     | Identify the constituents of urine.   | Cognitive       | Knowledge         |
| 7     | Differentiate the processes of secretion, filtration, and reabsorption and where they occur in the nephron. | Cognitive       | Analysis          |

## Reproductive System

| Order | Description  | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1     | Describe the anatomy and physiology of the female reproductive system.                             | Cognitive       | Knowledge         |
| 2     | Explain the relationship of the endocrine system to the menstrual cycle and the functioning of the | Cognitive       | Comprehension     |
| 3     | Describe the physiology of the male and female gonads, and the production of gametes.              | Cognitive       | Knowledge         |
| 4     | Describe the anatomy and physiology of the male reproductive system.                               | Cognitive       | Knowledge         |
| 5     | Relate the urinary system to the reproductive system of the male.                                  | Cognitive       | Analysis          |
| 6     | Explain the relationship of the endocrine system to the function of the male reproductive system.  | Cognitive       | Comprehension     |

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus event. **Online students are responsible for checking e-mails and BLACKBOARD announcements daily.**

Students having computer problems or internet problems are encouraged to come to an STC campus and utilize one of the open computer labs or the library to complete course work. Please note \*\*STC is closed on Friday, Saturday, and Sunday so do not procrastinate completing course work. See detailed lesson plan for specific course work dates.

A final chapter exam average of 70 or higher is required to take the final exam (grades will not be rounded up, example 69.9 will not be rounded to 70). If the student has below a 70 average, the student will receive a

grade of ZERO for the final exam. The proctored exam does not count in the chapter exam average. NO grades are dropped.

### **CHAPTER SELF TESTS (QUIZZES)**

They should be taken prior to the exam to better prepare students for the exam. They count for 5% of the course grade.

### **DISCUSSION BOARDS**

Students will complete 5 discussion board (DISCUSSION BOARD) assignments that count 5% of the final course grade. Students are required to post a minimum of three (3) comments/threads for each discussion board.

The 3 comments will be 1) the original posting by the student, 2 and 3) 2 replies to other students in the discussion board. The original posting and the 2 replies to other student's postings **CANNOT** be done on the same day. If all 3 postings are done on the same day, the student will only receive credit for the original posting. Reference and citations **(including page numbers)** from the textbook are also required.

Please watch all spelling and grammar. This is considered a writing assignment. Comments need to be constructive and non-argumentative. Postings will be graded based on quantity and quality in your postings. Initial postings and replies should be a minimum of 3 sentences long avoiding one-liners such as "I agree" since they are not accepted. Discussion boards should be like having a conversation with another student in class but in a written format.

Points are awarded by the following point system: initial quality post (all questions answered) with appropriate reference from the book (including page number) and 2 quality replies on another day than the initial post= 100; initial quality post with appropriate reference from book (including page number) and 1 quality reply on another day than the initial post= 75; initial quality post with appropriate reference from book (including page number) and no replies= 50; postings less than that will result in a grade of zero-0. **Failure to include a page number from your textbook with your initial post will result in an automatic zero for the entire discussion board.**

- Discussion Board 1 Due by Monday, 8/31 at 11:59pm
- Discussion Board 2 Due by Monday, 9/14 at 11:59pm
- Discussion Board 3 Due by Monday, 9/28 at 11:59pm
- Discussion Board 4 Due by Monday, 10/12 at 11:59pm
- Discussion Board 5 Due by Monday, 10/26 at 11:59pm

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come

on campus for any reason.

| <b>COVID-19 Key Symptoms</b>   |
|--|
| Fever or felt feverish   |
| Cough: new or worsening, not attributed to another health condition  |
| Shortness of breath, not attributed to another health condition  |
| New loss of taste or smell   |
| Chills; Repeated shaking with chills   |
| Sore throat, not attributed to another health condition  |
| Muscle pain, not attributed to another health condition or exercise  |
| Headache, not attributed to another health condition   |
| Diarrhea (unless due to known cause)   |
| <b>In the past 14 days, if you:</b>  |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

#### **COVID-19 SELF-REPORTING REQUIREMENT**

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

#### **ONLINE ATTENDANCE**

**It is the student's responsibility to be** academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

**Students will have at least one week to complete exams/tests and assignments. All exams/tests and assignments are due by 11:59 pm on Monday of each week. The proctored test and final exam will have different due dates and time.** Students are strongly encouraged to work ahead to ensure due dates are not missed since there are no make-ups in this course.

**[PLEASE NOTE: The final exam will be due Thursday, December by 11:59pm.](#)**

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

#### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

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.



**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

## **Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

## **PROCTORED EVENT**

**Due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester. Students will complete the event, but will not be required to come on campus to do it.**

**The event for this course is the final exam and it is online.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing).** If the event is scheduled during final exams, any student who misses the

event will be issued an “F” (Failing) for the course.

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

There are no make-ups in this course. If you do not complete graded assignments by the due dates you will receive a grade of zero. All graded work is open until the posted due date listed on the lesson plan. Students are encouraged to work ahead to ensure completing the work by the due dates.

If a student is in the middle of a chapter exam and not able to finish for any reason, the student will have to come to STC and meet with the course instructor to take the exam in person at the convenience of the instructor. Blackboard will not let a student resume the exam since exams are set to auto-submit. Students who encounter this issue will have to start over. Only one re-attempt will be allowed per student. It is the student’s responsibility to have reliable internet service and a reliable computer while completing graded activities. Graded activities are not to be done on cell phones to limit this type of issue.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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:

|  |   |
|--|---|
| <b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>  | <b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>   |
| Helen Thomas, Special Needs Specialist<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 165 Phone: 912-538-3126<br>Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a><br><a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a> | Lanie Jonas, Director of Human Resources<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 138B Phone: 912-538-3230<br>Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a><br><a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a> |

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (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 Exams  | 55%        |
| Self-Tests (quizzes)   | 15%        |
| Discussion Boards  | 5%         |
| Final Exam (proctored exam) <b>(due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester. Students will complete the event online, but will not be required to come on campus to do it).</b> | 25%        |

### GRADING SCALE

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

## ALHS 1011 Structure and Function of the Human Body ONLINE Fall Semester 2020 Lesson Plan

| Date/Week  | Chapter/<br>Lesson     | Content  | Assignments and Tests<br>Due Dates  | Competency<br>Area |
|--|------------------------|--|---|--------------------|
| <p>Week 1<br/>8/17-8/24<br/>Each week begins on Monday</p> | <p>Chapter 1 and 2</p> | <p>By 8am, Monday, 8/24 students are required to do the following 2 things:<br/>1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, 8/24. If this is not done on time you will be "No Showed" and dropped from the course.<br/>2. Complete all other items under Getting Started link located on the left side of the page in the online course.<br/><b>Students failing to complete 1 and 2 listed above by the deadline will be dropped from the course.</b></p> <p><b>Read and print your syllabus and lesson plan- follow the due dates to ensure you do not miss deadlines.</b></p> <p><b>Get your textbook ASAP.</b></p> <p>Introduction to Structure and Function of the Human Body<br/>The Chemistry of Life</p> | <p>By 8am, Monday, 8/24 students are required to do the following 2 things:<br/><br/>1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, 8/24. If this is not done on time you will be "No Showed" and dropped from the course.<br/>2. Complete all other items under Getting Started link located on the left side of the page in the online course.<br/><b>Students failing to complete 1 and 2 listed above by the deadline will be dropped from the course.</b></p> <p>Read and print your syllabus and lesson plan</p> <p>Read and study applicable chapter(s)<br/>Take the required Self-Test(s)<br/>Take the Chapter Exam by Monday, 8/24 at 11:59pm</p> | <p>1<br/>a-c</p>   |

| Date/Week           | Chapter/<br>Lesson  | Content   | Assignments and Tests<br>Due Dates  | Competency<br>Area |
|---------------------|---|---|---|--------------------|
| Week 2<br>8/24-8/31 | Chapter 3<br>and 4  | Cells<br>Tissues<br><b>DISCUSSION BOARD 1 is due this week. Make sure to read the DB section in the course syllabus before completing it. You MUST follow the posting requirements.</b> | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 8/31 at 11:59pm<br>Complete DISCUSSION BOARD 1 | 1, 2<br>a-c        |
| Week 3<br>8/31-9/7  | Chapter 5<br>and 6  | Organ Systems (will not be on test but still review)<br>Skin and Membranes  | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 9/7 at 11:59pm                                 | 2<br>a-c           |
| Week 4<br>9/7-9/14  | Chapter 7   | The Skeletal System<br><b>DISCUSSION BOARD 2 is due this week.</b>  | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 9/14 at 11:59pm<br>Complete DISCUSSION BOARD 2 | 3<br>a-c           |
| Week 5<br>9/14-9/21 | Chapter 8   | The Muscular System   | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 9/21 at 11:59pm                                | 4<br>a-c           |
| Week 6<br>9/21-9/28 | Chapters 9<br>and 10<br>(these chapters are open for two weeks) | The Nervous System<br>The Senses<br><b>DISCUSSION BOARD 3 is due this week.</b>   | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 9/28 at 11:59pm<br>Complete DISCUSSION BOARD 3 | 5<br>a-c           |

| Date/Week                  | Chapter/<br>Lesson  | Content  | Assignments and Tests<br>Due Dates   | Competency<br>Area |
|----------------------------|---|--|--|--------------------|
| Week 7<br>9/28-10/5        | Chapters 9<br>and 10<br>(Continued<br>from last<br>week)        | The Nervous System<br>The Senses   | Read and study<br>applicable chapter(s)<br>Take the required Self-<br>Test(s)<br>Take the Chapter Exam<br>by Monday, 10/5 at<br>11:59pm                                    | 5<br>a-c           |
| Week 8<br>10/5-10/12       | Chapter 11  | The Endocrine System<br><b>DISCUSSION BOARD 4 is due this<br/>week.</b>  | Read and study<br>applicable chapter(s)<br>Take the required Self-<br>Test(s)<br>Take the Chapter Exam<br>by Monday, 10/12 at<br>11:59pm<br>Complete DISCUSSION<br>BOARD 4 | 6<br>a-c           |
| Week 9<br>10/12-<br>10/19  | Chapter 12  | The Blood  | Read and study<br>applicable chapter(s)<br>Take the required Self-<br>Test(s)<br>Take the Chapter Exam<br>by Monday, 10/19 at<br>11:59pm                                   | 7<br>a-c           |
| Week 10<br>10/19-<br>10/26 | Chapter 13<br>(This<br>chapter<br>covers<br>weeks 10<br>and 11) | The Circulatory System (including<br>diagram of the heart- I will send you<br>the diagram via email)<br><br><b>DISCUSSION BOARD 5 (Final<br/>DISCUSSION BOARD) is due this week.</b> | Read and study<br>applicable chapter(s)<br>Take the required Self-<br>Test(s)<br>Take the Chapter Exam<br>by Monday, 11/2 at<br>11:59pm<br>Complete DISCUSSION<br>BOARD 5  | 7<br>a-c           |
| Week 11<br>10/26-11/2      | Chapter 13<br>continued   | The Circulatory System (including<br>diagram of the heart- I will send you<br>the diagram via email)   | Read and study<br>applicable chapter(s)<br>Take the required Self-<br>Test(s)<br>Take the Chapter Exam<br>by Monday, 11/2 at<br>11:59pm                                    | 7<br>a-c           |
| Week 12<br>11/2-11/9       | Chapters<br>14 and 15   | The Lymphatic System<br>The Respiratory System   | Read and study<br>applicable chapter(s)<br>Take the required Self-<br>Test(s)<br>Take the Chapter Exam<br>by Monday, 11/9 at<br>11:59pm                                    | 8, 9<br>a-c        |

| <b>Date/Week</b>                  | <b>Chapter/<br/>Lesson</b>   | <b>Content</b>   | <b>Assignments and Tests<br/>Due Dates</b>  | <b>Competency<br/>Area</b> |
|-----------------------------------|--|--|---|----------------------------|
| Week 13<br>11/9-11/16             | Chapter 16   | The Digestive System   | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 11/16 at 11:59pm | 10<br>a-c                  |
| Week 14<br>11/16-11/23            | Chapters 18 and 21   | The Urinary System<br>The Reproductive System  | Read and study applicable chapter(s)<br>Take the required Self-Test(s)<br>Take the Chapter Exam by Monday, 11/23 at 11:59pm | 11. 12<br>a-c              |
| Week 15 and Week 16<br>11/23-12/3 | Final Exam (Open for three extra days to allow for extra study time) | <b>Final Exam due by 11:59pm THURSDAY, 12/3</b><br><br>(Open for three extra days to allow for extra study time) | Study and take the final exam<br><b>Final Exam due by 11:59pm THURSDAY, 12/3</b>  | 1-12<br>a-c                |

#### **COMPETENCY AREAS:**

- 1) General Plan and Function of the Human Body
- 2) Integumentary System
- 3) Skeletal system
- 4) Muscular System
- 5) Nervous and Sensory System
- 6) Endocrine System
- 7) Cardiovascular System
- 8) Lymphatic System
- 9) Respiratory System
- 10) Digestive System
- 11) Urinary System
- 12) Reproductive System

#### **GENERAL CORE EDUCATIONAL COMPETENCIES**

- 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.