Brookhaven College (DCCCD)
Biology Department
Course Syllabus for Biology 2402
Anatomy and Physiology II

Course Title: Biology 2402 - Anatomy and Physiology II

Course Description: Biology 2402 is the second semester of a two-semester sequence in Anatomy and Physiology. The topics covered include: Endocrine system, Cardiovascular system, Respiratory system, Lympho-immune system, Digestive system, Urinary system, and Reproductive system. The prerequisite for this course is Biology 2401 or its equivalent. If you do not have the prerequisite, the instructor will make the decision concerning your eligibility in the course. The Biology department reserves the right to modify any and all parts of the course at any time during the semester to facilitate the learning process.

Course Instructors: Glenn Kasparian. Office: X-2032A. Tel: 972-860-4755. Gkasparian@dcccd.edu. The instructor will notify you of their own office hours or access hours, their voice-mail number, and their e-mail address. You may leave a message for your instructor with the Science/Mathematics/Nursing division office, in room K-224, by telephone(972-860-4750) or in person between the hours of 8:30am and 8:30pm, Monday through Thursday, and 8:30am to 4:30pm on Friday. The office is closed on Saturday and Sunday. Under no circumstances will it be necessary or appropriated to call the instructor at home.

Objectives: Specific learning objectives will be provided by the instructor. Objectives are also available at the beginning of each new chapter in the textbook.

Texts: (required):
(suggested):
4. Keys to Laboratory Models/

Activities:
1. We will meet for lecture/discussion four times per week to cover the basic concepts of the course. In addition, the objectives for that week will be reviewed. Lecture exams will be given in class each week.
2. Each student will complete a unit of laboratory work each week and be tested by laboratory practical examinations each week.
3. All examinations are written by the professor.

Grading: The final course grade is determined by the lecture section professor, on the basis of points accumulated during the semester. Three types of evaluation instruments are given: lecture examinations, laboratory examinations, and a term paper. Each lecture examination will be comprised of multiple choice questions and essays and is worth 100 points. The laboratory examinations are comprised of multiple
choice questions. Each exam is worth 100 points. A letter grade scale is applied to the point system based upon a percentage of the total possible points to be accumulated during the semester. **One must pass the lecture and laboratory parts of the course individually in order to pass the course.**

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D

Five lecture exams @ 100 pts each -------------------------500 pts.
Four laboratory exams @ 100 pts each-----------------------400
Research Paper---------------------------------------------200

______________________________________________________
Total -----------------------------------------------1100 pts.

**Appeals concerning grades.** All appeals shall be initiated with the section instructor. If further appeal is desired, the next level is the Dean of the Science/Mathematics division followed by the Vice President of Instruction.

**Make-up Examinations:** It is up to the discretion of the section instructor to permit a student to make up any type of course work missed during the semester. **In most cases, make-up exams will not be given.** All situations of this kind are handled and resolved individually between student and instructor.

**Additional Information:**
1. Please bring your textbook to lecture.
2. Please purchase 10 long Scantron forms and five Bluebooks (exam books).
3. Please notify the instructor if you have been absent.
4. The instructor also reserves the right to drop students from the roll for poor performance, attendance, cheating, etc.
5. Please read the Brookhaven Code of Student Conduct in the school catalog.
6. The department reserves the right to change the syllabus at any time.
7. **Biology Resource Center Hours:** To be posted during the first week of classes.

**Biology Resource Center:** For many years we have run an open laboratory in Biology for review of laboratory slides, models and dissections. All open lab sessions are staffed by a qualified person to help enrolled biology students with their laboratory, lecture and text material. This is a place where you may receive answers to your questions and help with difficult reading and homework assignments in addition to traditional lab review. Room , X-2030

**Attendance:** Students are expected to attend, on time, all classes in which they are enrolled. **Attendance will be taken during each class period (lecture and lab) and**
excessive absences will be treated with an administrative drop from the course. A student will not be permitted to take an exam or a lab practical if they have been absent from lecture/lab during the preceding week of classes or labs. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Students who miss three lecture sessions or two laboratory sessions without an adequately documented explanation may be dropped from the course.

**Promptness.** Habitual tardiness to class is an affront to the instructor and your classmates who are in class on time. If there is a reason that you cannot attend class at the scheduled time, (e.g. work, health, family), you will need to rearrange your schedule to eliminate the conflicts or drop the course.

**Holidays.** Students desiring to observe a religious holy day which will result in a class absence, must notify their instructor in writing for each class no later than the 15th calendar day after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any examinations which may have been missed within a reasonable time.

**Lateral transfers.** No lateral transfer will be granted without written documentation of need. Students who wish to complete a lateral transfer to another biology course must consult the instructor in the class in which they are enrolled. There will be no transfers after the second week of classes.

**Withdrawal.** If necessary, it is the responsibility of the student to withdraw from the course. This can be accomplished in the registrar’s office before the withdrawal date.

6 Drop Rule. **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 during their college career. You may drop no more than six (6) courses during your entire undergraduate career unless the drop qualifies as an exception. You campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six (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: www1.dcccd.edu/coursedrops.

**Academic Dishonesty:** Academic dishonesty is the unauthorized giving or receiving of assistance on any grade assignment. All students are encouraged to examine the Brookhaven College Catalog section on Academic Dishonesty available in the registrar’s office, the Admissions office or in the LRC. Cheating in any form will be grounds for a performance grade of F, removal from the course, a block placed on your transcripts, a record of the incident placed in your permanent file and Academic/Disciplinary suspension. In addition, your professor may seek further penalties. Academic dishonesty is interpreted as theft.

**Intellectual Competencies**
This course reinforces all six of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. **READING:** Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

2. **WRITING:** Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

3. **SPEAKING:** Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

4. **LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. **CRITICAL THINKING:** Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

6. **COMPUTER LITERACY:** Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.
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<tr>
<th>Day #</th>
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<th>Lecture Topic/Exam</th>
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Lecture Exam 1: ch 18
2: ch 19-21
3: ch 22,23
4: ch 24,25
5: ch 26-28