



COURSE SYLLABUS BUS 212—ANATOMY & TERMINOLOGY

COURSE LENGTH AND CREDIT: 50 clock hours, 5 credit hours

PREREQUISITE: BUS 211 (Pre or Co-requisite)

REQUIRED TEXTS: (1) Textbook: *Memmler's Structure & Function of the Human Body*, (2) Workbook: *Study Guide for Memmler's Structure & Function of the Human Body* (New Study Guide Only), Cohen & Wood, Lippincott Williams & Wilkins Publishing, 9th editions, 2009.

REQUIRED SUPPLIES: Folder, notebook paper, pencil/black pen.

COURSE DESCRIPTION: This course provides students with an introduction to the structures & functions of the human body including medical terminology.

MAJOR COURSE COMPETENCIES: Spelling; pronunciation; medical terminology; definitions & anatomical terms; location, identification, and functions of body parts and systems.

COURSE OBJECTIVES: Upon completion of this course, student will:

1. Identify the structural makeup of each of the following body systems: skeletal, muscular, circulatory, digestive, respiratory, integumentary, urinary, nervous, endocrine, and reproductive.
2. Describe the functions of the structural makeup of each of the following organ systems in the body: skeletal, muscular, circulatory, digestive respiratory, integumentary, urinary, nervous, endocrine, and reproductive.
3. Identify the correct spelling of medical words.
4. Identify the correct pronunciation of medical words.
5. Describe the use of medical terms as they relate to the body systems.

COURSE OUTLINE:

Chapter 1—Introduction to the Human Body, Chapter 5—The Skin, Chapter 6—The Skeleton—Bones & Joints, Chapter 7—The Muscular System, Chapter 8—The Nervous System: The Spinal Cord & Spinal Nerves, Chapter 11—The Endocrine System: Glands & Hormones, Chapter 12—The Blood, Chapter 13—The Heart, Chapter 14—Blood Vessels & Blood Circulation (pp. 260-264 only), Chapter 16—Respiration, Chapter 17—Digestion, Chapter 19—The Urinary System & Body Fluids, Chapter 20—The Male & Female Reproductive Systems, and Chapter 21—Development & Heredity (pp. 376-384 only).

STUDENT REQUIREMENTS: *Students are expected to submit all work (study guides, written quizzes, Internet assignment, and final exam) on the dates scheduled by the instructor. Students will receive grades of "0" for any assignment/test that is not submitted by the due date outlined on the calendar unless prior arrangements have been made with the instructor.* Students will be provided specific guidelines to follow for all assignments. *Failure to complete ALL of the required work will result in the student receiving a final course grade of "F."* Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. *Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.*

FINAL CLASS AVERAGE

Chapter Exams	70%
Internet Project	3%
Final Exam	27%

GRADING SCALE

A	(90-100)
B	(80-89)
C	(70-79)
D	(60-69)
F	(0-59)

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Chapter Exams: Please refer to class calendar for exam dates.

Final Exam: A comprehensive final exam will be given after all chapter exams are completed.

Interactive Project: Each student will complete a project on the Internet. The class calendar indicates when the summary is due, and this project will count for 3% of each student's final grade. Please see the instructor when you are ready to do your project. It is the student's responsibility to ask for the project by the due date.

Study Guide Assignments: The study guide assignments on all chapters are due on the calendar date indicated. The instructor must check off the study guide to avoid zeros on due dates. There are no study guide assignments on Chapters 14 or 21. Students are not required to do the (1) Making the Connections, (2) Short Essays, or (3) Conceptual Thinking, or (4) Expanding Your Horizons. Everything else in the study guide is due on indicated calendar date to avoid zeros. Even though coloring the diagrams is an effective learning tool, students are not required to color the diagrams as indicated in the directions.

GRADING: All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by the end of class on the calendar due date will result in a grade of "0" on each assignment/test due.

TESTING POLICY: All tests will be given one time, and test grades will be averaged together. A calendar will be provided indicating the day tests are given. For each test a student does not take on the assigned day, a grade of "0" will be issued. Once a student has begun a test, he/she must complete the test before leaving the classroom. Students may be required to complete computerized tests instead of written tests in their classes. If this is the case, no other form of testing will be administered unless the student has provided appropriate documentation to the HGTC Special Needs Facilitator to have accommodations approved in accordance with the Americans with Disabilities Act.

WITHDRAWING FROM CLASS: Students needing to withdraw from class should contact their instructor or program advisor.

WORK ETHICS: Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

ATTENDANCE POLICY: Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent. Students who are sleeping during class will be counted absent, as they are not mentally present.

INSTRUCTOR: Mrs. Tammy Bayto, Room 121B (Office), 478-274-2284 (voice mail), 478-275-6589 (HGTC), tbayto@heartofgategatech.edu. See schedule on office door for office hours.

INSTRUCTIONAL TECHNIQUES: Individualized instructional techniques will be used in reaching the course objectives in addition to small and large group discussions/demonstration. Supplemental instruction will be provided as needed on an individualized basis.

SPECIAL SERVICES: Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator in the W. R. Stewart Building on behalf of the student. To ensure that students have every opportunity to succeed in their studies, other services such as tutoring and study skills are available. Students interested in these services should contact the Special Needs Facilitator, Mrs. Lydia Barfoot, at lbarfoot@heartofgategatech.edu.

ACADEMIC DISHONESTY: *All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline.*

INTERNET USAGE: Unless a student is working on the interactive project, no student should be using the Internet during designated class time. Anyone using the computer during lecture will be asked to stop.

EQUAL OPPORTUNITY INSTITUTION: Heart of Georgia Technical College, (HGTC), does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and other college-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I-financed programs. It also encompasses the employment of personnel and contracting for goods and services. HGTC shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the College's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

Title II (II-8.500) Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973:

- Designee for Students: Special Needs Facilitator, (478) 274-7652
- Designee for Employees: Human Resources Specialist, (478) 274-7934

Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964:

- Designee for Students: Director of Career Services, (478) 274-7643
- Designee for Employees: Human Resources Specialist, (478) 274-7934