

# ABRIDGED

## BIOL 200 Human Anatomy & Physiology 1 Spring 2018      4 Credits

**Instructor: Ms. Susan Moss**, Professor of Biology  
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**Lecture:**      Monday & Wednesday      room 2726  
**Lab:**            Monday & Wednesday      room 2736

### Course Description

Part one of a two-semester study of the structure and function of the human organism and our eleven organ systems.

### Prerequisites

MATH 091 or MATH 090 and CHEM 100 and BIOL 100 or BIOL 122 or BIOL 180 or BIOL 182 or MATH 091 or MATH 090 with a grade of "C" or better and current California LVN/RN license.

### Textbooks & Other Resources

**Required (for both 200 & 202):**

► **Textbook**

*Anatomy & Physiology: The Unity of Form and Function*, Saladin, McGraw Hill, 7<sup>th</sup> or 8<sup>th</sup> ed.

► **Lab Manual** (*may NOT rent or use e-version*)

*Human Anatomy & Physiology Laboratory Manual*, Marieb, Pearson, 12<sup>th</sup> ed (older versions unacceptable!)

► **Safety glasses**

**Recommended:** blank index cards (lots!), voice recorder, colored pencils, highlighters, camera for lab

### Classroom Rules and Etiquette

- Attendance and punctuality are required. I start on time and expect you to be seated by the time class and lab start. If tardiness becomes a problem, I may start assigning extra homework to late-arrivers.
- Disruptive, disrespectful, inappropriate, or offensive behavior of any kind will not be tolerated and may result in your being dropped from the course.
- As per IVC policy, this course is conducted solely in English. Only English should be spoken in lecture and lab.

- Only voice recorders may be used to record lectures. Taking photographs or videotaping is never allowed during lectures. “Smart phones” used as voice recorders must be placed next to me. Forward-facing cameras on laptops must be covered.
- During class, if your cell phone starts ringing, **10 points** will be deducted from your final point total.
- No open food or spillable drink containers or glass bottles are allowed in the classroom or lab... on the table OR floor. Such items will be thrown in the trash.
- For lecture periods, time is set aside at the end for questions. Do not start packing and preparing to leave until officially dismissed.

**Course Objectives** <http://imperial.curricunet.com/Report/Outline/2579>

Upon satisfactory completion of the course, students will be able to:

1. List the characteristics of the human organism and describe the body's organization, regions, and cavities.
2. Describe the structure and explain the function of the cell membrane, cytoplasm, nucleus and associated organelles. The student will describe genetic regulation and protein synthesis.
3. List and describe the types, function, and locations of the different tissues in the body.
4. Describe the structures and functions of the integumentary system.
5. Explain bone formation and functions. The student will also recall the names and location of skeletal parts and describe the various types of articulations.
6. Explain the molecular theories of muscle contraction and will recall the names, location and actions of selected muscles.
7. Explain transmission and regulation of nerve impulses. The student will describe the structure and function of the human brain, spinal cord, and sensory organs.

### **Laboratory – Policies & Procedures**

- You will be responsible for conducting yourself properly and safely during lab. This includes: handling materials and equipment carefully, following instructions, wearing safety glasses and keeping hair tied back when doing dissections, putting items back where you found them, not making any marks on the tables, and cleaning your area before leaving.
- Lab work will consist of material taken from the Laboratory Manual and any additional worksheets assigned. Only original pages from the lab manual will be accepted and pages must be stapled in the correct order.\*
- For computer activities, no more than 2 people may work together.\*
- For all other activities, no more than 3 people may work together.\*
- All group members must participate in **all** activities.
- When appropriate, hard copies of structure lists must be printed from *Canvas* and brought to lab.
- ONE worksheet is turned in per group.
- Everyone in a group will receive the same grade.

- Any group member who leaves before the assignment is completed and turned in will receive a **zero** grade.
- Each group member must write his/her **own** name on lab worksheets.\*
- Discussion among groups is permitted, but copying another group's answers is not.\*

**\*Point penalty for noncompliance!**

## EXAMS

Most exams will include a **practical part** and a **written part**. Questions on both will be based on lectures, chapter diagrams, structure lists, and lab activities. (*See list of disclaimers.*) Some written tests will be only multiple-choice. Some written tests will include various types of questions such as: fill-in, matching and short-answer questions. All relevant diagrams in the text and lab manual are fair game on written tests and practicals. Most practical questions will be recall-type questions.

### NO Make-up Exams Will Be Given

If you notify me in advance that you have to miss an exam **and** you have a legitimate excuse with supporting documentation, I will prorate the first missed exam. Any other missed exams will receive a zero.

### EXAM-TAKING RULES:

- ◆ Long hair must be securely tied back.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table.
- ◆ You may not leave the room while taking a test without a documented medical excuse.
- ◆ The only acceptable abbreviations are ATP and DNA.\*
- ◆ Answers will automatically be marked wrong if they are included with scratched-out answers. So, if you write in pencil, you must erase unwanted answers. If you write in pen, you must have correction tape with you to cover unwanted answers. \*
- ◆ All “smart” devices (phones, watches, bracelets, rings, etc.) must be OFF and stowed.\*
- ◆ Test pages must be folded under when you turn a page.
- ◆ For matching questions, **capital** letters must be used.\*

**\*Point penalty for noncompliance!**

### *Spelling*

**You do not get full credit for knowing a structure if you cannot spell it correctly!** Thus, spelling of structures and terms counts on ALL exams and practicals. Correct spelling also means writing your letters clearly and properly. (*Some common mistakes are posted on Canvas.*) The penalty for each spelling error is ½ point. An answer will simply be marked wrong if the spelling of it is deemed too far off or is illegible.

### Oral Presentation

Choose a presentation topic that focuses on a human problem/disease/disorder that interests you. You will be required to independently research and present your topic to the class. Presentations should last **6-7 minutes** and a PowerPoint slide show is required.

**Important: Your topic must be pre-approved before 7:00pm on APRIL 22<sup>nd</sup> or you forfeit the assignment. No exceptions.**

### Grade Calculation

Test scores that end up in the middle of two numbers will be rounded **down**. Final grades are calculated using a simple point system. If your test/practical average is  $\geq 70.0\%$ , your grade will be based on the total points you earn divided by the total points possible. The grading scale will be:

A  $\geq 90\%$       B = 80-89%      C = 70-79%      D = 60-69%      F  $\leq 59\%$

- ◆ Exams: 100-200 pts. each (including practicals)
- ◆ Lab assignments: 10-15 pts each
- ◆ Presentation: 25 pts.
- ◆ Class participation: 30 pts.

***“Participation”** means asking questions in class and/or contributing thoughts, opinions, stories. In other words, you need to be an **active, engaged** member of the class ... not just show up! The quality of this experience depends on that! You must earn these points, so everyone starts at zero. You will remain at zero if you make no contribution to the class.*

**IMPORTANT:** ➤ If your exam average ends up below 60%, you will automatically receive an “F” for the course.  
 ➤ If your exam average ends up being between 60-69%, you will automatically receive a “D” for the course.

*If you can't pass the exams, you don't pass the class.*

### Additional Help



PowerPoint slide shows will be available for downloading through your Canvas account. Bring a hard-copy with you to lecture for note-taking. NOTE: The slide shows posted will be abridged versions of what's shown in class. Thus, attendance and note-taking are mandatory for success.

Also posted:

- Exam scores and overall test average

- Structure lists and helpful handouts. **Hard copies of the lists must be brought with you to the appropriate lab.**
- Unlabeled practice diagrams

<b>Tentative Schedule</b>	<b>(subject to change without notice)</b>
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	<b>LECTURE</b>	<b>LAB/STUDY PERIOD</b>
2/12	Introduction	Language of Anatomy & Word Roots
2/14	Scientific Method & Placebo	Placebo video; Metric System Review
2/19	<b>NO SCHOOL</b>	
2/21	Ch. 1 – Introduction to A&P	<b>Exam 1</b> Anatomy Terms & Word Roots
2/26	Ch. 2 – Chemical Basis of Life	Cell Chemistry
2/28	<b>Exam 2</b> Intro, Metric, Sci Method & Placebo	Written only
3/5	Ch. 3 – Cell Structure	Microscopy; Cell structure
3/7	Ch. 3 – Cell Transport & Division	<b>Exam 3</b> Cell Chemistry
3/12	Ch. 4 – DNA; Protein Synthesis	Diffusion, Cell cycle
3/14	Ch. 5 – Histology I	Epithelial Tissues
3/19	<b>Exam 4</b> DNA, Protein Synthesis, Cell Structure & Division	Written & Practical
3/21	Ch. 5 – Histology II	Tissues – Connective, Muscle, Nervous
3/26	Ch. 8&9: Bone ID in 2736; and	Tissue review
3/28	<b>Exam 5</b> Tissues	Written & Practical

## SPRING BREAK

4/9	Ch. 6 – Integumentary System	Integument; Bone review
4/11	<b>Exam 6</b> Bone ID	Practical only
4/16	Ch. 7 & 10 – Skeletal System & Joints	Integument; Skeletal tissue; Joints
4/18	Ch. 11 – Muscular System	Muscles (Bring unlabeled diagrams with list)
4/23	Ch. 11 – Muscular System	IP CD - Muscles
4/25	<b>Exam 7</b> Integument, Skeletal System, Joints	Written & Practical
4/30	Ch 12-15 – Nervous System	documentary
5/2	Ch 12-15 – Nervous System	CNS 
5/7	<b>Exam 8</b> Muscular System	(multiple-choice & diagram labeling)
5/9	Ch 12-15 – Nervous System	IP CD: Nervous System
5/14	Ch 16 – Senses	Senses
5/16	Ch. 16 – Senses	Senses: Eye & Ear 
5/21	<b>Exam 9</b> Nervous System	Written & Practical
5/23	PRESENTATIONS in 2736	Cont.
5/28	<b>NO SCHOOL</b>	
5/30	<b>Exam 10</b> Senses	Written & Practical
6/4	<b>Exam 11 - FINAL</b> Key Concepts of Course	Written Only