

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: Biology	PREFIX BIO	NO: 112	EFFECTIVE DATE Spring 2007	NEXT REVIEW DATE Spring 2008
TITLE: BASIC ANATOMY AND PHYSIOLOGY			CREDITS 4	CONTACTS CLASS - LAB - TOTAL 3 3 4

Instructor: Cheryl Douglass, RN BSN
Office: 807B
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Email: cdouglass@netc.edu
Office hours: Office hours posted outside office door each semester and by appointment with individuals

PREREQUISITES: None

DESCRIPTION: This course is a basic integrated study of the structure and function of the human body, for Practical Nursing students.

TEXTBOOK(S) OR ALTERNATIVE: David Shier, Jackie Butler, Ricki Lewis, Hole's Essentials of Human Anatomy and Physiology, 9th Edition, McGraw Hill 2003 (Textbook and study guide)

MATERIALS (specifying those to be purchased by student): The student must purchase the textbook, study guide and lab manual.

COLLATERAL READING:

ID Policy

It is mandatory that every student wear his/her ID at all times when on campus. Failure to wear ID badge will result in the student not being allowed in class.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Academic Dishonesty:

NETC honors the state Tec Student Code with regard to Academic Dishonesty. Students should read page 27 of the NETC Course Catalog.

A copy of the Student Code is available in the Student Services or on the college website @ www.netc.edu.

Attendance:

A student may miss up to 20% of class time. If the student wishes to withdraw from the class, the student must complete a Drop/Add Form. Drop/Add Forms can be found in the Student Development Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable up to

midterm; a grade of "WF" will be assigned if the work is unacceptable after midterm. A student will only receive the grades of "W" or "WF" if they, the student, complete the Drop/Add Form. For excessive absences the student will receive a grade of "F". Two weeks prior to the end of the semester, no withdrawal by students.

The student is responsible for any material covered in any class or lab missed.

Tardy:

A student is considered tardy if he or she arrives for class after the roll has been taken. Three tardies will count as a class absence.

TEST:

There will be no retest. Make up test will be allowed only for valid excuses for missing the examination and prior contact, when possible, is made with the designated instructor. A grade of "F" will be recorded for any tests missed. If a problem should arise, a test may be taken early at a time established by the Instructor. To be eligible to makeup a test the student must contact the instructor prior to class, when possible, of the day the test is given. The student may leave a phone message or email explaining their situation and the timestamp on message must meet the deadline stated in the previous sentence. The instructor will return the call or respond to the email indicating if the excuse is acceptable and the day and time the test can be taken. The instructor reserves the right to administer a completely different make up test.

If you are allowed to makeup a test it will be left in the Success Center. The student must show school identification to obtain the test. It is the student's responsibility to be aware of the operating hours of the Success Center. The instructor reserves the right to administer a test other than the original missed test.

All assignments must be turned in on the assigned date. If a student is absent from school on the assigned date, he/she should make arrangements for the assignment to be turned in.

The student will be responsible for identifying missed material given their absence. The student may make an appointment with the instructor to receive information on assignments, material covered in class, etc.

Electronic Devices

All electronic devices (cell phones, pagers, etc.) must be turned OFF during class. These devices are not part of the instructional environment and may be confiscated by the

instructor if utilized during class time. If you are a member of emergency preparedness, you must have authorization from the Vice-President of Student Services to keep your device during class.

Class Policy

- 1) During a test anyone caught exchanging information or copying someone else's work will receive a grade of "F" for the test.
- 2) NO food or beverages are allowed in the classroom.
- 3) Students must wear college ID at all times.
- 4) Instructor reserves the right to have students to alter seating arrangements during test.

RESOURCES (A-V, persons, tools/equipment):

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE CLASS SCHEDULE

Week 1

UNIT ONE-Levels of Organization

CHAPTER 1-Introduction to Human Anatomy & Physiology

WEEKS 2-3

Unit TWO-Support & Movement

CHAPTER 6-Skin & Integumentary System

CHAPTER 7-Skeletal System

CHAPTER 8-The Muscular System

WEEKS 4-5

UNIT THREE- Integration & Coordination

CHAPTER 9- Nervous System

CHAPTER 10-Somatic & Special Senses

CHAPTER 11-Endocrine System

WEEKS 6-7

UNIT FOUR-Transport

CHAPTER 12-Blood

CHAPTER 13-Cardiovascular System

CHAPTER 14-Lymphatic System & Immunity

WEEKS 8 - 10

UNIT FIVE- Absorption & Excretion

CHAPTER 15- Digestion & Nutrition

CHAPTER 16- Respiratory System
CHAPTER 17- Urinary System
CHAPTER 18- Water, Electrolyte, & Acid-Base Balance

WEEKS 11- 15

UNIT SIX- Human Life Cycle

CHAPTER 19- Reproductive System
CHAPTER 20- Pregnancy, Growth, & Development

NOTE: The above information is a general outline of the material covered. The instructor reserves the right to alter the material either adding to or deleting from the list, as conditions and time allow.

COURSE LEARNING OUTCOMES: Upon successful completion of this course the student will be able to:

1. Know the body systems and how they work together to maintain life.
2. Know homeostatic mechanisms and how they maintain an appropriate internal environment.
3. Know the body and how it distinguishes self from oneself.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES: The instructor will lecture on material in textbook, on line power point, study activities, give written and on line tests on material covered, have class discussions, assign reading assignments, use audiovisual materials, and use lab for practice/exercise.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Lecture Test Average	=	60%
Lab Test Average	=	20%
Final Exam	=	20%
TOTAL	=	100%

GRADING SCALE:

93 - 100	=	A
84 - 92	=	B
75 - 83	=	C
70 - 74	=	D
BELOW 69	=	F

GUIDELINES FOR BIO 112 STUDENTS:

1. All written work must have your name on it.
2. Students are expected to be fully prepared for each class.

Unprepared students will be excuse from the class and counted absent for the day.

3. Assignments are to be turned in at the assignment time. If you are unable to turn in the assignment, make arrangements with instructor.
4. There is to be no drinking or eating in the classroom setting.
5. Test will be returned to students timely. Test will be returned during class for student/instructor to briefly review. If student has specific test questions for instructor, concerns or needs additional time to review test this will be done during the instructor's office hours.

DISABILITIES

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. Please refer to page 31 in 2006-2008 Course Catalog or on the college website @ www.netc.edu.

GRADE SHEET FOR BIO 112

STUDENT NAME_____

TEST 1_____

TEST2_____

TEST 3_____

TEST 4_____

TEST 5_____

TEST 6_____

TEST 7_____

TEST 8_____

TEST 9_____

TEST 10_____

ADD GRADES TOGETHER AND DIVIDE BY THE TOTAL NUMBER OF TEST GIVEN
FOR FINAL GRADE AVERAGE.

REVIEW OF GRADES-STUDENT SIGNATURE_____

REVIEW OF GRADES-STUDENT SIGNATURE_____

REVIEW OF GRADES-STUDENT SIGNATURE_____

REVIEW OF GRADES-STUDENT SIGNATURE_____

FINAL GRADE-STUDENT SIGNATURE_____

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SIGNATURE INDICATES STUDENT/INSTRUCTOR GRADE SHEET MATCHES*