



**ALHS 1011 Structure and Function of the Human Body**  
**COURSE SYLLABUS**  
**Online**  
**Summer Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 5/3750  
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard  
Campus/Class Meets: Via Internet for 9 weeks  
Course Reference Number: (CRN): 60172  
Preferred Method of Contact: EMAIL

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Brooke Hinson, RN, MSN  
Office Location: Vidalia Campus, Gillis Medical Building-Office 707  
Office Hours: Monday through Thursday, 3-5:30  
Email Address: [Brooke Hinson \(bhinson@southeasterntech.edu\)](mailto:bhinson@southeasterntech.edu)  
Phone: 912-538-3144  
Fax Number: 912-538-3106  
Tutoring Hours (if applicable): contact course instructor to set up 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 15<sup>th</sup> By Thibodeau and Patton

**REQUIRED SUPPLIES & SOFTWARE**

Pencils, Paper, reliable computer and reliable internet access (Firefox is recommended- DO NOT use Internet Explorer).

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**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
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 from a given list by their chemical symbols	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
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
5	Describe the physiology of nerve impulse transmission	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
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 of the heart.	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
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 exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59pm on of Tuesday each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 75 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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 (DB) 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 & 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 from the textbook are also required.

Watch 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. One-liners such as "I agree" will not be accepted. The discussion board grading rubric is available for students to view in the course.

- Discussion Board 1 Due by Tuesday, May 29 at 11:59pm
- Discussion Board 2 Due by Tuesday, June 12 at 11:59pm
- Discussion Board 3 Due by Tuesday, June 26 at 11:59pm
- Discussion Board 4 Due by Tuesday, July 17 at 11:59pm
- Discussion Board 5 Due by Tuesday, July 24 at 11:59pm

### **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" (Failing 0-59) 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 tests and assignments. All tests and assignments are due at 11:59pm on Tuesday of each week. 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.

### **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **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" (Withdrawn) 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 percent 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" (Failing 0-59) being assigned.

After the 65 percent 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 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.

### **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. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **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 scheduled on the following dates and times: Vidalia Campus, Wednesday, June 27 at 2:00pm in the Gillis Building room 803 OR the Swainsboro Campus, Thursday, June 28 at 2:00pm, Building 2 room 2106.**

### **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.

### **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 Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <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	50%
Proctored Exam	20%

<b>Assessment/Assignment</b>	<b>Percentage</b>
Self-Tests (quizzes)	5%
Discussion Boards	5%
Final Exam	20%

#### **GRADING SCALE**

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

# ALHS 1011 Structure and Function of the Human Body

## Summer Semester 2018 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 1 5/15-5/22	Chapter 1 and 2	<p>By 8am, Monday, May 21 students are required to do the following 2 things:</p> <ol style="list-style-type: none"> <li>1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, May 21. If this is not done on time you will be "No Showed" and dropped from the course.</li> <li>2. Complete all other items under Getting Started link located on the left side of the page in the online course.</li> </ol> <p><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>Introduction to Structure and Function of the Human Body The Chemistry of Life</p>	<p>By 8am, Monday, May 21 students are required to do the following 2 things:</p> <ol style="list-style-type: none"> <li>1. Go to "Getting Started" on the left side of the course page. Complete the "Pledge Acknowledgment Quiz" by 8am, Monday, May 21. If this is not done on time you will be "No Showed" and dropped from the course.</li> <li>2. Complete all other items under Getting Started link located on the left side of the page in the online course.</li> </ol> <p>Read and print your syllabus and lesson plan Read and study applicable chapter(s) Take the required Self-Test(s) Take the Chapter Exam by Tuesday, 5/22 at 11:59pm</p>	1 a-c
Week 2 5/22-5/29	Chapter 3 and 4  Chapter 5 and 6	<p>Cells Tissues</p> <p>Organ Systems (will not be on test but still review) Skin and Membranes DISCUSSION BOARD 1</p>	<p>Read and study applicable chapter(s) Take the required Self-Test(s) Take the Chapter Exams by Tuesday, 5/29 at 11:59pm Complete DISCUSSION BOARD 1</p>	1, 2 a-c

Date/Week	Chapter/ Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 3 5/29-6/5	Chapter 7 Chapter 8	The Skeletal System The Muscular System	Read and study applicable chapter(s) Take the required Self- Test(s) Take the Chapter Exams by Tuesday, 6/5 at 11:59pm	3, 4 a-c
Week 4 6/5-6/12	Chapters 9 and 10	The Nervous System The Senses DISCUSSION BOARD 2	Read and study applicable chapter(s) Take the required Self- Test(s) Take the Chapter Exam by Tuesday, 6/12 at 11:59pm Complete DISCUSSION BOARD 2	5 a-c
Week 5 6/12-6/19	Chapter 11	The Endocrine System	Read and study applicable chapter(s) Take the required Self- Test(s) Take the Chapter Exam by Tuesday, 6/19 at 11:59pm	6 a-c
Week 6 6/19-6/26	Chapter 12	The Blood DISCUSSION BOARD 3 <b>Next week is in-person, proctored exam over Chapter 13 – study now</b>	Read and study applicable chapter(s) Take the required Self- Test(s) Take the Chapter Exam by Tuesday, 6/26 at 11:59pm Complete DISCUSSION BOARD 3	7 a-c
Week 7 6/26-7/3	Chapter 13	The Circulatory System <b>Proctored Exam</b> <b>Vidalia Campus: Wednesday, June 27 at 2pm, Gillis Building, room 803</b> <b>OR</b> <b>Swainsboro Campus: Thursday, June 28 at 2pm, Building 2, room 2106</b> <b>BRING STUDENT ID</b>	Read and study applicable chapter(s) Take the required Self- Test(s) <b>Proctored Exam</b> <b>Vidalia Campus:</b> <b>Wednesday, June 27 at</b> <b>2pm, Gillis Building,</b> <b>room 803</b> <b>OR</b> <b>Swainsboro Campus:</b> <b>Thursday, June 28 at</b> <b>2pm, Building 2, room</b> <b>2106</b> <b>BRING STUDENT ID</b>	7 a-c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments and Tests Due Dates</b>	<b>Competency Area</b>
7/3-7/10	Holidays	Holidays- No assignments		
Week 8 7/10-7/17	Chapters 14 and 15 Chapter 16	The Lymphatic System The Respiratory System The Digestive System DISCUSSION BOARD 4	Read and study applicable chapter(s) Take the required Self- Test(s) Take the Chapter Exams by Tuesday, 7/17 at 11:59pm Complete DISCUSSION BOARD 4	8-10 a-c
Week 9 7/17-7/24	Chapters 18 and 21 Final Exam is open until THURSDAY, MAY 3	The Urinary System The Reproductive System Final Exam due by 11:59pm Thursday, May 3  DISCUSSION BOARD 5 (last DISCUSSION BOARD)  Take the chapter exam first...then concentrate on the final exam.	Read and study applicable chapter(s) Take the required Self- Test(s) Take the Chapter Exam by Tuesday, 7/24 at 11:59pm Take the Final Exam by Thursday, July 26 at 11:59pm Complete DISCUSSION BOARD 5	11-12 a-c
Week 10 7/24/7/26 Extra days if needed to take the final exam	Final is open until Thursday, July 26 at 11:59pm	Take the final exam	Read and study applicable chapter(s) Take the required Self- Test(s) Make plans to attend one of the proctored exams next week	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.