

**HOCKING COLLEGE  
COURSE OUTLINE**

**COURSE NO:** BIOS 112 **COURSE NAME:** THE HUMAN ORGANISM -Online

**CREDIT HOURS:** 3 **CLASS HOURS:** 3 **LAB HOURS:** 2

**DATE:** September 2008 **PREPARED BY:** Stacy Zell, Ph.D.

**TO BE UPDATED:** 9/2009 **APPROVED BY:**

Dean/Director

**PREREQUISITES:** There are no course prerequisites. Online learners need to have the ability to work alone, the self-discipline to keep up with assignments, and the motivation to complete the assignments on time. Students are expected to have spent time reflecting on the process of online learning and access the appropriateness of this environment for himself or herself. Additionally, online learners need to be able to maintain professional levels of communication when responding to peers and instructors. All student codes of conduct rules apply to online learning environments; even though we share a “virtual” classroom, we are in a learning community together. For this community to provide an effective atmosphere for learning, students are expected to come to the course with a desire to participate fully in the online learning environment fostered by the instructor and to communicate with the instructor on a regular basis regarding any concerns the student has about the course.

**COURSE DESCRIPTION:**

The Human Organism is an introductory human anatomy course, which emphasizes understanding of the structural levels of the body from molecules to organ systems. The organization of each body system is covered. Course sequence is designed to include terminology necessary for explanation of critical concepts -metabolism, homeostasis, and inheritance. Laboratories enhance lecture coverage of major concepts. A lab fee is not required for the online course.

**COURSE OUTCOMES:**

Upon completion of the course, the learner is able to do the following:

- 1 Utilize the medical terminology related to internal and external human geography.
- 2 Describe the relationship between atoms, molecules, cells, tissues, membranes, organs and systems as they relate to the whole organism.
- 3 Describe the general characteristics of the cell.
- 4 List the major cellular organelles and state the function of each.
- 5 Explain how substances move through cell membrane.
- 6 Describe cell reproduction. Explain the difference between mitosis and meiosis.
- 7 Define anabolic and catabolic metabolism.
- 8 Describe the general characteristics and functions of epithelium.

- 9 Define membrane and state the primary function of membranes.
- 10 List all of the body systems and name their major functions.
- 11 Associate all of the major body organs with their function(s) and system.
- 12 Explain the basic concepts of genetics and the production of gametes (meiosis).

### **COURSE MATERIALS**

- A. *Essentials of Human Anatomy & Physiology*, By Elaine N. Marieb, Pearson Benjamin Cummings, Ninth Edition (**REQUIRED**)

### **Minimum System Requirements:**

#### **Minimum PC Configuration:** Windows XP, Vista

1024 X 768 screen resolution

Browser: Internet Explorer 6;

Firefox 1.x Latest Shockwave, Flash, and Quick Time plugins

#### **Minimum Mac Configuration:**

OS 10 1024 X 768 screen resolution Browser: Safari 1.3; FireFox 1.x Latest Shockwave, Flash, and Quick Time plugins You should copy down the telephone number to the office of online learning so that you can refer to it during the quarter should you have a technical question. The office of online learning is located in JL 256 the telephone number there is 740-753-7116.

### **SAFETY PRACTICES**

Students in the Allied Health Technology are expected to be constantly aware of practices and measures that are essential to protect the safety and well-being of patients and students. Specific safety measures are components of all allied health skills addressed in this course.

### **UNIT OUTLINE**

#### Unit #1: Overview

A. Introduction

B. Metric System

C. The Body as a Whole

1 The Human as an Organism

2 The 10 Body Systems

D. The Organization of Matter

- 1 The Essence of Matter: Atoms and Molecules
- 2 The Chemistry of Matter: Ions, Electrolytes and pH.
- 3 From Chemistry to Living Matter: Organic Molecules
- 4 From Molecules to Man: Cells, Tissues, Organs, Body Systems

Unit #2 Cells and Tissues

A. Characteristics of Cells

- 1 Structure: Cell Membrane: Cytoplasm and Organelles, Nucleus
- 2 Cell Activities: Metabolism, Movement, and Mitosis

B. Tissues

- 1 General Characteristics
- 2 The Four Types: Epithelial, Connective, Nerve, and Muscle,

C. Membranes

- 1 Definition
- 2 Function

Unit #3 Bones and Muscles The Skeletal System

- A. Divisions of the Skeletal: Axial, Appendicular
- B. Classification of Bones by Shape
- C. Classification of Joints: Immovable, Movable

Muscular System

- A. Characteristics of Skeletal Muscle
- 1 Structure
- 2 Function
- B. Characteristics of Visceral (Smooth) Muscle
- C. Characteristics of Cardiac Muscle

Unit# 4 Directional Terms and Review of Units 1-3 putting it all together and The Integumentary System

A. Structure

- 1 Epidermis
- 2 Dermis
- 3 Subcutaneous Layer

B. Function of the Skin

Unit# 5 Nervous System and Special Senses Nervous System

- A. Introduction
- B. Nervous Tissue
- C. The CNS

D. The PNS

Senses

- A. General Senses
- B. Special Senses

Unit #6 Blood and Cardiovascular System

- A. The Heart
- B. The Blood
- C. Blood Vessels
- D. Lymphatic System

Unit# 7 Lymphatic, Urinary and Excretory System

- A. Major Organs
- B. Excretory Structures C.The Urinary System

Unit# 8 Respiration Respiratory System

- A. Organs of the Respiratory System
- B. Types of Respiration
- C. Physiology of Respiration

Unit #9 Digestive System

- A. Main Organs
- B. Accessory Organs
- C. Digestion

Unit #10 Endocrine System

- A. Introduction
  - B. Major Endocrine Glands: Name, Location
  - C. Hormones: Definition Homeostasis Absorption Unit #11
- Reproductive System
- A. Female Reproductive Anatomy
  - B. Male Reproductive Anatomy
  - C. Meiosis (Production of Gametes)

*Although some of the following have limited application to the online environment these items are included to remind you that all rules of appropriate student conduct apply to all courses offered by Hocking College. **USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES:***

*The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. Please turn your cell phone and other electronic devices off while you are in class/lab. In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.*

**STUDENT INSURANCE/COVERAGE:**

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center

provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

**DISABILITIES SERVICES:**

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities Services in JL249, regarding accommodations.

**HOCKING COLLEGE  
EVALUATION OF THE STUDENT**

**COURSE NO:** BIOS 112 **COURSE NAME:** THE HUMAN ORGANISM

**INSTRUCTOR:** Stacy Zell, Ph.D. 740-753-6428

**DATE PREPARED:** September 2008

**APPROVED BY:**

Dean/Director

The objective of the instructors is to help the student learn some of the concepts of the human organism. The purpose of evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Certainly the student should be aware, at any given point in time, what his status is in terms of accomplishment. Each student will be expected to maintain an ongoing record of all graded materials to insure constant awareness.

**SPECIFIC FACTORS**

1. **EXAMINATIONS AND QUIZZES:**

**A. LECTURE and LABORATORY grades** are combined in this integrated learning model. I combine all the quizzes, reading questions, tests, article summaries, and any other assignments in a straight point average at the end of the term. I weight the assignments by assigning them varying amount of points. You will be able to keep track of your score quite easily online.

**B. LABORATORY**

You will complete the laboratory component of this class by completing activities in each unit. You are expected to keep up with the weekly assignments and will submit all your work for one unit at one time in one email attachment to me. You will receive point deductions for incomplete work. As a rule I will not accept partial assignments.

2. **PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE**

### **LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:**

Students are urged to read recommended materials in advance of covering the topics in lecture and lab. A good rule of thumb is to study two hours for each hour of class. In this class, ten hours would be an average amount. It is also a good idea to spread the study time over the entire week rather than try to do everything the night before a test.

#### **3. ATTENDANCE: Consider the following attendance policy in a traditional course:**

Since new and useful information will be presented during each theory and lab session, students are expected to attend all class hours. The hours present will be converted to a percentage and if a minimum of 80% is achieved, the lowest earned test score will be dropped at the end of the quarter, **provided all tests have been taken**. Attendance sheets will be circulated during each theory hour and each student needs to sign the sheet in order to be counted as present. Students may not sign the attendance sheets for each other and a student coming to class late should indicate the time of arrival on the form. Absences will not be “excused” in reference to this item. Absences can not be made up.

If a class hour is missed, it is the student’s responsibility to find out from fellow students or the instructor what he/she missed and to make it up. If a scheduled test or quiz is missed, the student will have two (2) weeks to make up the test or quiz. A student may take only one make-up test throughout the quarter. **There will be NO make-up exams given during the last week of the quarter.**

**In our online learning environment, you are expected to keep up with the weekly schedule, complete all assignments and send all assignments for each unit in one email with multiple attachments. You are expected to pace yourself as you would in a traditional class and keep your attendance to your schedule consistent throughout the quarter.**

#### **4. CLASS PARTICIPATION: At times in our online learning environment you will interact with peers. I will assign you points for online discussion board posts. Keep in mind the following:**

You are expected to behave as reasonable adults at all times. Class should be relaxed but also professional. Disruptive behavior will result in dismissal from the class and failure of the course. Both the student and the instructor should strive for mutual respect.

1 **EXTRA PROJECTS:** No extra credit work is available for grade enhancement in this course.

2 **GRADING SCALE:** A student should be constantly aware of his/her potential grade in the course. The student is welcomed and encouraged to initiate discussion with the instructor regarding his/her progress or other aspects of this course. The Allied Health Anatomy and Physiology grading scale is:

100 to 94 = A    93 to 92 = A-    91  
to 90 = B+    89 to 85 = B    84 to  
83 = B-    82 to 81 = C+    80 to 75  
= C    74 to 0 = F

7. **POLICY REGARDING HONESTY:** Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains a Code of

Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other course that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
- 1 Permitting another student to plagiarize or cheat from your work,
  - 2 Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
  - 3 Improperly acquired knowledge of the contents of an exam,
  - 4 Using unauthorized materials during an exam to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
  - 5 Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
  - 6 Obtaining academic material through stealing or other unauthorized means,
  - 7 Falsification of research findings and methodology.

Academic misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive a zero on that test or assignment. The zero will not be used as a drop grade. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will be given a failing grade for the course. It will be recommended that the student be dismissed from the School of Health & Nursing and not be eligible for readmission for at least one year. The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website ([www.hocking.edu](http://www.hocking.edu)).

1 **FINAL GRADE CALCULATION:**

Your grade is a straight point average based on all your assignments in this course.

2 **ACADEMIC GRADE APPEAL PROCESS:** Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof

will be theirs to demonstrate.

3       **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:** Due process procedures for the College are located in the *Student Code of Conduct* listed as Hocking Student Grievance Procedures available online under the current student link on the Hocking College website.

4       **DISABILITIES SERVICES:** If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Service in JL 249 regarding accommodations.