# BIOLOGY 110 SYLLABUS

|  | **Course Information** |
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| **Course Description and Prerequisites** | Biology 110, General Human Anatomy and Physiology (3 credit hours)  This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships  Prerequisite: High school biology or Biology 100 with a grade of C or better |
| **Required Course Materials** | *Essentials of Human Anatomy and Physiology* by Martini and Bartholomew. Pearson Publishing, 6th Edition.  Course pack (purchased from bookstore), Scantron packets (bookstore), and pencils with erasers |
|  | **Course Policies** |
| **Attendance Policy** | According to the FDTC student handbook, it is the responsibility of the student to attend all scheduled classes and observe all participation requirements in each of the courses in which he/she is enrolled. If a student is absent or fails to participate in more than 10% of the total hours that a course usually meets in a semester, the student will be subject to a failing grade or withdrawal by the instructor. It is the student’s responsibility to initiate a withdrawal if he/she is unable to complete course requirements. Exceptions to this policy can be made only by the appropriate Associate Vice President.  Please note the particulars for this course:  **Tardies** (up to 15 minutes late) count as ½ of an absence. If you arrive late on days in which quizzes or tests are administered, you will not receive additional time to complete the assessment. If you arrive after the quiz has been collected, you will not be offered an opportunity to take the quiz. Instead, a grade of zero (0) will be recorded. If you are 15 minutes late or more, you may be counted absent for the entire lecture period.  **Leaving early**: You will be docked for a partial or whole absence. In the case of instructor absence, a notice will be left on this website: **absence.fdtc.edu** |
| **Withdrawal Policy** | The last day to withdraw from this course with a W is noted on the [Florence Darlington Technical College](http://www.fdtc.edu/) website; withdrawal after this date may be a WF.  **The student must initiate the withdrawal from this course**. If you fail to initiate the withdrawal and stop attending the course, a grade of “F” will be recorded for the course. Please access the list of **IMPORTANT STUDENT INFORMATION SHEET** on the D2L website for this course, located at https://fdtc.desire2learn.com/ for more information about withdrawals. |
| **Academic Dishonesty Policy** | According to the FDTC student handbook, all forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will be subject to disciplinary action. Cheating is defined to include, but is not limited to the following:   * Copying another student’s work or test. Using unauthorized materials during a test. * Collaborating with another during a test or on assignments. * Knowingly obtaining, using, buying selling, transporting, or soliciting in whole or in part contents of a test or other work. * Bribing another person to obtain tests or information about tests. * Substituting for another student or permitting another to substitute for oneself.   Any proven cases of academic dishonesty will result in an “F” for the assigned work or test and may result in administrative withdrawal from the course, with a grade of “F” assigned after a disciplinary hearing. Additional sanctions, including disciplinary probation or suspension, appropriate to the incidents may be imposed pursuant to the Student Code and Grievance Procedures.  **Please note**: phones shall not be visible or heard at any time during assessments. Please store your phone, turned off, during quizzes and exams. Please take care of your personal needs prior to the start of the exam. Bathroom breaks will not be permitted during assessments. If you leave the room, you must forfeit your quiz/exam and will not be offered an opportunity to complete it upon re-entry. |
|  | **Grading Scale** |
| **A: 92.5 – 100**  **B: 84.5 – 92.4**  **C: 75.5 – 84.4**  *Not Passing*  D: 65.5 – 75.4  F: 65.4 and below | 1. To continue on to BIO 210, the end of course average in BIO 110 must be 75.5 (C) average or higher. 2. Students who withdraw or earn a D or F in this class cannot take the BIO 110 Placement Test or a proficiency exam as a way to proceed to BIO 210. Instead, this course must be repeated and passed with an average of 75.5 (C) or higher. |
|  | **How to Calculate Your Grade** |
|  | Course grades are based on:   * Lecture exams 1-5 and the quiz average = 80% * Final exam = 20% * Total = 100% |

# EXAMS and QUIZZES

|  | **Exam and Quiz Information** |
| --- | --- |
| **Lecture Exams** | During the 15 week classes, exams are given during the entire 75 minutes of class. If you complete the test early, you are free to leave. During the 12, 10, and 8 week semesters, exams may be given during the first hour of class while instruction occurs during the second part of the class. If you leave after the exam, you’ll be counted absent for the portion of time you miss.  The format of the exam is approximately 60-80% multiple choice questions. The remaining 20-40% of the questions will be short answer or essay, identification of structures, true/false, or fill-in-the blank. No word banks are provided; **spelling always counts**! Scores will be posted within one week of administration in class on D2L. |
| **Quiz Information** | Vocabulary and/or daily quizzes are given during the first 10-15 minutes of each class period. The format is at the discretion of your instructor and may include the following questions: fill-in-the- blank, multiple choice, true/false, identification, or short answer. Scores will be posted within one week of administration in class on D2L.  **Vocabulary quizzes** cover root-words, prefixes, and suffixes. See the last pages of this course pack for the vocabulary terms. Learn all word roots and all of the meaning(s). Examples are not necessary.  **Daily quizzes** cover material from the previous class period(s). Review questions from earlier chapters may also appear on daily quizzes. Pictures for identification may be part of the quiz. |
| **Final Exam Information** | The final exam is required and is a common departmental final exam. The format is 100 multiple choice questions and covers all chapters from the entire course. The final exam counts 20% of the overall lecture average. The final exam score may do **one** of the following: (1) the final exam replaces one lowest exam score if all 5 exams are taken *and* the final exam score is higher ***or*** (2) the final exam automatically replaces **one** missed exam score. |
|  | **Makeup Policies** |
| **Lecture Exams** | * **No make-up exams** will be provided once the test has been administered in class, **regardless of excuse**. In the event of an absence, the final exam automatically counts in the place of the missed exam. * Please arrive on time for class! For those who arrive late the day an exam is administered, you will not be granted additional time to take the exam. * If you miss two exams or more, the final exam counts in the place of the **one** missed exam only. * A grade of zero (0) will be recorded for a **second** missed test, etc.   In the event that you take all 5 lecture exams, the lecture final exam will replace the **one** lowest lecture exam score ***only if*** the lecture final exam is higher than the lowest test score. However, if you are absent for one lecture exam, that one missed exam becomes the only test score replaced by the lecture final exam. |
| **Quizzes** | * **No make-up quizzes** will be provided once the quiz has been administered in class, **regardless of excuse**. * Please arrive on time for class! For those who arrive late the day a quiz is administered, you will not be granted additional time to take the quiz. If you arrive after the quiz has been collected, you will not be offered an opportunity to take the quiz. Instead, a grade of zero (0) will be recorded. * The lowest two quiz scores, which may be zeroes (0) from absences, will be dropped from your calculated average (either two daily, two vocab, or one daily/one vocab). |
|  | **Other** |
| **Students with Disabilities** | If you have a documented disability and require special assistance or accommodations to participate fully as a student, or if you need more information, you should contact the Enrollment Center at 843- 661-8218. Once the disability has been documented, it is the student’s responsibility to disclose this information to the instructor with the accommodations that are needed. |
| **FERPA** | “*FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level*.”  This federal law, [FERPA](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html), prohibits instructors from discussing grades with parents of students. Waivers are available at the Registrar’s Office, 100 building for any student who wants his/her parent(s) to be able to discuss grades with instructors. Otherwise instructors can only communicate with you, the student, about your enrollment, attendance, grades, etc., in this class. |
| **Concerns** | Please present concerns about this course first to your instructor. If you are unable to reach resolution, you may then contact the Chair for the Natural Sciences Department, [INSTRUCTOR@fdtc.edu](mailto:INSTRUCTOR@fdtc.edu%20) (Room XXXX). If resolution is unattainable, contact the Associate Vice President for Arts & Sciences. |

# 15 WEEK SEMESTER COURSE SCHEDULE

## This schedule is tentative and subject to change.

| **Week** | **Topics** |
| --- | --- |
| 1 | Day 1 Topics   * Syllabus * Study Skills * Success Center * How-To D2L (or other technology used in the course)   Day 2 Topics: Chapter 1: Introduction to Human Anatomy and Physiology   * Introduction to Anatomy & Physiology |
| 2 | Chapter 2: The Chemical Level of Organization   * Atoms * Bonds (Covalent, Ionic, Hydrogen) * Inorganic and Organic Compounds * Metabolism |
| 3 | Chapter 3: Cell Structure and Function   * Cell Structure & Organelles * DNA, RNA * Membrane Transport * Cell Cycle |
| 4 | **Exam 1:** Covers Introduction to A&P, Basic Chemistry, and Introduction to the Cell  Chapter 4: The Tissue Level of Organization   * General Types * Examples |
| 5 | Chapter 4: The Tissue Level of Organization   * Two Functions and Locations for Each Specific Tissue Type * Identifying Pictures of Tissues to General and Specific Categories   Chapter 5: Integumentary System   * Skin Layers Functions |
| 6 | Chapter 6: The Skeletal System   * Bone Names and Select Bone Markings (Homework) * Bone Classifications by Shape * Types of Bone * Ossification * Articulations |
| 7 | **Exam 2:** Covers Tissues, Integumentary System, Skeletal System  Chapter 7: The Muscular System   * Muscle Cell Structure * Muscle Tissue Types * Muscle Contraction, Neuromuscular Junction |
| 8 | Chapter 7: The Muscular System   * Identify Select Skeletal Muscles & Provide Actions (Homework)   Chapter 8: The Nervous System   * Organization of the Nervous System * Nerve Cell Structure & Nervous Tissue * Creation and Propagation of an Action Potential |
| 9 | Chapter 8: The Nervous System   * Functions and Structures (Tissues, or Organs) of the CNS and PNS   **Exam 3:** Covers Muscular and Nervous Systems |
| 10 | Chapter 10: The Endocrine System   * Hormones * Major Glands and Locations * Actions of Major Hormones (ADH, Aldosterone, Epinephrine, Insulin)   Chapter 11: Cardiovascular System: Blood   * Cell Types, Functions * Blood Characteristics * Blood Pathology Conditions (Anemia, Polycythemia, Leukocytosis, Leukopenia) * Blood Typing Overview |
| 11 | Chapter 12, 13: Cardiovascular System: Heart, Blood Vessels   * Functions of the Cardiovascular System * Heart Anatomy * Blood Flow Through the Heart, Including Systemic and Pulmonary Circuits * EKG Overview * Blood Vessel Structure and Function |
| 12 | **Exam 4:** Covers Endocrine System, Blood, Cardiovascular System  Chapter 15: The Respiratory System   * Respiratory Anatomy Overview, Including Select Tissues, to the Respiratory Membrane |
| 13 | Chapter 15: The Respiratory System Gas Exchanges   * Pulmonary Ventilation * Functions of the Respiratory System   Chapter 16: The Digestive System   * Digestive Anatomy Overview |
| 14 | Chapter 16: The Digestive System   * Digestive Organ and System Functions   Chapter 18: The Urinary System   * Urinary System Anatomy Overview * Urinary System Functions |
| 15 | **Exam 5:** Covers the Respiratory, Digestive, and Urinary System  Final Exam Review Period |
|  | **Final Exam** (See the *Final Exam Schedule* on www.fdtc.edu) |

# BIOLOGY 110 SCHEDULE OF TOPICS

# 12 WEEK SEMESTER

## This schedule is tentative and subject to change.

| **Week** | **Topics** |
| --- | --- |
| 1 | Day 1 Topics   * Syllabus Study Skills * Success Center * How-To D2L (or other technology used in the course)   Day 2 Topics: Chapter 1: Introduction to Human Anatomy and Physiology   * Introduction to Anatomy & Physiology |
| 2 | Chapter 2: The Chemical Level of Organization   * Atoms * Bonds (Covalent, Ionic, Hydrogen) * Inorganic and Organic Compounds * Metabolism |
| 3 | Chapter 3: Cell Structure and Function   * Cell Structure & Organelles * DNA, RNA * Membrane Transport Cell Cycle |
| 4 | **Exam 1:** Covers Introduction to A&P, Basic Chemistry, and Introduction to the Cell  Chapter 4: The Tissue Level of Organization   * General Types * Examples * Two Functions and Locations for Each Specific Tissue Type * Identifying Pictures of Tissues to General and Specific Categories   Chapter 5: Integumentary System   * Skin Layers Functions |
| 5 | Chapter 6: The Skeletal System   * Bone Names and Select Bone Markings (Homework) * Bone Classifications by Shape * Types of Bone * Ossification * Articulations |
| 6 | **Exam 2:** Covers Tissues, Integumentary System, Skeletal System  Chapter 7: The Muscular System   * Muscle Cell Structure * Muscle Tissue Types * Muscle Contraction, Neuromuscular Junction |
| 7 | Chapter 7: The Muscular System   * Identify Select Skeletal Muscles & Provide Actions (Homework)   Chapter 8: The Nervous System   * Organization of the Nervous System * Nerve Cell Structure & Nervous Tissue * Creation and Propagation of an Action Potential * Functions and Structures (Tissues, or Organs) of the CNS and PNS |

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