



**ALHS 1011 Structure and Function of the Human Body
COURSE SYLLABUS
Online
Spring Semester 2022**

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): 40195

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 16th 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 15% 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.

Discussion Boards are considered a writing assignment so proper grammar and spelling are required. Comments need to be constructive and non-argumentative. Postings will be graded based on quantity and quality in your postings. Initial postings must be a minimum of 200 words and replies must be a minimum of 100 words.

Points are awarded by the following point system:

100 points- all questions answered with a 200 word minimum in the initial post, reference from the textbook including page number, and 2 replies (100 words each) on another day than the initial post

75 points- all questions answered with a 200 word minimum in the initial post, reference from the textbook including page number, and 1 reply (100 words) on another day than the initial post

50 points- all questions answered with a 200 word minimum in the initial post, reference from the textbook including page number, no replies

0 points- no initial post, initial post that does not meet the requirements listed above, failure to include a reference from the textbook including page number

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, 1/24 at 11:59pm

Discussion Board 2 Due by Monday, 2/7 at 11:59pm

Discussion Board 3 Due by Monday, 2/21 at 11:59pm

Discussion Board 4 Due by Monday, 3/7 at 11:59pm

Discussion Board 5 Due by Monday, 3/21 at 11:59pm

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Cough (new or worsening; not attributed to another health condition)
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
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, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, 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 (unless listed otherwise on the course lesson

plan) 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 the proctored, in-person exam. Please see the proctored event schedule for details.

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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the

proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored 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. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is the [final exam](#) and is scheduled on the following dates and times:

- **VIDALIA CAMPUS, MAY 2, 9AM-11AM, ROOM #405 IN THE MAIN BUILDING (BRING PHOTO ID)**
- **SWAINSBORO CAMPUS, MAY 3, 9AM-11AM, BUILDING 2- ROOM 2131 (BRING PHOTO ID)**

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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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

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)	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 Spring Semester 2022 Lesson Plan**

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
<p>Week 1 1/10-1/17</p> <p>**Each week begins on Monday</p>	<p>Chapter 1 and 2</p> <p>Get your textbooks ASAP.</p> <p>(Listen to the audio summary for each chapter in BB.)</p>	<p>By 8am, Tuesday, January 18 students are required to do the following 3 things:</p> <ol style="list-style-type: none"> Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz". If this is not done on time you will be "No Showed" and dropped from the course. Complete all other items under Getting Started link located on the left side of the page in the online course. <p>Students failing to complete the two tasks listed above by the deadline will be dropped from the course.</p> <p>Read and print your syllabus and lesson plan- follow the due dates to ensure you do not miss deadlines.</p> <p>Get your textbook ASAP.</p> <p>Introduction to Structure and Function of the Human Body The Chemistry of Life</p>	<p>By 8am, Tuesday, January 18 students are required to do the following 3 things:</p> <ol style="list-style-type: none"> Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz". If this is not done on time you will be "No Showed" and dropped from the course. Complete all other items under Getting Started link located on the left side of the page in the online course. <p>Students failing to complete the two tasks listed above by the deadline will be dropped from the course.</p>	<p>1 a-c</p>
		<p>Utilize the boxes to the right to check-off each task as you complete it to ensure you do not miss an assignment</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Read and print your syllabus and lesson plan <input type="checkbox"/> Listen to the audio summary for both chapters <input type="checkbox"/> Read and study applicable chapter(s) <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 1/17 at 11:59pm 	

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 2 1/17-1/24	Chapter 3 and 4	Cells Tissues DISCUSSION BOARD (DB) 1 is due this week. DO NOT POST ANYTHING UNTIL YOU READ THE POSTING REQUIREMENTS IN THE COURSE SYLLABUS FOR DBs.	<input type="checkbox"/> Read and study applicable chapter(s) <input type="checkbox"/> Listen to the audio summary for each chapter in BB <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 1/24 at 11:59pm <input type="checkbox"/> Complete DISCUSSION BOARD 1	1, 2 a-c
Week 3 1/24-1/31	Chapter 5 and 6	Organ Systems (this chapter will not be on test but still review- it is an overview of all upcoming chapters) Skin and Membranes	<input type="checkbox"/> Listen to the audio summary for each chapter in BB <input type="checkbox"/> Read and study applicable chapter(s) <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 1/31 at 11:59pm	2 a-c

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 4 1/31-2/7	Chapter 7	The Skeletal System DISCUSSION BOARD 2 is due this week.	<input type="checkbox"/> Read and study applicable chapter(s) <input type="checkbox"/> Listen to the audio summary for each chapter in BB <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 2/7 at 11:59pm <input type="checkbox"/> Complete DISCUSSION BOARD 2	3 a-c
Week 5 2/7-2/14	Chapter 8	The Muscular System	<input type="checkbox"/> Read and study applicable chapter(s) <input type="checkbox"/> Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 2/14 at 11:59pm	4 a-c

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 6 2/14-2/21	Chapters 9 and 10 (these chapters are open for the next two weeks)	The Nervous System The Senses DISCUSSION BOARD 3 is due this week.	<input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 2/28 at 11:59pm <input type="checkbox"/> Complete DISCUSSION BOARD 3 by 2/21	5 a-c
Week 7 2/21-2/28	Chapters 9 and 10 (Continued from last week)	The Nervous System The Senses	<input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 2/28 at 11:59pm	5 a-c
Week 8 2/28-3/7	Chapter 11	The Endocrine System DISCUSSION BOARD 4 is due this week.	<input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 3/7 at 11:59pm <input type="checkbox"/> Complete DISCUSSION BOARD 4	6 a-c

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 9 3/7-3/14	Chapter 12	The Blood	<input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 3/14 at 11:59pm	7 a-c
Week 10 3/14-3/21	Chapter 13 (This chapter covers weeks 10 and 11)	The Circulatory System (including diagram of the heart- I will send you the diagram via email) DISCUSSION BOARD 5 (Final DISCUSSION BOARD) is due this week.	<input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 3/28 at 11:59pm <input type="checkbox"/> Complete DISCUSSION BOARD 5 by 3/21	7 a-c
Week 11 3/21-3/28	Chapter 13 continued	The Circulatory System (including diagram of the heart- I will send you the diagram via email)	<input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 3/28 at 11:59pm	7 a-c
Week 12 3/28-4/11 This week	Chapters 14 and 15	The Lymphatic System The Respiratory System	<input type="checkbox"/> Read and study applicable chapter(s) Listen	8, 9 a-c

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
is extended due to Spring break which is 4/4-4/11)		Spring Break is from 4/4-4/11	<ul style="list-style-type: none"> to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 4/11 at 11:59pm 	
Week 13 4/11-4/18	Chapter 16	The Digestive System	<ul style="list-style-type: none"> <input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 4/18 at 11:59pm 	10 a-c
Week 14 & Week 15 4/18-5/2	Chapters 18 and 21 (these chapters are open for the next two weeks)	The Urinary System The Reproductive System	<ul style="list-style-type: none"> <input type="checkbox"/> Read and study applicable chapter(s) Listen to the audio summary for each chapter <input type="checkbox"/> Take the required Self-Test(s) <input type="checkbox"/> Take the Chapter Exam by Monday, 5/2 at 11:59pm 	11. 12 a-c
Week 16 In-Person, Proctored Exam this week	Final Exam	IN-PERSON, PROCTORED, FINAL EXAM- see the syllabus for date, time, and location for the proctored exam You will also have an email from the instructor with other details for this exam.	Study and take the final exam IN-PERSON, PROCTORED, FINAL EXAM- see the syllabus for date, time, and location for the proctored exam	1-12 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.