

**Course Syllabus**  
**Human Anatomy & Physiology I**  
Valencia College  
Spring Term 2024

This course will use remote proctored testing; a computer with *webcam* is required.

## **I. General Information**

**Course Number: BSC 2093C 21454**

**Lecture:** Online  
**Lab:** Mondays and Wednesdays 10:00 am – 12:45 pm Room WC HSB 141  
**Credit hours:** 4

**Professor: Kelly M. Moore, Ph.D., MBA**

**Office:** **Email Office Hours:** Use Canvas Messenger  
Monday and Wednesday 12:45 pm – 2:45 pm  
Friday 10:30 am – 12:30 pm  
Saturday 8:00 am - 10:00 am  
Sunday 8:00 am - 10:00 am

**Phone Number:** 407.582.1197  
**E-mail address:** [kmmoore@valenciacollege.edu](mailto:kmmoore@valenciacollege.edu)

**Prerequisites – BSC1010C (or Equivalent) – required**

**DISCLAIMER-** The Course Syllabus and/or Course Schedule may be altered at the discretion of the instructor.

## **II. Course Description**

BSC 2093 is the first of a two-sequence dealing with the Anatomy and Physiology of the human body. In this course we use the systems approach, meaning that the anatomy and physiology of each body system will be covered together.

**This course begins with the introductory chapters: studied in A & P 1are:**

Human Body – Orientation- Ch.1  
Chemistry – Biochemistry- Ch. 2  
Cells - Ch. 3  
Tissue - Ch. 4

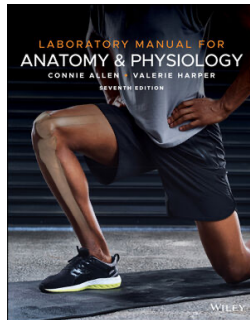
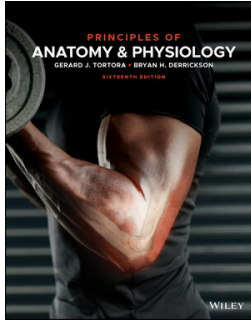
**Then the course covers the following body systems:**

The Integumentary System - Ch. 5  
The Skeleton System and Joints - Ch. 6-9  
The Muscular System - Ch.10-11  
The Nervous System - Ch.12-17  
The Endocrine System- Ch. 18

### III. Course Materials:

#### Textbooks:

**“Principles of Anatomy and Physiology, WileyPlusNext Gen Card and Loose-Leaf, 16e with Laboratory Manual Loose-Leaf 7e Set”** *Valencia Book Store or Purchase directly from inside the Canvas course, WileyPlus assignments will prompt a link to purchase this custom set from the publisher directly. Please do Not purchase elsewhere because the registration code will NOT work if you receive a different version.*



Whether you purchase a printed, a rental, an electronic or a pdf version you are required to **handwrite** in your answers on the assignment pages of the laboratory manual, **no typing or separate sheets**. No tablet writing. No exceptions. If you do not have a reliable printer available to print out your RYK (Reviewing Your Knowledge) and UYK (Using Your Knowledge) assignments then you will need to purchase the printed paper edition. Each and every page of your homework assignments must have your handwritten name in the upper right corner. To submit for credit, your homework must be photographed with a scanning application from a smartphone like Microsoft lens and uploaded to Canvas before submission deadlines. No late assignments will be accepted. First assignments are due at the end of this week. No late work will be accepted. If the bookstore is delayed then purchase ebook now do not wait on shipping, get it online now from the links to WileyPlus inside the Canvas Course. Exams will not be extended.

#### IV. Course Evaluation

**Grading Policy:** To determine your final grade, divide the number of points you earned by the total number of points possible. Assignment groups are weighted by relative percentages.

**1. Lecture Exams: (40% of course grade weight)** Watch and listen to recorded lectures in Canvas Modules, Review study guides

- #1 Ch. 1 – 5, 50 Points \_\_\_\_\_
- #2 Ch. 6 – 9, 50 Points \_\_\_\_\_
- #3 Ch. 10 – 11, 50 Points \_\_\_\_\_
- #4 Ch. 12 – 15, 50 Points \_\_\_\_\_
- #5 Ch. 16 – 18, 50 Points \_\_\_\_\_

**2. Laboratory Manual Exercises: Only submit the Reviewing Your Knowledge and Using Your Knowledge RYK and UYK sections (15% of course grade weight)** There are a total of 24 individual assignments @ 4 points 1-25 skip number 15, 96 points total.

**3. Lab Practical Exams:** Testing of RYK and UYK concepts. Watch and listen to recorded lab reviews in Canvas Modules, Review lab exam notes **3 Exams x 80 points each for total of 240 Points (33% of course grade weight)**

**4. WileyPlus (Required) Assignments: (12% of course grade weight)**

WileyPlus Lecture Assessments 4%

WileyPlus Lecture Adaptive Practice 4%

WileyPlus Lab Quizzes 4%

**Lab Book Extra Credit Project up to 30 points**

Follow instructions and example submit **160 handwritten labeled images**, up to 6 images per page. 4 images per page ideal. Black and white printing acceptable, NO color printing needed.

**Extra Credit Concept Map Diagrams up to 10 points (total)**

### **Grading:**

A = 90 – 100%

B = 80 – 89%

\*C = 70 – 79%

D = 60 – 69%

F = Below 60%

\* You must earn a grade of C in A&P I to be able to enroll in A & P II

### **Online Requirements and Policies**

**If you cannot meet the requirements listed on this syllabus you should consider dropping the course and selecting another section.**

1. **Technology Requirements:** The college uses the Canvas learning management system (LMS).  
[Answers to common questions students may have about Canvas:](#)  
[Minimum computer requirements](#) to successfully run Canvas:

### **Exams with HonorLock**

Exams are proctored online through **HonorLock**. This requires you to have a computer/laptop with **Google Chrome browser installed**. You also need to have a microphone and webcam for the computer. These may be external add-ons (they do not have to be built in). Students will be required to show a valid ID and scan the room with the webcam before starting the exam. Please plan to sit at the computer for the duration of the exam without leaving the room. No resources are allowed during the exam. **HonorLock** will have a calculator for you to use. You are not allowed to use your phone, notes, books, websites, people, or other types of resources during the exam.

1. You will need to secure a quiet, distraction-free space with a computer, web cam, and reliable Internet connection in order to complete your tests for this course.
2. No one should be in the room with you, and no other electronic devices may be present in the room (including other computers, tablets, phones, or smart watches).
3. Be certain to let others in your home or office know that you cannot be interrupted for the entire duration of your test.

4. **NO NOTES CAN BE USED.**
5. **A COMPLETE ROOM SCAN of your environment is required including the desk or table surface and a 360-degree preview of your space.**
6. **NO Additional Monitors or Secondary Computers can be visible inside same room on or off.**
7. **No reading questions or answers out loud and you must maintain focus of your eyes on the test not off screen.**
8. **IF YOU ARE LOOKING DOWN OR OFF SCREEN IN A CONSISTENT PATTERN IT WILL BE CONCLUDED THAT YOU ARE VIOLATING THESE INSTRUCTIONS AND MAY RECEIVE A ZERO FOR THE EXAM.**
9. You are **NOT** permitted to photograph, copy, record or document by any means the test the test questions or images or any content related to the exams.
10. You are not permitted to use notes, books, the internet or your phone.
11. You may not give or receive assistance to or from anyone with these exams.

Although significant efforts are made to deter students from engaging in dishonest work, students may become tempted to cheat. **HonorLock** will record webcam footage, computer screens, and audio throughout the entire testing session for each student and each test. Instructors will carefully review the recordings for any signs of academic dishonesty. **Violation of these requirements during your testing session will result in receiving a Zero for exam.**

**Computer/Technology requirements:**

Exam **HonorLock** Requirements. HonorLock is used for all exams. There is a one-time Google Chrome extension you must install for HonorLock to work.

- **Computer/Laptop with WEBCAM and MICROPHONE. Tablets will NOT work with HonorLock.**
- Operating System: Windows 8, 10; MacOSX 10.11 and higher; or ChromeOS
- Browser: Google Chrome (minimum version 79)
- Internet: Speed 1.5 Mbps download, 750 Kbps upload

To electronically verify your system is compatible with [HonorLock](#) and scroll to "simple single click test."  
How to use [HonorLock](#) for students.

**Valencia Laptop Rental**

Valencia College has laptops to loan students please check with the Library. Since HonorLock requires a computer, you may want to consider applying for a laptop. If you are not able to obtain a laptop or webcam, please contact me so we can find a reasonable way to administer exams.

Privacy policies

YouTube - [privacy policy](#)

HonorLock - [privacy policy](#)

**You will also need to download, and install, the smartphone app Microsoft Lens and install it on your smartphone.** This app turns your smartphone into a document scanner and saves your document into a single pdf document you can upload to Canvas. It is available for both Android and iOS phones and you will need it to turn in your chapter study guides (see below) and any other paper-based assignment this semester.

2. **Netiquette:** The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments. Classes focusing on areas where electronic communication play a key, if as yet undefined, role in technical and professional communication, and it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and to our parents and students.

In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

*All students are expected to:*

- show respect for the instructor and for other students in the class
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

*Students should not:*

- Show disrespect for the instructor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

3. **Attendance:** The College believes that regular attendance and class participation are significant factors which promote success in college. Canvas, our course management system, logs your online activities and this record will be used to monitor your attendance. **You are expected to participate in the weekly on-campus activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class. Failure to participate in the activities of the first week of class will identify you as a “no show” student for attendance purposes and will result in an administrative withdrawal from class.**

## **V. CLASSROOM RULES AND EXPECTATIONS!!!**

1. Humans are extremely complex organisms. **The pace of this course is rigorous and requires your full participation and effort.** Take this course very seriously. You are learning Anatomy and Physiology for your future career and this may be the only exposure to it that you will ever receive.
2. **On Campus, REGULAR ATTENDANCE IN BOTH LECTURE AND LAB IS REQUIRED. ARRIVING LATE OR LEAVING EARLY = ABSENT. BE ON TIME FOR CLASSES. ATTENDANCE WILL BE TAKEN PERIODICALLY, MORE THAN TWO UNEXCUSED ABSENCES, (ONE DAY A WEEK COURSES EACH LECTURE AND LAB COUNTS AS A DAY) YOU MAY BE DROPPED FROM THE COURSE BY THE INSTRUCTOR.**

3. Tardiness will NOT be tolerated. It is extremely rude and disruptive to arrive late. MAKE ADJUSTMENTS TO YOUR PERSONAL SCHEDULE SO THAT YOU CONSISTENTLY ARRIVE ON TIME FOR LECTURES AND LABS. Chronic tardiness will be taken into consideration when assigning a final grade.
4. THERE WILL BE **NO** LAB EXAM MAKE-UPS. THERE WILL ALSO BE **NO** LECTURE EXAM MAKE-UPS. **AN UNEXCUSED MISSED EXAM WILL COUNT AS ZERO (0) POINTS.** ASSIGNMENTS TURNED IN LATE WILL **NOT** BE ACCEPTED.
5. Keep an accurate ongoing record of the total number points as you earn them. Computerized progress reports will be provided on a regular basis during the semester.
6. College policy forbids children and/or pets from attending lectures and/or labs.
7. College policy forbids foods and/or drinks in lecture rooms and laboratories.
8. Beepers and/or cellular telephones that emit an audible sound are not allowed in lectures or lab. No sending or receiving text messages is permitted in lectures or lab.
9. BECAUSE OF PRIVACY ISSUES, TAPE RECORDERS AND ANY OTHER DEVICES THAT CAN RECORD THE INFORMATION IN THIS COURSE ARE **NOT** ALLOWED WITHOUT **FIRST** CONSULTING WITH THE COURSE INSTRUCTOR.
10. Grades on lecture exams or lab are discussed only between the student earning them and the Professor. Grades will not be discussed over the telephone or via email.
11. **ACADEMIC DISHONESTY WILL NOT BE TOLERATED. INCIDENTS OF CHEATING AND/OR PLAGIARISM WILL RESULT IN SEVERE ACADEMIC PENALTIES. A ZERO TOLERANCE POLICY IS IN EFFECT WHICH MEANS FAILURE OF COURSE AS A RESULT FOR FIRST VIOLATION. DISRUPTIONS IN LECTURE AND/OR LAB WILL NOT BE TOLERATED.**
12. Students are expected to be familiar with all policies, rules, and regulations stated in the Valencia College Student Handbook.
13. Consultation with the professor is available by appointment and maybe arranged on an individual basis in person or by telephone.

## **WITHDRAWAL DEADLINE**

The date for withdrawal **without penalty** for this session is:

**February 9, 2024 for a “W”**

The professor **will not** drop you from the course. **You are solely responsible for initiating the withdrawal process. Please refer to your College Catalog for further information on VC WITHDRAWAL policies.**

## STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations **MUST provide the professor with a letter from the Office of Students with Disabilities at the first day of the term.** The Office of Students with Disabilities determines accommodation based on appropriate documentation of disabilities.

## VALENCIA CORE COMPETENCIES

This course will help you reinforce the Valencia Core Competencies. These competencies are: Think, Value, Communicate and Act.

### **Clast Competencies:**

Writing skills: Use of proper grammar and punctuation.

Reading: Comprehension, recognition of main ideas and supporting details, understanding vocabulary from context.

**Logic:** Discerning fact from opinion, drawing conclusions and inferences from facts, recognition of valid arguments and bias.

## LABORATORY PROCEDURE

No food or drink in the labs! When using microscopes, be sure to handle them with care.

Laboratory specimens MAY NOT be removed from the lab – that is considered THEFT! Do not mark anatomical specimens (for example bones) with pencils or pens. Clean up your lab station and wash your hands before leaving the lab.

## COURSE OBJECTIVES

1. To understand and apply the basic concepts of anatomy and physiology
2. To develop critical thinking, analytical and problem-solving skills
3. To model professional career attitudes and behaviors

## **VI. SUCCESSFUL STRATEGIES**

- 1. Attend every class and bring your text and lab manual with you to class. Prepare before class by scanning the assignments that will be covered that day.**
- 2. Study every day – you should plan to study 2-3 hours outside of class for every hour you spend in class. Review notes after class to convert information from short-term to long-term memory. Study TWO HOURS EACH DAY in order to successfully pass this class.**
- 3. Be sure to ORGANIZE the notes to make studying easier. Use a magic marker to highlight the important points.**
- 4. Learning anatomical terms is like learning a new language and it is very important that you learn and UNDERSTAND definitions. Try creating flash cards with the term on one side and its definition on the other and run through them frequently. These are great study tools prior to an exam.**
- 5. Join a study group. Meet frequently, compare notes and try testing each other.**
- 6. Do not just blindly memorize material – try and understand it. On exams you need to be able to apply the concepts not just what you have memorized.**
- 7. Keep on pace – don't fall behind.**
- 8. If you do not understand something in lecture or lab, don't be afraid to ask questions in class. Alternately set up an appointment with the professor.**
- 9. There is a lot to learn in a short time. You will need to maintain a positive attitude and maintain a high level of motivation**



## VII. Course Schedule

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**BSC 2093C Human Anatomy & Physiology Spring Term 2024** Professor Kelly M. Moore, Ph.D., MBA

DISCLAIMER: *Syllabus and/or course schedule may be altered at the discretion of the professor.*

**Please pay close attention to due dates, complete your assignments early and be fully prepared for exams.  
Please complete exams early, do not wait until the last minute.**

<b>Week</b>	<b><u>Textbook Chapters</u></b>	<b>Lab Exercise</b>  <b>WileyPlus Schedule in Canvas</b>	<b><u>Lab Exercise due date</u></b> (must be uploaded into Canvas before deadline)	<b><u>Exams Open</u></b> <b><u>Plan time for emergencies-</u></b> <b><u>complete early.</u></b>	<b><u>Exams Completed by</u></b> <b>Due date</b> (Completely finished before) <i>No extensions will be provided.</i>
1.  <b>1/08 Monday</b>	<b>Ch. 1-5</b> Intro to A&P, Chemistry, Cell function, Tissues & Skin	<b>RYK &amp; UYK 1-7</b>  <b>WileyPlus</b>	<b>Due BEFORE 9:00 am 1/14 Sunday.</b> You must have lab manual asap. No extensions will be provided.	<b>Lecture Exam 1 (Ch 1-5)</b> <b>Open 10 am 1/13 Saturday</b>	<b>Lecture Exam 1 (Ch 1-5)</b> Due before 11:59 pm 1/14 Sunday
2.  <b>1/15 Monday (No Class Dr. MLK Holiday)</b>	<b>Ch. 6-9</b> Bone histology, Skeleton and Joints	<b>RYK &amp; UYK 8-11</b>  <b>WileyPlus</b>	<b>Due BEFORE 9:00 am 1/28 Sunday.</b>	<b>Lab Exam 1 (RYK &amp; UYK 1-7)</b> Open 10 am 1/20 Saturday	<b>Lab Exam 1 (RYK &amp; UYK 1-7)</b> Due before 11:59 pm 1/21 Sunday
3.  <b>1/22</b>	<b>Ch. 6-9</b> Bone histology, Skeleton and Joints	<b>RYK &amp; UYK 8-11</b>  <b>WileyPlus</b>	<b>Due BEFORE 9:00 am 1/28 Sunday</b>	<b>Lecture Exam 2 (Ch 6-9)</b> <b>Open 10 am 1/27 Saturday</b>	<b>Lecture Exam 2 Ch (6-9)</b> Due before 11:59 pm 1/28 Sunday
4.  <b>1/29 Monday</b>	<b>Ch. 10, 12</b> Muscle and Nervous Tissue Physiology  <b>Lecture Exam 3 Study Worksheet</b>	<b>RYK &amp; UYK 12-14</b>  <b>WileyPlus</b>	<b>Due BEFORE 9:00 am 2/04 Sunday</b>  <b>Lecture Exam 3 Study Worksheet</b>	<b>Lecture Exam 3 (Ch 10, 12)</b> <b>Open 10 am 2/03 Saturday</b>	<b>Lecture Exam 3 (Ch 10, 12)</b> Due before 11:59 pm 2/04 Sunday
<u>5.</u>  <b>2/05 Monday</b>	<b>Review for Lab Exam 2</b> (RYK & UYK 8-14)  <b>Ch. 13, 14, 15</b> Spinal Cord, Brain, Autonomic Nervous	<b>WileyPlus</b>	<b>Review for Lab Exam 2</b> (RYK & UYK 8-14)	<b>Lab Exam 2 (RYK &amp; UYK 8-14)</b> <b>Open 10 am 2/10 Saturday</b>	<b>Lab Exam 2 (RYK &amp; UYK 8-14)</b> Due before 11:59 pm 2/11 Sunday

6.  2/12 Monday	Ch. 13, 14, 15 Spinal Cord, Brain, Autonomic Nervous  ANS Drawing  Lecture Exam 4 Study Worksheet  Extra Credit Project 160 ppt slides	RYK & UYK 16-23  WileyPlus	Due BEFORE 9:00 am 2/18 Sunday  ANS Drawing See details in Modules  Lecture Exam 4 Study Worksheet  Extra Credit Project 160 ppt slides	Lecture Exam 4 (Ch 13, 14 and 15) Open 10 am 2/17 Saturday	Lecture Exam 4 (Ch 13, 14 and 15) Due before 11:59 pm 2/18 Sunday
7.  2/19 Monday	Ch. 17, 18 Special Senses, Endocrine  Review for Lab Exam 3 (RYK & UYK 16-25)	RYK & UYK 24-25  WileyPlus	Due BEFORE 9:00 am 2/19 Sunday  Extra credit project 160/160 handwritten labeled and scanned ppt slides (6 images per page grayscale fine) color <u>NOT</u> needed  Lecture Exam 5 Study Worksheet  Adrenal Gland Drawing with hormones See details in Modules	Lab Exam 3 (RYK & UYK 16-25) Open 10 am 2/24 Saturday	Lab Exam 3 (RYK & UYK 16-25) Due before 11:59 pm 2/25 Sunday
8.  2/26 Monday  No on campus Meetings	Lecture Exam 5 (Ch 17,18) Open 10 am 2/26 Monday	Lecture Exam 5 (Ch 17,18) Due before 11:59 pm 2/27 Tuesday	Wednesday No Class  Course Complete		