

**Mayland Community College
Welcomes You To:**

**BIO 163.11
Basic Anatomy & Physiology
Credit Hours: 5 Contact Hours: 6**

Fall 2007

Course Description

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

Prerequisites: RED 090

Corequisites: None

Instructor Information

Instructor:	Clayton A. Harpold
Office Location:	Room 257
Telephone Number:	828-765-7351, ext 204
E-mail Address:	charpold@cc.mayland.edu
Office Hours:	Monday: 1300-1500 Tuesday: 1100-1300 Wednesday: 1300-1500 Thursday: 1100-1300 Friday: 0800-0900

Course Information

Course Meeting Days: Monday - Wednesday

Class Time: 1000-1250

Class Location: Room 265, Administration Building
OSHA rules prohibit food or drink in this lecture/lab classroom.

Required Text(s): Gunstream, *Human Anatomy & Physiology with Integrated Study Guide*, Third Edition
McGraw Hill, New York, NY, 2006.

LRC Resources: Computers for interactive web sites.

Course Objectives/Competencies:

The primary reason for teaching Basic Anatomy & Physiology in the General Education curriculum is to increase the student's knowledge of human body systems and their interrelatedness. Factual knowledge is important and necessary, but you must also learn to apply this knowledge and think critically — to analyze, synthesize, and reason. Therefore, upon successful completion of this course, you will be able to:

1. Understand and use a vocabulary of scientific terminology used in anatomy and physiology.
2. Demonstrate an understanding of cell structure and function.
3. Demonstrate an understanding of tissue structure and function.
4. Demonstrate an understanding of organ structure and function.
5. Locate anatomical structures.
6. Explain physiological functions of the human body systems and their interrelatedness.

This course directly supports the mission statement and competencies for the General Ed core courses in the Division of Arts and Sciences:

Mayland Community College's General Education core courses will provide the essential body of knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society.

Graduates of all degree programs at Mayland Community College will have completed the general education core. That core encompasses the essential knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society. Upon completion of the general education core, students will be able to demonstrate the following:

- Effective communication in speaking and listening situations needed for college, personal, and work successes
- Effective communication in writing and reading situations needed for college, personal, and work successes
- Logical, critical, and creative thinking to evaluate evidence and reach a conclusion
- Application of basic computer use skills
- Application of fundamental math skills
- Basic awareness of the diversity of various world groups from both historical and contemporary contexts

Expectations:

Students will take **personal responsibility** for learning in this course. This will be accomplished by:

- attending all class meetings unless absence is unavoidable;
- spending two hours of study for each hour in class (6 hour class plus 12 hours of study each week);
- completing reading assignments and assigned learning objectives prior to class;
- participating in class activities and laboratory exercises;
- demonstrating college-level effort and behavior;
- doing your own work – plagiarism and cheating are unacceptable;
- completing all exams on their scheduled days.

The Instructor will take personal responsibility for:

- creating a classroom atmosphere conducive to learning;
- preparing lectures and labs that will assist in the successful completion of the objectives;
- exhibiting a positive attitude and providing words of encouragement.

Attendance Policy/Tardiness/Make-Up Work:

Since you will be applying material presented in class and lab, your assignments will lack the integration of class material if you do not attend. With this in mind, you are expected to attend all class and lab sessions. If an absence cannot be avoided, it is your responsibility to contact me regarding the reason for the absence and missed work.

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period an administrative withdrawal will be submitted by the instructor.

Grading Criteria/Tests/Projects:

Tests: Exams will consist of objective questions that will engage more than your memorization skills. You will take eight lecture exams and one final comprehensive exam consisting of multiple-choice, matching, short answer discuss questions, and labeling/identifying anatomical structures. Lab and study guide exercises will be due upon request. Grades will be posted on LEO and graded tests will be returned within one week of the exam date. To help prepare for exams, review the chapter summary and answer all questions at the end of each chapter and in the study guide included in the text.

There are no lecture makeup exams.

**If one lecture exam is missed the final comprehensive exam will count twice.
If additional lecture exams are missed, a grade of zero(s) will be recorded.**

Grading: Your final grade will be based on an average of the total points earned as follows:

Eight Lecture	@ 100 pts each	= 800 points
Final Exam	@ 100 pts	= 100 points
Labs Exercises (7)	@ 14 pts each	= 100 points
Study Guide Exercises (18)	@ 5.5 pts each	= 100 points
		1100 total points

Your total points/total points X 100 = your final grade.

Grading Scale:

A = 93 - 100

B = 85 - 92

C = 77 - 84

D = 70 - 76

F = below 70

Academic Standards/Student Expectations/Ethics:

You are expected to conduct yourself according to the **MAYLAND COMMUNITY COLLEGE STUDENT CODE OF CONDUCT.**

Rule 5: Academic Dishonesty, Cheating, Forgery, and Related Offenses

Any of the following actions is considered academic cheating, including, but not limited to:

1. copying answers from someone else during a quiz or exam.
2. using (*unauthorized*) textbook, notes, or "cheat sheets" for obtaining answers during exams.
3. giving answers to someone else during an exam.

Any student discovered cheating will **fail** the course, and be reported to the Vice President of Student Services.

The right of due process will not be denied. If the student wishes to contest any accusation of failure to meet academic standards, they are afforded the due process options listed in the Student Handbook.

Rule 6: Disruption and Disorderly Conduct

Cell Phones and Pagers

All students must turn off cell phones and/or pagers before entering the classroom or laboratory. Use of or ringing of these communication devices is extremely disruptive and interferes with the integrity and communication that is part of the class or laboratory. Any student that ignores this and allows their device to interfere with the class will be asked to leave the class.

A student shall not engage directly or indirectly in disorderly conduct, which is intended to provoke violent retaliation or cause a breach of peace, which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or with the peace, order, or discipline on Mayland Community College grounds.

Any of the following actions is considered class disruption:

- Vocalization of or exhibition of obvious body language displaying displeasure with class policy or routine;
- Vocalization of or exhibition of obvious body language displaying displeasure during an exam.

Disciplinary Process During Class Lecture or Lab: Temporary suspension from class until the Vice President of Student Services can investigate the student's(s') conduct.

Disciplinary Process During Exam: A zero recorded for that exam and temporary suspension from class until the Vice President of Student Services can investigate the student's(s') conduct.

Inclement Weather Procedures:

In the event of inclement weather, the policy outlined in the MCC Student Catalog will be followed. Students are expected to refer to the course outline included in this syllabus for assignments, and be prepared for the next scheduled class meeting. For Option B class time will be: 11:30-1:30.

Withdrawal Dates:

Friday, September 25 is the end of Unconditional Withdrawal.

Tuesday, November 1 is the end of Conditional Withdrawal.

Disclaimer: While I have attempted to be as thorough as possible with this syllabus, actual class procedures may vary to suit the needs of this particular group of students.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Course Outline

Wk #	Dates	Text	Study Guide	Lab Exercise
1	Aug 20 & 22	1st day: syllabus, lab safety & study tips. Ch 1: Human Body; pp 1-23	399-404	1) Language of Anatomy
2	Aug 27 & 29	Ch 2: Basic Chemistry; pp 24-39	405-408	2) pH
3	Sept 3 & 5	Labor Day: College Closed Test # 1: Chapters 1 & 2 (9/5) Ch 3: Cells; pp 40-60	409-412	
4	Sept 10 & 11	Ch 4: Tissues; pp 61-77 Test # 2: Cells & Tissues (9/14)	413-417	
5	Sept 17 & 19	Ch 5: Skin; pp 78-89 Ch 6: Bones; pp 90-121	419-422 423-430	
6	Sept 24 & 26	Ch 6 Bones (cont) Test # 3: Skin & Bones (9/28) Ch 7: Muscles, pp 122-147	431-439	3) Skeleton
7	Oct 1 & 3	Ch 7: Muscles (cont) Test # 4: Muscles (10/5) Ch 8: Nervous System, pp 148-176	441-449	4) Muscles
8	Oct 8 & 10	Fall Break: No Class 10/8-9 Ch 8: Nervous System (cont)		
9	Oct 15 & 17	Ch 9: Special Senses pp 177-200 Test # 5: Nervous & Special Senses (10/19) Ch 10: Endocrine pp 201-218	451-456 457-460	5) Special Senses
10	Oct 22 & 24	Ch 11: Blood pp 219-235 Ch 13: Immunity pp 266-282	461-464 471-474	6) ABO Typing
11	Oct 29 & 31	Test # 6: Endocrine, Blood & Immunity Ch 12: Heart pp 236-265	465-470	
12	Nov 5 & 7	Ch 14: Respiratory pp 283-300	475-480	
13	Nov 12 & 14	No class 11/12 – Veteran’s Day Test # 7: Cardio & Respiratory (11/14) Ch 15: Digestive pp 301- 329	481-486	
14	Nov 19 & 21	Ch 16: Urinary pp 330-351	487-492	7) Urinalysis
15	Nov 26 & 28	Test # 8: Digestive & Urinary (11/28) Ch 17: Reproductive pp 352-375	493-500	
16	Dec 3 & 5	Ch 18: Pregnancy & Genetics pp 376-397 Review for Final	501-508	
17	Dec 10	Final Exam (Comprehensive)		

***Note: All schedules are tentative and may change as conditions warrant.**