Moberly Area Community College
Common Syllabus
BIO205 Human Anatomy

Instructor:
Office number:
Office hours:
Contact information:
Classroom number:
Class days and time:

Catalog Description: BIO205 Human Anatomy (3-2-4)
Human Anatomy is a general study of the structure and function of the human body and considers all major organ systems. Significant laboratory work is required to identify various systems of the human body by flag-spotting. Dissection is included in this course. (FA, SP)

Prerequisite/Co-requisite: none.

Text(s):
Online & Virtual Sections: The text is an ebook included with the class. Print books are optional and available in the MACC bookstore.
Title: Human Anatomy & Physiology
Author: Amerman
Edition: 2nd Edition
Publisher: Pearson

In-seat Sections: The text is an ebook included with the class. Print books are optional and available in the MACC bookstore.
Title: Hole’s Anatomy and Physiology
Author: Welsh
Edition: 16th Edition
Publisher: McGraw Hill

Lab Manual:
Online & Virtual Sections: The lab manual is an ebook included with the class. Print books are optional and available in the MACC bookstore.
Title: Human Anatomy and Physiology Lab Manual – Cat
Author: Whiting
Edition: 2nd Edition
Publisher: Pearson

In-seat Sections: Purchase of a lab manual is required.
Title: Hole’s Human Anatomy and Physiology Lab Manual
Author: Welsh
Edition: 16th Edition
Other Required Materials: Per instructor’s policy

Purpose of Course: To provide the student with knowledge of the structures that comprises the 11 major organ systems. This includes cellular, tissue, organ, and organ system levels of organization.

Course Objectives: Upon successful completion of this course, students will be able to:
1. Correctly use anatomical terms to describe locations and directions in the human body.
2. Identify the location and contents of major body cavities.
3. Identify the major organelles of a cell and describe their function.
4. Describe the steps in mitosis and meiosis and describe their purpose.
5. Identify the major tissues of the body and describe their structure.
6. Identify and describe the location of components and organs of the 11 major organ systems.

Course Content:
1. Introduction and organization of the human body
2. Terminology of the human body
3. Cells of the human body
4. Tissues of the human body
5. Anatomy of integumentary system
6. Anatomy of the skeletal system and joints
7. Anatomy of the muscular system
8. Anatomy of the nervous system
9. Anatomy of the special senses
10. Anatomy of the endocrine system
11. Anatomy of the digestive system
12. Anatomy of the urinary system
13. Anatomy of the respiratory system
14. Anatomy of the cardiovascular system (Blood, heart, vessels)
15. Anatomy of the reproductive system

Assessment of Student Learning: Per instructor’s policy

Grading Scale:
A – 90-100%
B – 80-89%
C – 70-79%
D – 60-69%
F – 0-59%
Expected Study Time Commitments: Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

Description of Major Assignment(s)/Project(s): Per instructor

Schedule of Student Assignments/Activities: Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.

Statement to Connect Course with General Education Outcomes: In compliance with MACCs General Education outcomes, the student who successfully completes this course will be able to:

- Managing Information: Students will demonstrate the ability to discern when there is a need for information; and to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.

College / Instructor Policies:

Academic Dishonesty: MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook, M.010). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

Attendance Policy: Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”
Term Length Drop Calculations

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

Definition of Course Attendance

| In Seat Course | Physically attending scheduled, face-to-face, class meetings |
| Virtual Course | Being present, via appropriate platform, for scheduled class meetings/activities |
| Hybrid Course | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following: |
| | • Completion of quizzes or exams during class meetings and online |
| | • Submission of assignments during class meetings and online |
| | • Participation in discussions during class meetings and online |
| Online Course | Active participation in an online course includes the following: |
| | • Completion of quizzes or exams |
| | • Submission of assignments |
| | • Participation in threaded discussions |
Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

**Tardiness:** Per instructor’s policy

**Make-up and late work:** Per instructor’s policy

**Extra-credit work:** Per instructor’s policy

**Student Email:** MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:** Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).

**Title IX Statement:** MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see [http://www.macc.edu/sexual-misconduct-policy](http://www.macc.edu/sexual-misconduct-policy) (links to an external site) or contact Ms. Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.