

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: BIOL 102

Course Title: Introduction to Human Biology

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

This introductory course is a study of the function, structure, and interrelationships of the organs and organ systems of the human body. Coursework is designed to meet the diversified needs of those interested in a prerequisite course for Human Anatomy and Physiology or the allied health sciences.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

None

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
- 2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
- 3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
- 4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

### **COURSE OUTCOMES/COMPETENCIES** (as Required)

Upon successful completion of Introduction to Human Biology, the learners should be able to meet the following outcomes:

1. Identify and describe the basic descriptive language and concepts of human biology, basic concepts of chemistry, cell structure, and cellular metabolism.
2. Identify and describe the structure and function of the integumentary system and cardiovascular system: heart, vessels, and blood.
3. Identify and describe the structures and functions of the lymphatic, digestive, and respiratory systems.
4. Identify and describe the structures and functions of the urinary, skeletal, and muscular systems.
5. Identify and describe the structures and functions of the nervous system, senses, and endocrine system.
6. Identify and describe the structures and functions of the reproductive system, STDs, patterns of chromosomal inheritance, and genetic inheritance.

### **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

Unit 1: Chapter 1: Exploring Life and Science  
Chapter 2: Chemistry of Life  
Chapter 3: Cell Structure and Function

Unit 2: Chapter 4: Organization and Regulation of Body Systems  
Chapter 5: Cardiovascular System: Heart and Blood Vessels  
Chapter 6: Cardiovascular System: Blood

Unit 3: Chapter 7: Lymphatic System and Immunity  
Chapter 8: Digestive System and Nutrition  
Chapter 9: Respiratory System

Unit 4: Chapter 10: Urinary System and Excretion  
Chapter 11: Skeletal System  
Chapter 12: Muscular System

Unit 5: Chapter 13: Nervous System  
Chapter 14: Senses  
Chapter 15: Endocrine System

Unit 6: Chapter 16: Reproductive System  
Chapter 18: Patterns of Chromosomal Inheritance  
Chapter 20: Patterns of Genetic Inheritance

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

This is a three-hour course consisting of three hours of lecture per week. Examinations will be announced at least one week prior to their administration. Quizzes may be announced or unannounced at the discretion of the instructor. In addition to examinations and quizzes, other evaluative measures may include notebooks, projects, research papers and other graded assignments.

Evaluation measures may include: exams (between 5 and 10 major exams), quizzes, homework assignments, written assignments, a notebook and research projects. Any of these may be assigned at the discretion of the instructor. Assignments are graded using a point system. Final grades are expressed as a percentile.

## **GRADING**

There are NO make-up Examinations in this course. The ONLY reason for missing a scheduled examination is an illness, which can be verified in writing by your PHYSICIAN or a NCCC activity. If you absolutely must miss an examination, contact the Instructor BEFORE the scheduled examination. PLEASE NOTE that the Instructor has provided TWO ways for your convenience in making contact. If you have failed to take an examination at its scheduled time and have not made prior arrangements with the Instructor, you will receive a score of ZERO (0) for that examination.

### Percent of Top Score Letter Grade

90 - 100% A  
80 – 89.9% B  
70 – 79.9% C  
60 – 69.9% D  
< 60% F

## **ASSESSMENT OF STUDENT GAIN**

The administrations of a comprehensive lecture final consisting of multiple choice, true/false, matching, essay, or other questions types.

### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**