

TRIDENT TECHNICAL COLLEGE

General Anatomy and Physiology

COURSE PREFIX & NUMBER: BIO 110

INSTRUCTOR:

OFFICE:

OFFICE TELEPHONE:

**ADMINISTRATIVE
ASSISTANT:**

OFFICE HOURS:

CLASS SCHEDULE:

COURSE SYLLABUS

COURSE TITLE:	General Anatomy and Physiology	PREFIX & NUMBER	BIO 110
LECTURE HOURS:	3.0	LAB HOURS:	0.0
CONTACT HOURS:	3.0	CREDIT HOURS:	3.0

CATALOG DESCRIPTION:

This course is a non-lab general introduction to the anatomy and physiology of the human body. A non-laboratory survey of the human body, this course is intended for students enrolled in the medical concentration of the Office Information Automation program and the medical option in Stenography. It can also serve as a refresher or survey course for individuals desiring a non-laboratory course in anatomy and physiology. Emphasis is on the organ systems of the human body and their interrelationships.

TEXTBOOKS AND OTHER REQUIRED MATERIALS:

Cohen, Barbara Janson, & Wood, Dena Lin. (2008) Memmler's Structure and Function of the Human Body. (9th ed.). Lippincott Williams and Wilkins.

Cohen, Barbara Janson, & Wood, Dena Lin. (2008) A Study Guide for Memmler's Structure and Function of the Human Body, (9th ed.). Lippincott Williams and Wilkins.

OPTIONAL

Chin, E., and Kerr, J.T., (1994) Coloring Atlas of Human Anatomy, (2nd ed.). Harcourt Brace College Publishers.

COURSE OBJECTIVES:

Upon successful completion of this course, the student should be able to:

1. describe the general organization of the human body on a chemical, cellular, tissue, organ, and organ systems level.
2. describe the basic fundamentals of chemistry as they apply to the structure and function of the human body.
3. discuss the major organ systems of the human body and their structural and functional interrelationships.

GRADING SYSTEM AND POLICY:

METHOD OF EVALUATION:	Final grades will be awarded according to the following grading scale.
FINAL GRADE	
Daily Grades25%	91 - 100 = A
Hour Tests50%	81 - 90 = B
Final Exam.....25%	71 - 80 = C
Total 100%	65 - 70 = D
	Below 65 = F

The grade "I" represents incomplete work and is a temporary grade. In those rare instances where the grade of "I" may be requested, two conditions must be met:

- 1) Documented evidence of a family or medical emergency at the end of the term;
- 2) Student must be passing the course. A student with an incomplete must satisfactorily complete the course requirements by mid-term of the following semester (or Summer term) or the grade will be changed to an "F".

DAILY GRADES:

Daily grades will be determined through the employment of quizzes, work from the study guide, classroom exercises and take-home exercises. There are **NO ALLOWANCES** for students to make-up **ANY** daily work that is missed. This includes **ASSIGNMENTS NOT TURNED IN ON TIME!** If a student arrives in class after a quiz has been administered, he or she is not eligible to take this particular quiz.

Four tests and one comprehensive final examination will be administered in this course. Each test will be worth 12.5% of the student's final grade. Make-ups are generally not allowed unless a student can present a legitimate excuse (doctor's note or note from program director) and may consist of a different format from the original test. A missed exam will be recorded as a zero. If conditions warrant a make-up exam, the student **MUST** take the make-up within 1 week of the original test date. **No student will be allowed to make up more than one test under any circumstances in this course. It is the student's responsibility to contact the instructor regarding these matters.**

EXTRA CREDIT:

Absolutely no extra credit is offered on an individual basis (no exceptions)!

SAFETY:

For your safety, if you have a medical condition that results in seizures, blackouts, etc. (e.g. from epilepsy, diabetes) please inform your instructor. This information will be kept confidential. If you wish to seek accommodations due to a disability, please contact Services for Students with Disabilities, Building 410, Room 210.

ELECTRONIC COMMUNICATION DEVICES IN CLASSROOMS:

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communication devices such as pagers and telephones are generally not permitted in classrooms at Trident Technical College. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS), who will be required to notify their classroom instructor of their need for such devices at the beginning of the term and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for re-testing.

FOR STUDENTS ENROLLED IN ONLINE OR OTHER DISTANCE-LEARNING SECTIONS:

To confirm that you are actively involved in this course you need to contact the instructor at least once per week. Forms of contact can include (but are not limited to) posting/receiving emails, participating in online class discussions or chat rooms, and completing and submitting course assignments. Please see the instructor's addendum for any additional instructions.

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS:

The College will make reasonable accommodations for persons with documented disabilities. Students should notify the Counselor for Students with Disabilities (located in Counseling and Career Development, Building 410, Room 210) and their instructors of any special needs. Instructors should be notified on the first day of classes.

ATTENDANCE POLICY:

Before attending classes, you must meet all prerequisites and officially register for all courses. Prompt and regular attendance is your responsibility. You are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled events, it is your responsibility to make satisfactory arrangements for any make-up work permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If you arrive late to class, you may not be allowed into the classroom and may be considered absent for that period. If you leave before the instructor dismisses class, you may also be considered absent. All class sessions are important. Any time you miss a class you increase your risk of making a failing grade. For example, some departments or individual instructors will count your class participation as a substantial percentage of your grade. Of course, if you are not in class, you will not get the necessary points for your class participation.

ATTENDANCE POLICY: (Cont)

If you quit coming or participating in the course and do not officially withdraw by the withdrawal date for each semester, you will receive a grade of F or U. Your instructor cannot assign a grade of W. If you receive financial aid or veterans' aid, your aid may be revised as a result of any changes in your course schedule.

INSTRUCTOR AVAILABILITY:

Your instructor is available to you outside of class for academic assistance. Full-time faculty maintain and post regularly scheduled office hours. Part-time faculty are accessible in a variety of ways, which may include conferences before and after class or by appointment, telephone conferences, and E-mail. The phone number for contacting your instructor is provided on your syllabus addendum or cover sheet.

MINOR CHANGES, E.G., ORDER OF TOPICS, MAY BE MADE AT THE INSTRUCTOR'S DISCRETION AND WILL BE ANNOUNCED AHEAD OF TIME.

LECTURE SCHEDULE

14-Week Session

WEEK	LECTURE CHAPTER	READING ASSIGNMENT
1	1 Organization of the Human Body 2 Chemistry, Matter and Life	1 – 10 16 – 24
2	3 Cells and their Functions 4 Tissues, Glands and Membranes 5 The Skin	26 – 38 40 – 52 54 – 62
3	6 The Skeleton: Bones and Joints EXAM I	64 – 88
4	7 Muscular System 8 The Nervous System: The Spinal Cord and Spinal Nerves	91 – 108 110 – 129
5	9 The Nervous System: The Brain and Cranial Nerves 10 The Sensory System	130 – 145 146 - 163
6	EXAM II 11 The Endocrine System: Glands and Hormones	164 – 177
7	12 The Blood 13 The Heart	180 – 193 194 – 207
8	14 Blood Vessels and Blood Circulation	208 – 227
9	15 The Lymphatic System and Immunity 16 Respiratory System	228 – 243 246 – 259
10	EXAM III 17 Digestion	260 – 277
11	18 Metabolism, Nutrition and Body Temperature 19 Urinary System and Body Fluids	278 – 290 292 – 310
12	20 The Male and Female Reproductive System	312 - 328
13	21 Development and Heredity	330 – 345
14	EXAM IV Review for Final Exam	

THIS LECTURE SCHEDULE IS TENTATIVE AND IS SUBJECT TO CHANGE WITH APPROVAL FROM THE DEPARTMENT HEAD OF BIOLOGICAL SCIENCES.

LECTURE SCHEDULE
10-Week Session

WEEK	LECTURE CHAPTER	READING ASSIGNMENT
1	Chapter 1 Chapter 2 Chapter 3	Organization of the Human Body Chemistry, Matter, and Life Cells and the Functions
2	Chapter 4 Chapter 5	Tissues, Glands and Membranes The Skin (Integument)
3	EXAM I Chapter 6	The Skeleton: Bones and Joints
4	Chapter 7 Complete Chapters 6 & 7	The Muscular System
5	Chapter 8 Chapter 9	Nervous System: Spinal Nerves and Spinal Cord Nervous System: Brain and Cranial Nerves
6	Chapter 10 Chapter 11 EXAM II	Sensory System Endocrine System
7	Chapter 12 Chapter 13 Chapter 14	The Blood The Heart Blood Vessels and Blood Circulation
8	Chapter 15 EXAM III Chapter 16 Chapter 17	Lymphatic System and Immunity Respiration Digestion
9	Chapter 18 Chapter 19 Chapter 20	Metabolism, Nutrition, and Body Temperature Urinary System Male and Female Reproductive Systems
10	Chapter 21 EXAM IV Review for Final Exam	Development and Heredity