Class Time and Location:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab</td>
<td>5:30 PM - 6:50 PM</td>
<td>TR</td>
<td>S301</td>
</tr>
<tr>
<td>Lecture</td>
<td>7:05 PM - 8:25 PM</td>
<td>TR</td>
<td>C331</td>
</tr>
</tbody>
</table>

Instructor: V. T. Abraham B.A. (Malone University, Ohio); M.S. (ETSU); M.S. (Texas A&M – Commerce)

Office Location: S303
Office Hours: By appointment
Office Phone: 972-860-8328
E-mail Address: VTA4686@dcccd.edu

Course Description (4 Credit Hours):

An applied systematic study of the structure and function of the human body designed for students considering a career in the health field. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Homeostasis will be emphasized all through the course. This course is cross-listed as SCIT 1307. The student may register for either SCIT 1407 or SCIT 1307, but may receive credit for only one of the two. This course is intended for students seeking to complete an Applied Science Degree. (3 Lec. 3 Lab.) (Coordinating Board Academic Approval Number 2607065124)

Prerequisites:

One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

Required textbooks (no exceptions)


OR
Course Objectives:

 Identify and describe the anatomy of the cell and the integumentary, skeletal, muscular, nervous and endocrine systems; identify and describe epithelial, connective, muscle, and nerve tissue; and explain the physiology of the cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Use appropriate anatomical and physiological terminology when discussing cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems; and interpret the effect of the integumentary, skeletal, muscular, nervous, and endocrine systems on overall body homeostasis.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify the structure and explain the function of cells and tissue
2. Identify the components and explain the physiological mechanisms of the following body systems: integumentary, skeletal, muscular, nervous, and endocrine
3. Apply anatomical terminology to describe the processes these systems use to maintain homeostasis of the human body.

SCANS SKILLS:

FOUNDATION SKILLS

(F1) READING – locates, understands and interprets written information
(F2) WRITING – communicates thoughts, ideas, information in writing
(F3) ARITHMETIC – performs basic computations
(F4) MATHEMATICS – chooses appropriate mathematical techniques
(F5) LISTENING – receives, interprets, and responds to verbal messages and cues
(F6) SPEAKING – organizes ideas and communicates orally
(F7) CREATIVE THINKING – generates new ideas
(F8) DECISION MAKING – specifies goals and constraints, chooses best alternatives
(F9) PROBLEM SOLVING – recognizes problem and devises/implements a solution
(F10) MENTAL VERBALIZATION – thinking about what something will be
(F11) KNOWING HOW TO LEARN – uses efficient learning techniques
(F12) REASONING – discovers and applies underlying rules or principles
(F13) RESPONSIBILITY – exerts a high level of effort and perseveres toward goals
(F14) SELF-ESTEEM – believes in one’s self and maintains a positive view of self
(F15) SOCIABILITY – demonstrates to others that you care about them
(F16) SELF-MANAGEMENT – assesses self accurately, sets goals, exhibits self control
INTEGRITY/HONESTY – chooses ethical courses of action

WORKPLACE COMPETENCIES

Manages

(C1) MANAGES TIME – sets relevant, goal related activities, ranks and allocates time

(C2) MANAGES MONEY – uses or prepares budgets, keeps detailed records

(C3) MANAGES MATERIAL – acquires, stores, and distributes materials, supplies, etc.

(C4) MANAGES HUMAN RESOURCES – assesses skills and distributes work

(C5) ACQUIRES INFORMATION – identifies need for data, obtains and evaluates

Information

(C6) ORGANIZES INFORMATION – organizes, processes, and maintains information

(C7) INTERPRETS INFORMATION – selects, analyzes info – communicates results

(C8) USES COMPUTERS – to acquire, organize, analyze, and communicate information

(C9) PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort

Personal expectations

(C10) TEACHES OTHERS – helps others learn needed knowledge and skills

(C11) SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer

Skills

(C12) EXERCISES LEADERSHIP – communicates ideas to justify position and lead others

(C13) NEGOTIATES – works toward agreements involving an exchange of resources

(C14) WORKS WITH DIVERSITY – works well with people from diverse backgrounds

(C15) UNDERSTANDS SYSTEMS – social, organizational, and technological systems

Systems

(C16) MONITORS SYSTEMS – distinguishes trends, predicts impact

(C17) IMPROVES SYSTEMS – makes suggestions to modify existing systems

(C18) SELECTS TECHNOLOGY – judges which technology will produce desired results

Technology

(C19) APPLIES TECHNOLOGY – understands procedure for setup and use of machines

(C20) MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems

Evaluation Procedures:

Exams

4 Major lecture exams* – 100 points each = 400 points

4 Laboratory exams – 100 points each = 400 points

Lecture Exams consist of multiple choice and essay questions.

Students are expected to bring Scantron answer forms for the lecture exams.

Laboratory Exams consist of fill-in-the-blank. There will NOT be a word bank. Open lab times are posted outside of the lab door. There are also models located at the circulation desk in the library.

*Make – up Exams

Students who may have to miss a lecture exam due to exceptional reasons will be permitted to take a comprehensive final on the day of regular final provided that the student submits a written request explaining the reason for absence.

If a laboratory practical is missed, you will receive a grade of ZERO for the exam. There is no make-up for laboratory practicals.
Final grade

720 – 800pts = 90 – 100% = A
640 – 719pts = 80 – 89% = B
560 – 639pts = 70 – 79% = C
480 – 559pts = 60 – 69% = D
0 - 479 = 0 - 59% = F

Last day to drop the course with a grade of “W”: November 19, 2015

Writing Across the Curriculum:

Science courses at Eastfield College follow a principle of “Writing Across the Curriculum.” Each course incorporates a writing element. Writing is a critical part of communication of ideas, and is important in the synthesis and analysis of scientific concepts. Writing in this course is accomplished through completion of essay questions on the lecture exams. Each question must be answered in complete sentences, using proper grammar, correct spellings, giving examples and details to support the statement.

Obtaining Final Course Grades Using eConnect:

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy:

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html
**Course Outline:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Human Body</td>
<td>1</td>
</tr>
<tr>
<td>The Chemical level of Organization</td>
<td>2</td>
</tr>
<tr>
<td>The Cellular Level of Organization</td>
<td>3</td>
</tr>
<tr>
<td>The Tissue Level of Organization</td>
<td>4</td>
</tr>
<tr>
<td>The Integumentary System</td>
<td>5</td>
</tr>
</tbody>
</table>

**Lecture exam # 1**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Skeletal System: Bone Tissue</td>
<td>6</td>
</tr>
<tr>
<td>The Skeletal System: Axial</td>
<td>7</td>
</tr>
<tr>
<td>The Skeletal System: Appendicular Joints</td>
<td>8</td>
</tr>
</tbody>
</table>

**Lecture exam # 2**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscle Tissue</td>
<td>10</td>
</tr>
<tr>
<td>The Muscular System</td>
<td>11</td>
</tr>
<tr>
<td>The Nervous System</td>
<td>12</td>
</tr>
<tr>
<td>Spinal Cord and the Spinal Nerves</td>
<td>13</td>
</tr>
</tbody>
</table>

**Lecture exam # 3**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain and Cranial Nerves</td>
<td>14</td>
</tr>
<tr>
<td>Autonomic Nervous System</td>
<td>15</td>
</tr>
<tr>
<td>Sensory, Motor, and Integrative Systems</td>
<td>16</td>
</tr>
<tr>
<td>The Special Senses</td>
<td>17</td>
</tr>
</tbody>
</table>

Final exam (Chapters 14-17)

**Attendance Policy:**

Students are expected to attend and actively participate all lecture and lab sessions for which they are registered. Regular attendance helps improve student performance in the course. **Students who are late for 30 minutes or leave early will be counted as absent.** There are no make-up classes for laboratory exercises that are missed. You cannot attend another laboratory session with me or another instructor to make-up the work or for extra practice.
Emergency/Inclement Weather Procedure:
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

Financial Aid Statement:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

OR

Financial Aid Statement for Distance Learning Classes:
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course):
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall, 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty:
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is
the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. An academically dishonest student in this course shall be given a grade of ‘F’. The incident will be reported to the Dean.

**Food and Drink Policy:**
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**Classroom Etiquette:**

1. SCIT is a pre-professional technology course for a number of medical disciplines. Academic honesty is required. Cheating on an exam will result in a grade of **ZERO** on that exam and a **failing grade for the semester**.

2. In order to create an atmosphere of learning, courtesy for all persons is expected. Such courtesy is exhibited by arriving promptly, turning off cellular phones, beepers, headsets, radios etc. **before the class starts, and refraining from talking between students during lectures or instruction.**

3. Also please be aware that **the class ends when the instructor dismisses the class.**

4. **No food or drink is** allowed in the classroom or in the laboratories.

5. No children are allowed in the classroom or in the laboratories.

6. Be on time, and remain in the class till the class is dismissed; it is disruptive to other students when one is late for class, or leaves early.

7. Any disruptive student will be **removed** quickly from the class

**ADA Statement:**
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dccc.edu. For more information:
http://www.eastfieldcollege.edu/SSI/DSO/index.html

**Religious Holidays:**
Absences for observance of a religious holy day are excused. **Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day.** A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.
Withdrawal Policy:

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by November 19, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

STOP BEFORE YOU DROP:

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA):

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Visitors: Visitors are not allowed any time in sessions regardless of any reason
Children on Campus:

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

The instructor reserves the right to amend this syllabus as necessary. In case of a change it will be announced in the class and also posted in the eCampus.