



NURA 1307/1001- Body Systems

Course Syllabus: Fall 2025

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Emily Mikel BSN, RN

Office: UHS 2nd Floor 203

Phone: 903-767-7451

Email: emikel@ntcc.edu

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	By appointment					

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

3 credit hour course.

Identify the structures of the major body systems; describe the functions of each system and discuss correlation among body systems.

Prerequisite(s): None needed.

Student Learning Outcomes: Upon completion of this course, students will be able to:

1. Understand the role and responsibility required of a nursing assistant working in a health care setting.
2. Describe different long-term care settings and the special needs of residents who live in long-term care facilities.
3. Develop a basic understanding of body structure and function so that abnormal changes can be easily observed and reported.
4. Discuss how knowledge of the stages of growth and development helps plan holistic care and recognize each person's individual needs.

Evaluation/Grading Policy: Students will be evaluated by the instructor in the classroom, lab, and clinical. These evaluations may be of the student as an individual or as members of the team and may be provided verbally or in written form. Each student is provided the opportunity to evaluate the course and the instructor via campus-wide survey. Students are notified of this opportunity sometime in the second half of the semester.

Your grade in this course must be 75% to pass. Grades will be assigned based on percentage earned.

90-100 = A

84-89 = B

75-83 = C

60-74 = D
<59 = F

Tests/Exams/ Course Content:

The grade earned in this course will be based on the following criteria:

Exams	45%
Quizzes, Discussion Questions	30%
Final Exam	15%
Daily Grade (attendance, etc)	10%
	= 100%

Students receiving an exam grade that results in a grade of <75% will be required to contact the instructor to discuss an action plan to ensure successful completion of the Nurse Aid Program.

Grading Rounding Policy- Nurse Aid Exams and Course Averages will not be rounded to increase the student's average in determining letter grade status. For example, if the student's exam average is 74.98, then the student's average will stand as is. There is no condition in which the student's average will be rounded.

Exam Policy of Nurse Aid Program at NTCC – After all three exams have been administered and scored; the student's exam average will be used to determine if the student is eligible to sit for the comprehensive final exam. To be eligible to sit for the comprehensive final exam, the student's exam average must be a true "C" or 75%, then the student will fail the course.

Required Instructional Materials:

- Carter, Pamela J. *Lippincott Textbook for Nursing Assistants: A Humanistic Approach to Caregiving, 5th edition*. Wolters Kluwer: Philadelphia, PA, 2019.
ISBN Number: 978-1-975108-50-2
- Carter, Pamela J. *Workbook to Accompany Lippincott Textbook for Nursing Assistants, 5th edition*. Wolters Kluwer: Philadelphia, PA, 2019.
ISBN Number: 978-1-9751-0854-0
- Prometric Clinical Skills Outline- downloadable at
<https://www.prometric.com/sites/default/files/NAClinicalSkillsChecklist.pdf>

Optional Instructional Materials: YouTube topical videos; E-books of any of the above-mentioned texts

Minimum Technology Requirements: Students are required to have a laptop with sufficient power and memory to utilize testing platforms, browse the internet, and create/edit documents of various types. Students will be required to utilize Microsoft Office applications (Word, PowerPoint, Excel, etc), their NTCC Student Email account, Blackboard, textbook resources, etc. The student will be required to have access to the internet for in class, as well as out of class resources and assignments. There will be no exceptions to these requirements.

Required Computer Literacy Skills: Ability to operate a computer, browse the internet, create and edit documents, download and upload resources/assignments, and access examinations and tutorials through internet based and installed applications.

Institutional/Course Policy:

Late Work – Nurses are expected to perform their duties skillfully, competently, and with timeliness. CNAs work within tight deadlines and especially with time-sensitive data or urgent situations. Late work policies reflect the expectations of the profession to which you will be entering. Late work in this course is not accepted. Students should plan for contingencies related to internet and power outages, mechanical issues with vehicles, babysitter call-offs, etc. Work not submitted on time will receive a “zero” in the gradebook.

Cell/Mobile Phones – Cell phones are strictly prohibited from the classroom. Possession of a cell phone in the classroom will result in point deduction in a progressive manner. For example, first infraction will result in a 5 clinical point deduction. Subsequent infractions will result in 10 clinical point deduction per infraction. There are no exceptions to this policy.

Please refer to the PCT Program Handbook for policies on attendance, tardies, uniforms, HIPAA, social media, withdrawals, communication, ethical practice, professionalism, conduct, etc. Those policies are an extension of this course’s requirements and effectively become enforceable under this syllabus as such.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it is necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation).

Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for

addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.