COURSE OBJECTIVES: This course is divided into 4 units. All objectives are decided by the district curriculum committee and are based on The Texas Higher Education Coordinating Board (THECB) criteria. These objectives are measurable and/or observable and will be evaluated. Upon successful completion of this course, the listed lecture topics and laboratory activities will be mastered by the student and the student will be able to (orally or in writing) discuss the following:

LECTURE TOPICS
General Chemistry, Organic Chemistry, & Biochemistry
Cell Replication, Protein Synthesis, Transcription, Translation
Metabolism
Anatomical Orientation
Tissues
Integumentary/Skin
Articulations/Joints
Skeletal system
Muscular system
Nervous system
Related endocrine functions

LABORATORY ACTIVITIES
Demonstrated use of a microscope
Application & conversion of the metric system
Demonstrated understanding of osmosis & diffusion
Identification of the phases of the cell cycle and mitosis
Application of Anatomical Orientation terms
Identification of the integumentary system
Identification of selected tissues
Identification of selected bones, bone parts, & joints
Identification of selected cat and human muscles
Identification of neural tissue
Dissection of mammalian brain and eye
Examination of the special senses

STUDENT LEARNING OUTCOMES:
1. Students will be able to follow and explain the sequence of events in the following biological processes: diffusion, osmosis, cellular respiration, mitosis, DNA replication, protein synthesis (transcription and translation), muscle contraction and neural impulse conduction.
2. Students will be able to demonstrate the proper use of scientific equipment and technology to carry out a scientific investigation including the proper use of the microscope and metric conversions.
3. Students will be able to collect data, analyze data and apply that knowledge to interpret test results and evaluate a mock patient for a possible disease.
4. Students will correctly identify tissue specimen, articulations, designated bones and bone parts, neural tissue, and designated muscles on both the human and cat.
5. Students will present an oral and written assignment to the class over a global health care issue.

CORE OBJECTIVES
Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
COURSE OUTLINE:

CLASS PROCEDURES – Successful completion of this course should be accomplished if you do the following:
1. Attend class and participate in lecture/lab (read the class notes before class, take notes, sketch diagrams, and study the notes after class daily)
2. Use eCampus - answer all quizzes over the unit material after the lectures & utilize all the lecture and lab review material.
3. Create your own study guides for the lecture and lab exams, Use images from the lectures and internet and your lab manual and textbook.
4. Notebook: all course material should be printed, organized, and placed in your notebook with a table of contents, student study guides, requested documents, and labeled dividers.
5. To receive credit for your work, you must have YOUR NAME, COURSE & SECTION, STUDENT ID#, DATE, AND INSTRUCTOR’S NAME ON ALL ASSIGNMENTS, and it must handed in by the deadline. LATE WORK IS NOT ACCEPTED.

EVALUATION PROCEDURES: THE FINAL GRADE IS BASED UPON THE FOLLOWING:
75% LECTURE EXAMS
20% LAB EXAMS
5% ASSIGNMENTS (LATE WORK IS NOT ACCEPTED)

1. LECTURE & LABORATORY: ATTENDANCE IS MANDATORY
   • Attendance is taken at the beginning of each class period. Instructions are given at the beginning of each lab and WILL NOT be repeated.
   • Instructor Attendance Policy: Students are expected to attend every class and have the responsibility to inform the instructor when an absence occurs. If you must leave class early, you should inform the instructor prior to the start of class.
   • Prohibited behavior: Eating and/or drinking and open-toed shoes are not allowed in the classroom/lab at any time.
   • Dissections and labs using chemicals require gloves, lab coat, and goggles. Please purchase gloves before class.
   • Material safety data sheets (MSDS), required by the Occupational, Safety, and Health Administration (OSHA) are available for all students to observe upon request.
   • Technology: Please be courteous and respectful. Do not have your cell phones out during class (leave them on vibrate). Texting is not allowed in class. Also, when using your computer in class, please do not check social media until after class.
   • Due to insurance and district policy children are not allowed in the laboratory or unsupervised on campus at any time.

2. STUDY MATERIAL: Print the unit material before class.
   • Class notes: The exams will strongly reflect the information from your notes, lectures, and discussions.
   • Lecture Quizzes: PLEASE PRINT OUT ALL QUIZZES ON ECAMPUS and bring to class. Quizzes will be reviewed during class.
   • Reviews: Print off both the lecture and lab reviews for each unit, the reviews provide the terms on the exams. The review vocabulary list should be utilized to develop your study guide. If you know the review information, you should do very well on the test. The study guide will be turned in for the day after the exam.

3. LECTURE EXAMS:
   • Several lecture exams will be given in the Testing Center (S-2101), the final lecture exam will be administered in the classroom. The Testing Center’s hours are posted on the lab doors or you may call 214-860-8571 for open hours. When using the Testing Center, you will need a student I.D., #2 pencils, and the proper Scantron form (#882E). You MUST use the proper Scantron form.
   • Lecture exams must be taken on or before the exam deadline. MAKE UP EXAM POLICY: In the event of a missed exam the instructor must be notified within 24 hours of the scheduled exam.
   • Curves: to receive a curve, you must maintain and turn an organized notebook with the follow:
     o Unit 1 – Unit I material and develop a Unit I study guide.
     o Unit 2 – Unit II material and develop a Unit II study guide.
     o Unit 3 – Unit III material and develop a Unit III study guide.
     o Unit 4 – Unit IV material and develop a Unit III study guide.
     o Loss of the Curve – failure to maintain an organized notebook and marking on the exams. Any marks on the exam will result in the loss of the class curve on your exam. In addition, unexcused absences, habitual lateness, and lack of participation will result in loss of the class curve.

4. LAB EXAMS: Laboratory examinations are given in class.
   Lab exams MUST be taken during the scheduled lab exam time. There is a one-hour time limit for lab exams.

5. GRADE POSTING: Grades will be posted on eCampus. eCampus: Go to the website: http://ecampus.dcccd.edu. Your login is an “e” and your seven digit student identification number (example: e1234567). Your password will be the same as your login. It is strongly suggested that you change your password. If you are having difficulties please let me know. Final grades will be on eConnect.

6. INTERNET/RESEARCH ASSIGNMENT: 5% ASSIGNMENTS
   Using a computer and the internet, a small group of 4 to 5 students will design a study guide for the skeletal and muscle lab exam. I will expect full cooperation from everyone in the group. Further instructions will be posted on eCampus.
UNIT #1 SUMMARY
READ - Unit I Lecture Notes and Textbook Chapters 2 & 3

LECTURE EXAM 1 - Chemistry, Biochemistry, Cells, Membrane Function, Mitosis, DNA, RNA, Protein Synthesis. Purchase one #882ES scantron.

LABORATORY EXAM - safety, microscope, metric problems, mitosis, membrane function, cells, protein synthesis. The lab exam is a written exam and an exam answer sheet will be provided. You will need a calculator. 30 TOTAL QUESTIONS

UNIT #2 SUMMARY
READ - Unit II Lecture Notes and Textbook Chapters 1, 4, 5, & 6

LECTURE EXAM – Anatomical orientation, Anatomical terminology, Integumentary System, Tissues & Skeletal System, Purchase one #882ES scantron.


UNIT #3 SUMMARY
READ - Unit III Lecture Notes and Textbook Chapters 8, 1, & 10
Test #3 – Articulations/Joints & Muscular System, Articulations. Purchase one #882ES scantron.

LABORATORY EXAM 3 - Joint Movement & Muscular System. Purchase one #882ES scantron.

UNIT #4 SUMMARY
READ – Unit IV Lecture Notes and Textbook Chapters 12, 13, 14, & 16

LECTURE EXAM – Nervous System. Purchase one #882ES scantron.

LABORATORY EXAM 4 - Neuron, Spinal Cord, Spinal Meninges, Brain, Cranial Nerves, Special Senses (Eye, Ear, Tongue, Nose). Purchase one #882ES scantron. 68 TOTAL QUESTIONS

<table>
<thead>
<tr>
<th>LECTURE EXAMS</th>
<th>AVERAGE (TOTAL ÷ 3)</th>
<th>LECTURE EXAM % (AVERAGE ÷ 75%)</th>
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<td>IV</td>
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<tr>
<th>LAB EXAMS</th>
<th>AVERAGE (TOTAL ÷ 4)</th>
<th>LAB EXAM % (AVERAGE ÷ 20%)</th>
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<td>IV</td>
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</table>

INTERNET RESEARCH
ASSIGNMENTS (GRADE ÷ 5%)

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = <51
<table>
<thead>
<tr>
<th><strong>Institutional Policies</strong></th>
<th><strong>Mountain View College Syllabi Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop Before You Drop, 6Drop</td>
<td>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 drop(s), 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: <a href="https://econnect.dcccd.edu/eConnect/droppingfacts.html">https://econnect.dcccd.edu/eConnect/droppingfacts.html</a></td>
</tr>
<tr>
<td>Withdraw Policy</td>
<td>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 the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). 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.</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>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. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: <a href="http://www.dcccd.edu/pc/cost/3rdcourseattempt/Pages/default.aspx">http://www.dcccd.edu/pc/cost/3rdcourseattempt/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid will not be granted to students who have been certified as not attending by the certification date. In lecture classes, students must attend class prior to the certification date. Online students should follow the certification procedures as noted within the class syllabus. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. 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. If you are receiving financial aid grants or loans, you must begin attendance in all classes. 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.</td>
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<tr>
<td>Academic Honesty</td>
<td>Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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 by the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at <a href="https://www1.dcccd.edu/cat0406/ss/code.cfm">https://www1.dcccd.edu/cat0406/ss/code.cfm</a></td>
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<tr>
<td>ADA Statement</td>
<td>Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.</td>
</tr>
<tr>
<td>Religious Holidays</td>
<td>Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.</td>
</tr>
<tr>
<td>Campus Emergency Operation Plan and Contingency Plan</td>
<td>Mountain View College has developed policies and procedures for dealing with emergencies that may occur on campus. A synopsis of emergency procedures can be found at: <a href="http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx">http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx</a>. Contingency Plan: Mountain View College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.</td>
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<tr>
<td>Disclaimer: Syllabus</td>
<td>Reserving Right to Change Syllabus: The instructor reserves the right to amend a syllabus as necessary.</td>
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<tr>
<td>Important health Alerts and information</td>
<td>If ill, you should:</td>
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<td><strong>Inclement Weather Statement:</strong></td>
<td>- Stay home if you have any signs of illness.</td>
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<td>- Contact your instructor by email or phone.</td>
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<td>- Wash your hands frequently and thoroughly. Carry hand sanitizer.</td>
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<td>- Cover your mouth when coughing or sneezing. To avoid contaminating your hands, cough into your clothing.</td>
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<td>In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Mountain View College facilities. You can also call the inclement weather hotline at 214-860-8888, or check for updates on this web site. Decisions for evening classes will be made by 4:00 pm.</td>
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<td>- The DCCCD (<a href="http://www.dcccd.edu">http://www.dcccd.edu</a>) and MVC (<a href="http://www.mountainviewcollege.edu">http://www.mountainviewcollege.edu</a>) websites.</td>
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<td>- You may sign up for free emergency alert: Alerts will be sent by text message, email, and voice message. You are encouraged to take advantage of this free service. <a href="http://www.mountainviewcollege.edu/aboutmvc/Pages/severeweather.aspx">http://www.mountainviewcollege.edu/aboutmvc/Pages/severeweather.aspx</a></td>
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<td>- You also may refer to announcements on major television and radio stations.</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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</table>
| 9/5   | SATURDAY ORIENTATION  
LEC: CHEMISTRY, BIOCHEMISTRY, AND CELLS  
LAB: LAB SAFETY & MSDS VIDEO, [http://www.texashotjobs.org](http://www.texashotjobs.org)_METRICS HANDOUT; INTRO TO MICROSCOPE-RULES, FOCUSING, STORAGE |
| 9/12  |  
LEC: CELL CYCLE & MITOSIS, DNA & RNA, AND PROTEIN SYNTHESIS  
LAB: LAB: CELL STRUCTURE, PHASES OF THE CELL CYCLE, & MEMBRANE FUNCTION; PROTEIN SYNTHESIS—HANDOUT, NOTEBOOK IS DUE  
QUIZZES – COMPLETE ALL QUIZZES |
| 9/19  |  
UNIT I LAB EXAM – IN CLASS  
UNIT I LECTURE EXAM |
| 9/26  |  
LEC: INTRO TO ANATOMICAL ORIENTATION/TERMINOLOGY  
LAB: ANATOMICAL ORIENTATION |
| 10/3  |  
LEC: TISSUES, INTEGUMENTARY SYSTEM  
LAB: TISSUE SLIDES, BEGIN SKELETAL DIAGRAMS, COMPLETE TISSUES; INTEGUMENTARY SYSTEM; NOTEBOOK IS DUE |
| 10/10 |  
LEC: SKELETAL SYSTEM I & II  
LAB: SKELETAL DIAGRAMS; COMPLETE DIAGRAMS, SKELETAL SYSTEM ID– MODELS  
QUIZZES – COMPLETE ALL QUIZZES |
| 10/17 |  
UNIT II LAB EXAM – IN CLASS  
UNIT II LECTURE EXAM |
| 10/24 |  
LEC: ARTICULATIONS/JOINTS, MUSCLE TERMS  
LAB: JOINTS; CONTINUE SKELETAL ID, MUSCLE DIAGRAMS |
| 10/31 |  
LEC: MUSCLE SYSTEM I & II  
LAB: DISSECTION - MUSCLE ID, DISSECTION - MUSCLE IDENTIFICATION; NOTEBOOK IS DUE |
| 11/7  |  
LEC: MUSCLE SYSTEM II  
LAB: MOCK TISSUE, BONES & MUSCLE EXAM, MUSCLE CONTRACTION PAPER  
UNIT III LAB EXAM - IN CLASS  
UNIT III LECTURE EXAM DEADLINE FRIDAY |
| 11/14 |  
LEC: NERVOUS SYSTEM, NEURONS, SPINAL CORD, & SPINAL NERVES  
LAB: NERVOUS SYSTEM DIAGRAMS & MODELS  
LAST DAY TO WITHDRAW WITH “W” 11/19 |
| 11/21 |  
LEC: NERVE IMPULSE & NEUROGLIA CELLS  
LAB: BRAIN AND EYE DISSECTION |
| 11/28 |  
THANKSGIVING HOLIDAY – TAKE THE DAY OFF  
FRIDAY, SATURDAY, & SUNDAY - STUDY, STUDY, STUDY!!! |
| 12/5  |  
LEC: CRANIAL NERVES, BRAIN & CRANIAL NERVES HIGHER CENTERS, SPECIAL SENSES  
LAB: DISSECTION—EYE, SENSORY LAB, MOCK LAB EXAM |
| 12/12 |  
UNIT IV - LAB EXAM – IN CLASS  
UNIT IV LECTURE EXAM IN CLASS |