# COURSE SYLLABUS
## HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2401]
### Sections 7428
### SPRING 2015

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# COURSE SYLLABUS

## HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2401]

### Sections 73428 ONLINE

### SPRING 2015

## Course Information

**Course Title:** HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2401] Section 7428  
**Credit Hours:** 4 Hours  
**Class Meeting Time:**  
- **LECTURE:** MTWRFSSU ONLINE  
- **LAB (73428):** MTWRFSSU ONLINE

**Course Description:** The study of the structure and function of the human body.

**Course Prerequisites:** Biology 1406 or equivalent, and departmental approval.

## Required Textbooks and Materials:

See Below APPENDIX F & G: TEXTBOOK ADDENDUM

(A). 2 ACCESS CODES (MINIMAL)  
(B). LAB MANUAL & (C). ANY A & P TEXTBOOK, SEELEY IS RECOMMENDED (NOT REQUIRED)

### LECTURE:

1) **OPENSTAX TEXTBOOK**  
   - FREE ONLINE etext  
   - [https://openstaxcollege.org/textbooks/anatomy-and-physiology](https://openstaxcollege.org/textbooks/anatomy-and-physiology)

   - **(SEELEY TEXTBOOK NOT REQUIRED, RECOMMENDED ONLY) OR USE ANY TEXTBOOK**
   - **ISBN: 9780077421472 (ACCESS CODE ONLY)**

### LAB:

1) Aboloye, P, MD: Human Anatomy & Physiology Lab Manual w/Atlas & Clinical Applications  
   - ISBN: 9781465249197

2) MasteringAandP Access Code (Pearson) to Marieb Lab for Graded Online Lab Quizzes:  
   - **(MARIEB LAB MANUAL NOT REQUIRED)**  
   - **ISBN: 9780321863744 (ACCESS CODE ONLY) OR LATEST EDITION**

### LAB KIT: HANDS-ON-LAB** (REQUIRED)

- Labpaq: Order from:  
  - See Also Lab Content Folder (Ecampus)
Course Objectives AP I
The goal of this class is to introduce students to the fundamental elements of human structure and function. Students WOULD identify, explain and apply the structural & functional concepts to the following: cellular physiology, tissue organization, integumentary system, musculoskeletal system, basic neurobiology and organization of the human nervous system, chemical communication and signal pathways (with specific reference to the endocrine system). The emphasis of the lecture portion of the class will be on the physiology and the laboratory will focus on anatomy. This class is recommended for pre-medical and pre-allied health professionals. Preparing prior to the lectures is essential for doing well in this course.

Course Objectives: Students’ Learning Outcomes (SLO’s)
After completing this course, you will be able to:
1. Relate language and terminology of anatomy and physiology together.
2. Describe how the body maintains homeostasis. Differentiate between positive feedback mechanisms and negative feedback mechanisms, give examples of each.
3. Describe tissue types, location and functions (Epithelia/Connective/muscle/nervous). Compare healthy and diseased tissues.
4. Identify the major parts of skin, skeletal joints, muscle, and the nervous system and explain the function of each.
   c. Bones Tissue: Explain how bones grow and heal. And the role of hormones on blood calcium
   d. Describe the effects of sunlight, nutrition, hormonal secretions and exercise on bone development.
   e. Name the major bones and markings of the Axial & Appendicular skeleton
   f. Identify common bone and joint diseases and compare and contrast normal with abnormal functioning of joints and bones.
5. Describe how muscle, bones, and nerves work together to create movement.
   a. Compare and contrast the structures and functions of smooth, skeletal and cardiac muscle fibers.
   b. Explain the excitation-contraction coupling process.
   c. Describe the sliding filament model of muscle contraction.
   d. Identify and describe the symptoms of common muscular diseases.
6. Explain the arrangement of the nervous system.
   a. Explain the general functions of the nervous system.
   b. Describe and explain role of the major anatomical subdivisions of the nervous system.
   c. Describe how action potentials lead to changes in the body.
   d. Examine and describe the ways that stress affects the body.
   e. Describe the structure and function of the brain and the spinal cord.
   f. Identify a damaged cranial nerve by symptom.
   g. Describe the integration between the peripheral nervous system & central nervous system.
   h. Describe common nervous system diseases.
7. Explain how the Autonomic Nervous System (ANS) maintains homeostasis.
   a. Compare the parasympathetic with the sympathetic nervous system.
   b. Describe the physiology of the ANS.
8. Name several diseases and disorders of the body and explain what causes them.

Upon completion of this course students would be able to:
1. Demonstrate effective use of anatomical terminology and demonstrate sound knowledge of anatomical structures relating to all core concepts.
2. Demonstrate sound knowledge and understanding of the underlying physiological processes relating to all core concepts.
Learning Activity, Outcomes, and Assessment

See Chart Below: APPENDIX E

Course Outline

See Chart Below: TENTATIVE COURSE CALENDER-APPENDIX J

Means of Assessment of Course Learning Outcomes- See Also Below: APPENDIX E

Units of Instruction: There’re 5 Modules. Presentation is in power-points, notes, audio and video presentations, textbook, Chapter quizzes, assignments and Discussion Threads. Lab Exercises compliment Lecture Topics

EXAMS
- 5 MODULE EXAMINATIONS (PROCTORED AT NORTH LAKE OR SELECTED DCCCD’s) TESTING CTR; at student’s convenience. IT IS COMPUTERIZED & TIMED.
- Your Lecture Exams would be available at the Testing Center (NLC Room A425) for 2-4 days. Please check Testing Center Hours of operation at the NLC/Selected DCCCD Testing Center web-page and plan accordingly.
- LECTURE EXAMS ARE 100 MULTIPLE CHOICES: BEST ANSWER, MATCHING, WITH 3-8 DIAGRAMS,
  - Mostly Functions/Concepts (Physiology) and less Anatomy.
- LAB PRACTICAL: MULTIPLE CHOICES/MATCHING WITH DIAGRAMS (50 -100 questions); NO WORD BANK
  - ALL ANATOMY (NAME/IDENTIFY)
- CHAPTER QUIZZES (WEEKLY): Are Online. It covers the Learning Objectives for that Module. LECTURE: Take the Graded Chapter Quizzes when you’re comfortable. There’s a limit (2) “Attempts” for these Graded Chapter Quizzes. Click and submit for grading. BEST quiz score attempt is recorded. Practice Quizzes have UNLIMITED ATTEMPTS. But both have Limited Availability. See Quiz Rubric Chart Below
- LAB QUIZZES: MUST be completed Online PRIOR to Lab for that Topic. Has Deadlines.

Evaluation Procedures

Grading Policy: By Percentage Weight ONLY

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>5 Modular Exams – 1 drop exam = 4 exams @ 100 points each</td>
<td>40%</td>
</tr>
<tr>
<td>13-15 Threaded Discussions Online (3 per Module) @ 10 points ea</td>
<td>5%</td>
</tr>
<tr>
<td>12-14 Online Lecture Chapter Quizzes (MHHE-Connect) @ 100pts ea</td>
<td>15%</td>
</tr>
<tr>
<td>4 Laboratory Practical (No drop) &amp; Assessment @ 100 points each</td>
<td>20%</td>
</tr>
<tr>
<td>Lab (MasteringAandP) Online Quizzes.</td>
<td>10%</td>
</tr>
<tr>
<td>Labpaq Kit Experiments/Assessment (Hands-on-Lab) (2-4)</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Exams & Assignments: See Above Chart

- **Lecture = 60%**
  - 5 Modular Exams – 1 Lowest score (4 LECTURE EXAMS)
    - MUST TAKE THE FINAL; CANNOT DROP THE FINAL LECTURE EXAM (Non-Comprehensive) = 40%
  - 5 Modular Threaded Discussions Online (See Rubric Below-Appendix D) = 5%
  - Chapter Quizzes-Graded Online (Weekly) (See Rubric Below-Appendix DD) = 15%
      - A) MHHE-Connect Graded (15%)
      - B) Learnsmart Practice (0%)

- **Lab = 40%**
  - 4 Modular Practical (No Drop) = 20%
  - Labpaq (Hands-On Lab) Assessment = 10%
  - Lab Manual MasteringAandP Online Quizzes = 10%
    - Buy Code Separately.

**Grading Scale: Standard College Grading**

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>79.5 – 89.4%</td>
</tr>
<tr>
<td>C</td>
<td>69.5 – 79.4%</td>
</tr>
<tr>
<td>D</td>
<td>59.5 – 69.4%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59.4%</td>
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You MUST take the Final Exam to be able to drop your lowest lecture grade

- YOU CANNOT DROP THE FINAL (LECTURE) EXAM
- Threaded Discussions are short answers to Case Studies on material topics covered/to be covered in class. Emphasis here is on retention of concepts.
- LATE LECTURE/LAB ASSIGNMENTS WILL BE CREDITED AS ZERO AFTER DUE DATE

**PROCTORED EXAMS:**

- ALL Exams are Proctored at DCCCD Testing Ctrs
- If you are out-of-state/town and taking this Course then you must have DCCCD Distant Learning Approve a Proctored Center in your town by completing the Form at the following Link PRIOR to start of Class & ASAP:
  - Have Completed Approval:
    - For Minimesters = 7Days PRIOR to Start of Class
    - Regular Semester = 10Days AFTER start of school
- [http://online.dcccd.edu/proctor.html](http://online.dcccd.edu/proctor.html)
- [http://online.dcccd.edu/pdf/ProctorForm.pdf](http://online.dcccd.edu/pdf/ProctorForm.pdf)
General Course Information for Blended or ALL Online BIOL-2401/2402 A & P I/II

Assignments Deadlines:
- **Are due on DUE DATES.** No Deadline Extension are granted for any reason(s). Late/Missed Assignments/Exams would be recorded as zero.
- Orientations Quiz is an open book for 30 points credit.
- Chapter (Graded) quizzes are also open-book for 100 points each for 2 attempts. Last attempt recorded.
- OUR Weekly Schedule: For Online Assignments/Threads is
  - **SUNDAY a.m. until SUNDAY MIDNITE (SUBMIT BY 11:55PM)**
- **Deadlines.** Odd things happen in cyberspace—emails get lost, servers disconnect temporarily, and logins fail. Do not wait for the last minute to do your work. Allow time to meet deadlines. Reply and check for replies on every email sent and received. You are responsible for getting the work to me on time.
- Each Module is as per schedule with 2-3 Lecture Topics/Chapters.

**Distance Learning is self-directed learning.** It requires a high level of responsibility, dedication and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress and your own grade. In order to succeed, you need to log in to the course regularly to check announcements, participate in discussions and access course content. At a minimum every week students are responsible for completing the following tasks:

- Attend all on-line class activities, including participation in weekly threaded discussion, and small group discussions
- Timely submission of assignments, submitted as instructed.
- Success on Online Courses is very dependent on student’s following clearly stated Instructions on Assignments

**Attendance.** Failure to "show up" for the weekly assignments or threaded discussions will be considered an equivalent of two class-time absences. I will keep track of attendance weekly. Repeated absences of three weeks or more will result in a failing final course grade. No communication for two weeks may result in an administrative withdrawal and affect your tuition reimbursement.

**Grade book (eCampus)**
- Computerized Lecture/Lab Exams & MHHE-Connect Quizzes automatically records into eCampus grade book.
- Manually graded Modular Lab Exams/Threads: I would post/update within 48hours AFTER the deadline.
- Graded Modular Threads are always posted later in the Week after closing date for that Module.
- Labpaq Experiments (graded) scores are always posted later in the Week after closing date for that Module.
- MasteringA&P Quizzes currently DO NOT post automatically into your grade book, are MANUALLY entered at END of the SEMESTER.

**Netiquette:** Communication Courtesy Code. All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. If I deem any of them to be inappropriate or offensive, I will forward the message to the Chair of the department and the online administrators and appropriate action will be taken, not excluding expulsion from the course.
VISTING OTHER WEBSITES
DO NOT USE other internet sites. They may have information not relevant to the content you need to learn. I placed what you need to study on the internet pages you will see during the semester. This will be the central source for information to help save time in linking to related material. However, if you want to waste time by searching the net for information go ahead. Any additional websites fitting the course contents would be placed under Course Documents/Topics for you.

Notice:
• Pay attention to deadline dates.
• Do Not Fall behind in the schedule.
• Read all directions carefully and understand them.
• Pay attention to details
• Plan ahead!!! Plan ahead!!! Plan ahead!!! Plan ahead!!!
• The Dean of Math/Sciences/The Biology department, and or myself reserve the right to modify the scheduling and/or content of this course during the semester. (I do not foresee this happening)
This Course is a dynamic one and a work in progress.
• DO NOT wait until the last minute or hour to submit tests/assignments/take an Exam.
• I encourage you to study early and do the tests many days BEFORE they are due.
• Print pages that are important and make a note book of the printouts
• Make a study schedule and STICK TO IT. Discipline yourself about this.

Contacting Instructor
• BEST WAY TO REACH ME: email: docp1970@dccc.edu
• Call me at the office with questions about the course or anything relating to Anatomy & Physiology and your learning, reading or testing-- NOT COMPLAINTS
• OFFICE HRS: 972-273-3251. When you call leave a message. I will do my best to return the call.
Catch me during these hours—
Monday through Friday from 7:00 am-8:00am; AND PER SYLLABUS
  • Learn how to use your computer. If not, have someone else show you how. DO not call me with computer problems, please.

Responding to email. I will check my email daily. I will respond to course related questions within 24–48 hours. I will post assignment due dates in the course Modules/eCampus and through updated messages just as I would in a regular class. Comments on formal assignments may take up to two weeks but probably less than that. I ask that you notify me when you have received critiques from me on your various assignments.

Your email Account:
Be sure to have a school email account and updated personal information on eConnect. If I sent a batch email out to you and the class for an announcement, and if it is returned (as undeliverable), I have no other way of reaching you. That responsibility is on you and not on me!

COMMUNICATION REMINDER:
You would need to be more specific in ALL future communication about the class:
  • Your Full Name
  • Course & Section #
  • Specific Question: Chapter Quiz Assignment (Ex: CHP: 26: Special Senses question # 13!)

This would allow me to go directly into your Course/Assignment, resolve the problem and respond to you much faster. There’s a several classes just like yours with 200+ students (AP I & AP II) taking my classes (Hybrid/Online & Oncampus).
I cannot identify you and what class or section you are in by your email handle.
Discipline/ Course/ Department/Policies

- **Late Paper (Assignment) Policy:**
  - Are due on DUE DATES. No Deadline Extension are granted for any reason(s). Late/Missed Assignments/Exams would be recorded as zero.
  - NO LATE LAB EXERCISES/ASSIGNMENTS WILL BE GRADED AFTER DUE DATE. SUBMIT YOUR ASSIGNMENTS BEFORE 11:55PM FOR FULL CREDIT

- **MAKE-UP POLICY:**
  - NO MAKE-UP LAB OR LECTURE EXAMS. PERIOD!! Due to time and lab space constrains
  - NO TIME EXTENSIONS FOR ANY REASON
  - THEREFORE PLAN ACCORDINGLY. POOR PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON MY PART.
  - JUSTIFIABLE EXCUSE: Should you have a justifiable documented excuse for missing one exam (i.e. a VERIFIABLE signed doctor's note (I WILL CALL the physician) on Clinic letter head explaining reason for your absence, a funeral program with your name listed as a family or friend, or a police report saying you were in an accident, etc. at the time of the exam) at the discretion of this instructor, you may possibly replace your missed exam grade with your next exam grade but NOT for your Final exam. This may apply to one exam only.

**Student Responsibilities: Please Take Responsibility for your education**

**Classroom Etiquette:**

1. Arrive on time, be prepared, and stay until I dismiss class. TARDINESS IS NOT TOLERATED
2. Project a positive attitude always! Follow directions!!!
3. Remember that absence does not exempt you from turning in your work on time.
4. IF YOU'RE GOING TO BE ABSENT: You can always turn in work via email scanned attachment or send it with a classmate, but no work is credited to you if it is late! (PAST END OF CLASS PERIOD ON DUE DATE)
5. **Cell Phone/iPods/pc/Earphones:** To avoid interruption of class sessions (Lecture/Lab), students are to TURN OFF all cell phones and music prior to the beginning of class/Exams and Out of Site.
   - You MUST leave the class with your phone & books if your phone should go off. Student may return the next period when ready to conform to class policy.
   - **NO TEXT MESSAGING/INTERNET SURFING/FACEBOOK WHILE IN CLASS!!!!!**
INSTITUTIONAL POLICIES

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, “academic dishonesty”, includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Scholastic dishonesty includes but is not limited to cheating, plagiarism, submission for credit of any work or materials that are attributable in whole or in part to another person, photocopying an exam, taking an examination for/assisting another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Distribution of exams falls within these guidelines.

Academic dishonesty/CHEATING ON ANY EXAM WOULD RESULT IN the following sanctions, including, but not limited to:
1. A LETTER F GRADE FROM THE COURSE (NOT JUST FROM THAT EXAM. ONLY)
2. INDICATED (AS CHEATING) ON YOUR TRANSCRIPT.
3. SUSPENSION FROM THE COLLEGE

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLIDAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

DROP POLICY
If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. IT’S YOUR RESPONSIBILITY TO FORMALLY WITHDRAW.

LAST DAY TO WITHDRAW FOR REGULAR CLASSES: 4/16/2015, Thursday.
All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

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. 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 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: https://www1.dcccd.edu/coursedrops.
**FINANCIAL AID STATEMENT**

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 are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**COUNSELING SERVICES**

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills.

To make an appointment call 972-273-3333 or visit A 430.

[http://www.northlakecollege.edu/resources/counseling.html](http://www.northlakecollege.edu/resources/counseling.html)

**THE ACADEMIC SKILLS CENTER (ASC) (FORMERLY THE WRITING CENTER) A-332**

The ASC is designed to provide assistance to students in the following areas:

- Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.
- The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" papers, tutors focus on helping students develop and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type "Owl" in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089. or email nlcwritingcenter@dccc.edu.

**Tech Support:**

[http://dallastelecollege.dcccd.edu/techsupport.html](http://dallastelecollege.dcccd.edu/techsupport.html)

**Help Desk:**

For Technical support please contact the “Help Desk” by using the button on the Course home page. Or Call 1-866-374-7169 or 972-669-6402 for any INTERNET/eCAMPUS Issues or Concerns.

**Contact me for your A & P questions: concepts, exams, assignments, and testing ONLY and NOT for any Internet/computer issues please!**

**Testing Center Info:**

- NLC Location: Room A425; Tel: 972-273-3160.
- Regular Semester Hours: M-R 8:30am – 8:30pm; F-Sat: 8:30am – 3:00pm.
- **NO EXAMS ARE GIVEN 1 HOUR PRIOR TO CLOSING.** Please plan accordingly.
- Call for holiday hours and MINI-SEMESTER Hours.
- [http://www.northlakecollege.edu/resources/testing.html](http://www.northlakecollege.edu/resources/testing.html)
- For other DCCCD Testing Center Locations, please check or call for their hours of operation (varies)

**Science Learning Center**

- Located in P333 at NLC (across from the Math/Science Office)
- Available to you for help with tutor(s), models for your practicum, video materials and internet access.
- Call 972-273-3273... for hours. Or check their website on NLC web for Holiday Hours [http://www.northlakecollege.edu/academics/mathscience/sciencelearning.html](http://www.northlakecollege.edu/academics/mathscience/sciencelearning.html)
EXEMPLARY EDUCATIONAL OBJECTIVES

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

http://www.dcccd.edu/ Employees/Departments/EA/Academic+Programs/Core+Curriculum/Faculty+Resources/

CORE CURRICULUM INTELLECTUAL COMPETENCIES (CCIC) STATEMENT
This course reinforces all 6 of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. READING: MUST possess the ability to analyze and interpret a variety of printed materials - books, documents, and articles – AT COLLEGE LEVEL.
2. WRITING: MUST possess the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience – AT COLLEGE LEVEL.
3. SPEAKING: MUST possess the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience– AT COLLEGE LEVEL.
4. LISTENING: MUST possess the ability to analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading - AT COLLEGE LEVEL.
5. CRITICAL THINKING: MUST possess the ability to think and analyze at a critical level– AT COLLEGE LEVEL.
6. COMPUTER LITERACY: MUST possess the ability to understand current technology, use computer-based technology in communication, solving problems, and acquiring information– AT COLLEGE LEVEL.
APPENDIX A

ATTAINING SUCCESS IN ANATOMY & PHYSIOLOGY CLASS

- **LECTURE:**
  - STUDY PPT LECTURE NOTES PRIOR TO CLASS & AFTER LECTURE CLASSES.
  - REFER TO TEXTBOOK CHAPTERS AS NEEDED.
  - USE ONLINE CHAPTER QUIZZES (GRADED & PRACTICE) FOR LECTURE REVIEW ALONG WITH DAILY STUDY, ANSWER THE QUESTIONS AS YOU STUDY DAILY, NOT TO MEMORIZE A DAY PRIOR TO TAKING LECTURE EXAMS. IT WOULD NOT WORK.
  - DO NOT MEMORIZE ANSWERS TO CHAPTER QUIZZES (GRADED/PRACTICE).

- **LAB/OTHER ASSIGNMENTS:**
  - DO ASSIGNED LAB HOMEWORK ONLINE QUIZ EXERCISES PRIOR TO LAB.
  - WATCH LAB VIDEOS EXERCISES PRIOR TO LAB.
  - IDENTIFY STRUCTURES ON MODELS WHEN IN LAB USING LABELED PHOTOGRAPHS.
    - PAY DETAILED ATTENTION TO ORIENTATION (RIGHT/LEFT) ON THE MODEL/PATIENT.
  - COMPLETE WEEKLY ASSIGNMENTS (QUIZZES/THREADS/LAB) ON TIME.
  - USE ONLINE CHAPTER QUIZZES (ESPECIALLY PRACTICE W/ INTERACTIVES) FOR LAB/LECTURE REVIEW.

- **STUDY TIPS:**
  - Studying your Chapter notes, working your Online Chapter Quizzes as guide, etc. before class is essential for understanding the lecture.
  - Complete the appropriate Practice/Graded Chapter Quiz exercises, Interactives/Audio/Visual presentations and review the chapter before attending the lecture.
  - Use chapter Lecture outlines for taking class notes. Study groups may help. Information in this course is garnered from the text and other resources, with guidance from the instructor.
  - Students must use critical thinking to show an understanding of the material, and will not simply be spoon-fed rote information to be regurgitated on exams. Although ample memorization will be necessary, knowledge of a subject is not dependent on rote memorization.
  - Students will have to use their own initiative in using individual study skills in order to do well in this course.
  - A primary formula to any successful endeavor includes a right-minded attitude and persistent effort.

- **Success on Online Courses is very dependent on student’s following clearly stated Instructions on Assignments.**
**APPENDIX B: MODULAR THREADED DISCUSSIONS RUBRIC GRADING!!!**

<table>
<thead>
<tr>
<th>RUBRIC: Threaded Discussion Assignment (TDA) Grading Criteria: PER TOPIC</th>
<th>Excellent 10 pts</th>
<th>Fair 6 pts</th>
<th>Poor 2 pts</th>
<th>(-) Effort 0 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Quality</strong></td>
<td>Presentation is excellent, extremely organized, interesting, creative, and easy to follow. Demonstrates originality.</td>
<td>Presentation is fairly organized, slightly engaging.</td>
<td>Presentation is unclear, unorganized, unengaging, difficult to follow</td>
<td>Failed to participate. Failed to use own words/Cut &amp; Pasted from verifiable source (literature or web)</td>
</tr>
<tr>
<td><strong>Organization, Creativity, Engaging</strong></td>
<td>Disease/illness correlates to an appropriate system covered in this topic. Chosen topic requires research and in-depth discovery.</td>
<td>Disease/illness correlates to a system not covered in this topic.</td>
<td>There is no correlation between a disease/illness and a body system. Presentation is completed on an inappropriate, unrelated topic.</td>
<td>Failed to participate. Failed to use own words/Cut &amp; Pasted from verifiable source (literature or web)</td>
</tr>
<tr>
<td><strong>Topic Knowledge</strong></td>
<td>Posted 2 or more and on time per topic.</td>
<td>Posted less than required 2 minimum per topic and/not timely.</td>
<td>Posted less than required 2 minimum per topic and/not timely.</td>
<td>Failed to participate. Failed to use own words/Cut &amp; Pasted from verifiable source (literature or web)</td>
</tr>
<tr>
<td><strong>Relevancy, Correlation</strong></td>
<td>Posted knowledgeable questions and or answers to others</td>
<td>Posted decent questions and or answers to others</td>
<td>Failed to Post questions and or answers to others</td>
<td>Failed to participate. Failed to use own words/Cut &amp; Pasted from verifiable source (literature or web)</td>
</tr>
<tr>
<td><strong>Frequency-Timely</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No of postings + timely</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Questions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Posted questions &amp; /answers to other students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MODULAR WEEK IS SUNDAY to SUNDAY MIDNITE FOR ALL ASSIGNMENTS, NO EXTENSIONS!**

3 TOPICS per MODULE = 30POINTS OR 1 Topic = 10points

Grading is on Quality and Frequency of Postings

Minimum Frequency Postings = 2 per Topic; BEST TO POST MORE

RECOMMENDED POSTINGS: IF TOPIC 1 HAS 3 DIFFERENT QUESTIONS WITHIN IT, ANSWER THEM AS 2 SEPARATE POSTINGS TO MEET THE MINIMUM POSTING REQUIREMENT FOR THAT TOPIC!

Timely: Start posting by Wednesday of Modular Week

**DISCUSSION GRADING:** I use the above Rubric as follows in assigning grades for Discussions:

- 9-10 points: Enthusiastic participation and thoughtful, well-articulated comments that are appropriate and that summarize/synthesize discussion TIMELY. The student actively invites contributions from other members of the group.
- 8 points: Enthusiastic participation and thoughtful, well-articulated comments that are appropriate and that summarize/synthesize discussion TIMELY.
- 7 points: Evidence of an understanding of issues and a willingness to offer interpretations or views that encourage discussion, and/ Non-Timely
- 6 points: Minimal verbal participation with less relevance to the assignment and less clearly defined thoughts, and/ Non-Timely
- 5 points: Little evidence of involvement and/ Non-Timely.
- 0 points: Absent or refused to participate
**APPENDIX C:** MODULAR CHAPTER QUIZZES RUBRIC GRADING GUIDELINE!!!

Required: LECTURE: McGraw-Hill Connect Access Code for Online Assignment

<table>
<thead>
<tr>
<th></th>
<th>MHHE CONNECT Web (15%) LECTURE</th>
<th>MHHE-LEARNSMART (0%) LECTURE</th>
<th>MARIEB LAB PRE-LAB (MasteringAandP web) 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADED or NOT</td>
<td>GRADED</td>
<td>PRACTICE</td>
<td>GRADED</td>
</tr>
<tr>
<td>NO OF QUESTIONS</td>
<td>100</td>
<td>50-100</td>
<td>10-50/VARIES</td>
</tr>
<tr>
<td>POINTS</td>
<td>100 (BEST OF 2 ATTEMPTS)</td>
<td>NA</td>
<td>VARIATES</td>
</tr>
<tr>
<td>ATTEMPTS ALLOWED</td>
<td>2 MAX FOR OVERALL (WHOLE) CHAPTER</td>
<td>UNLIMITED</td>
<td>1 OVERALL</td>
</tr>
<tr>
<td>TIMED?</td>
<td>NOT TIMED</td>
<td>NOT TIMED</td>
<td>YES (VARIATES)</td>
</tr>
<tr>
<td>PARTICIPATION REQUIRED</td>
<td>MANDATORY</td>
<td>RECOMMENDED</td>
<td>MANDATORY</td>
</tr>
<tr>
<td>WHEN OPEN/AVAILABLE</td>
<td>SUNDAY MORNING OF MODULAR WK</td>
<td>SUNDAY MORNING OF MODULAR WK</td>
<td>SUNDAY MORNING OF MODULAR WK</td>
</tr>
<tr>
<td>END/CLOSE OR DURATION ALLOWED</td>
<td>SUNDAY MIDNITE OF MODULAR WEEK</td>
<td>SUNDAY MIDNITE OF MODULAR WEEK</td>
<td>DUE PRIOR TO THAT (ONCAMPUS) LAB. RECOMMENDATION: USE RECORDED LAB VIDEO</td>
</tr>
<tr>
<td>(4-WK SEMESTER)</td>
<td>UP TO 1 WEEK</td>
<td>ON MHHE WEBSITE</td>
<td>ON MASTERING WEB</td>
</tr>
</tbody>
</table>

Required: LAB: MasteringAandP Code (Marieb) Graded Online. Buy Separately!

- MODULAR WEEK IS SUNDAY to SUNDAY MIDNITE FOR ALL ASSIGNMENTS, NO EXTENSIONS!
- HOW TO EFFECTIVELY USE THE MCGRAW-HILL LECTURES QUIZZES:
  - AFTER STUDYING EACH CHAPTER LECTURE (VIDEO) PPT NOTES AND WHEN COMFORTABLE
    - THEN DO MHHE-CONNECT GRADED QUIZ FOR 1ST ATTEMPT
    - YOU CAN SAVE YOUR ANSWERS, & RETURN LATER. IF YOU CLICK SUBMIT, YOU HAVE USED 1 OF YOUR 2 ATTEMPTS. SUBMIT ONLY WHEN READY TO BE GRADED.
    - FOR REVIEW: CLICK ON YOUR ATTEMPT RESULT OR
    - UPON COMPLETION, YOU MAY THEN USE LEARNSMART FOR PRACTICE AS MANY TIMES
    - **DO NOT MEMORIZE THE CORRECT ANSWERS, UNDERSTAND THE CONCEPTS!!!!**
    - COMPLETE ALL GRADED QUIZ ATTEMPTS BY THE END OF THE WEEK/MODULE
- USE YOUR GRADED ATTEMPTED RESULTS OR PRACTICE QUIZZES (LEARNSMART) FOR REVIEW AS NEEDED (OPEN UNTIL END OF THE MODULE) FOR MODULAR LECTURE EXAMS.

YOU MAY NOT PRINT ANY OF THE CHAPTER QUIZZES (GRADED/PRACTICE): PRINT FUNCTION IS DISABLED. TO DO OTHERWISE (COPYING/PHOTOGRAPHING) IS CONSIDERED CHEATING!!!
APPENDIX D

LETTER OF RECOMMENDATION REQUEST

Letter of Recommendation Request for your Program Application:
While always willing to write such letters, you must satisfy the following:

A) Make a personal request and interview with me. I MUST know you.
B) Have an outstanding performance in my classes with an A or a good B grade
C) Provide the Recommendation Form (with your signed waiver)
D) Your Updated Resume/CV and Unofficial Transcript(s)
E) Name/Address of program coordinator with a stamped envelope.
F) Deadline/Due Date: you MUST allow me a minimum of 3-4 weeks to write you a good letter.
G) Limit 3 Letters

ASSIGNMENT DUE DATES

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>DUE DATES</th>
<th>SCORES POSTING INTO GRADE BOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>LECTURE CHP QUizzes (McGraw-Hill)</td>
<td>DATES ON MHHE-CONNECT WEBSITE ASSIGNMENT PAGE</td>
<td>WITHIN 48HRS IF YOU HAVE SINGLE SIGN-IN (W/Both eCAMPUS &amp; MHHE-CONNECT) see Instruction on Announcement page</td>
</tr>
<tr>
<td>LAB (MARIEB) MASTERINGAandP</td>
<td>DUE DATES ON MASTERINGAANDP WEBSITE ASSIGNMENT PAGE</td>
<td>AT END OF SEMESTER (MANUALLY)</td>
</tr>
<tr>
<td>threaded discussions</td>
<td>DUE DATES PER SYLLABUS, OPEN SUNDAY A.M END SUNDAY MIDNIGHT</td>
<td>AT END OF THE MODULE</td>
</tr>
<tr>
<td>Exams (lecture &amp; lab) computerized</td>
<td>REGULAR SEMESTER:</td>
<td>IMMEDIATELY UPON COMPLETION</td>
</tr>
<tr>
<td></td>
<td>• AVAILABLE 4-5DAYS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• OPENS ON WED. &amp; CLOSES ON MONDAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• (4-5DAYS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• DUE DATES PER SYLLABUS TABLE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MINIMUMESTERS: AVAILABLE FOR 2 DAYS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• OPENS ON: VARIES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• CLOSES: (2 DAYS LATER)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• DUE DATES PER SYLLABUS TABLE</td>
<td></td>
</tr>
<tr>
<td>LabPAQ Report/Video</td>
<td>DATES IN LAB CONTENT FOLDER SUBMISSION TAB (BY 11:55PM)</td>
<td>APPROX 1 WEEK</td>
</tr>
</tbody>
</table>
## LEARNING ACTIVITIES, OUTCOMES, AND ASSESSMENT – APPENDIX E

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment By Percent Weight Only</th>
<th>EEO’s &amp; CCIC’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Modular Lecture Exams (5): Multiple Choice/Matching 100 questions, Testing Center Proctored, Computer-based. Mostly Physiology.</td>
<td>1,2</td>
<td>5 – 1 drop = 4 Exams @ 100pts ea. OR 12.5% ea. X 4 = 50%</td>
<td>EEO’s: 1,2,3,4,5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td>2. Modular (5) Threaded Discussions Online. 3 Topics per Module (Regular Semester) 2 Topics per Module (Mini Semester) Covers lecture topics for retention of concepts</td>
<td>1,2</td>
<td>5 Threads @ 30pts ea. = 5% See Rubics</td>
<td>EEO’s: 1,2,3,4,5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CCIC’s: 1,2,3,4,5,6</td>
</tr>
</tbody>
</table>
| 3. Chapter Quizzes (12-14) Online Weekly: 2 TYPES Covers Lecture & Lab:           | 1,2               | 12-14 @ 100pts ea. = 15%  
- MHHE-Connect (15%)  
- Learnsmart (0%)                                                                   | EEO’s: 1,2,3,4,5 |
|                                                                                   |                   |                                                                                                 | CCIC’s: 1,2,3,4,5,6 |
| 4. Modular Lab Practical/Exams (4): Fill-in the Blank, 50 questions. Structural Identifications ONLY | 1,2               | 4 (No drop) Exams @ 100pts ea. OR 5% ea. X 4 = 20%                                              | EEO’s: 1,2,4,5 |
|                                                                                   |                   |                                                                                                 | CCIC’s: 1,2,4,5 |
| 5. Lab Assignment: Online Assigned Homework Quizzes                              | 1,2               | 15-18 @5points ea = 10%  
2-4 = 10%                                                                          | EEO’s: 1,2,4,5 |
|                                                                                   |                   |                                                                                                 | CCIC’s: 1,2,4,5 |
|                                                                                  |                   |                                                                                                 |                  |
APPENDIX F: TEXTBOOK ADDENDUM

REQUIRED MINIMUM: (A). 2 ACCESS CODES  (B). LAB MANUAL & (C). ANY A & P TEXTBOOK, SEELEY IS RECOMMENDED (NOT REQUIRED)

LECTURE: 1) Openstax eTextbook  **REQUIRED**
   - ISBN: 9781938168130
   - https://openstaxcollege.org/textbooks/anatomy-and-physiology
   - FREE!!!

2) McGraw-Hill Connect Access Code  **REQUIRED**
   - Seeley, Rod et al: Anatomy and Physiology Connect® Access Code
   - 10/ed. 2014
     - ISBN: 9780077421465

LAB: 1) Aboloye, P, MD: Human Anatomy & Physiology Lab Manual w/Atlas & Clinical Applications (REQUIRED)
   - ISBN: 9781465249197

2) MasteringAandP Access Code   **REQUIRED**
   - ISBN:  9780321863744   OR LATEST EDITION
   - Access Code ONLY: REQUIRED
   - (MANUAL NOT REQUIRED)

3) LAB KIT: HANDS-ON-LAB  **REQUIRED**
   - ORDER FROM LABPAQ:
     - http://www.holscience.com/
     - See also Lab Content Folder (Details)
# REQUIRED TEXTBOOK & MATERIALS ADDENDUM – APPENDIX G

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>TEXTBOOK 1</th>
<th>TEXTBOOK 2</th>
<th>MHHE CONNECT ACCESS CODE ALONE</th>
<th>LAB MANUAL</th>
<th>Mastering AandP Access Code</th>
<th>LABPAQ HANDS-ON LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENSTAX</td>
<td>REQUIRED</td>
<td>RECOMMENDED (OPTIONAL) OR USE ANY A &amp; P TEXTBOOK</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
</tbody>
</table>

| ISBN              | 9781938168130 | 9780073403632 | 9780077421472 | 9781465249197 | 9780321863744 | N/A |
| SOURCE (S) OR BUY FROM | WEB LINK PROVIDED | WEB LINK OR BOOKSTORE | WEB LINK OR BOOKSTORE | WEB LINK OR BOOKSTORE | WEB LINK OR BOOKSTORE | WEB LINK PROVIDED |
| APPROX RETAIL COST (Online) | FREE | $285 | $86 | $85 | $66 | Under $160 |
| FREE TRIAL? | ALWAYS FREE | N/A | 3 WEEKS Must Buy Afterwards or Lose ALL completed scores | N/A | 2 WEEKS Must Buy Afterwards or Lose ALL completed scores | N/A |

**PUBLISHERS’ SOURCES PROVIDED AS WEB LINKS:**

- OPENSTAX COLLEGE (FREE Lecture Notes):
  - [https://openstaxcollege.org/textbooks/anatomy-and-physiology](https://openstaxcollege.org/textbooks/anatomy-and-physiology)

- MCGRAW-HILL (MHHE-CONNECT Lecture Access Code):
  - INSTANT ACCESS

- KENDALL-HALL (Lab Manual):

- PEARSON’S (MasteringAandP Lab Access Code):
  - INSTANT ACCESS

- LABPAQ (ONLINE LAB):
  - SEE LAB CONTENT FOLDER FOR DETAILS. CHEAPER VERSION(S)
TUTORIAL ACCESS TO MHHE-CONNECT ONLINE ASSIGNMENTS  APPENDIX H
FROM THE MHHE.COM/CONNECT-QUICKGUIDES HOMEPAGE, CLICK ON EACH OF THE FOLLOWING SUB-TITLES (A to C)

http://mpss.mhhe.com/connect-quickguides-all.php

GETTING STUDENTS STARTED (MIDDLE PAGE-RIGHT HAND CORNER):

A. Prepare Your Students For Connect and Blackboard (eCampus)

http://mpss.mhhe.com/connect-quickguides-all.php?pid=73
- Log in to eCampus (Blackboard) and go to your Course.
- From within your Course click on any of the Connect assignments in your Blackboard course. Or go to "Tools", click on "McGraw-Hill Higher Education", and click on "Go to My Connect Section".
- Then follow the steps to log in or register.
- You will be able to take Connect assignments directly from within your eCampus/Blackboard course once the process is completed.

B. How to Buy Student Access Online

http://mpss.mhhe.com/connect-quickguides-all.php?pid=916

C. How to Register With a Student Access Code

APPENDIX I

MasteringA&P LAB (Marieb) Student Registration and Login Information


STEP 1: Register
All you need to get started is a valid email address and the access code below. To register, simply:

1. Go to www.masteringaandp.com/site/login.html
2. Click Students under “First Time Users”
3. If you purchased a new textbook click I already have an access code under “masteringA&P”.
   NOTE: If you purchased a used Lab Manual click I need to buy access under “masteringA&P” and follow the on-screen instructions.
4. Leave “No, I Am a New User” selected.
5. Using a coin, scratch off the silver coating below to reveal your access code.
   Do not use a knife or other sharp object, which can damage the code.
6. Enter your access code in lowercase or uppercase, without the dashes.
7. Follow the on-screen instructions to complete registration.

During registration, you will establish a personal login name and password to use for logging into the website. You will also be sent a registration confirmation email that contains your login name and password.

STEP 2: Log in
1. Go to www.masteringaandp.com and click the appropriate book cover.
2. Under “Returning User?” click masteringA&P.
3. Click the appropriate book cover.
   Cover must match the textbook edition being used for your class.
4. Enter the login name and password that you created during registration.
   If unsure of this information, refer to your registration confirmation email.
5. Click “Log In”.

STEP 3: Join a class (Mandatory)
Instructors have the option of creating an online class for you to use with this website. If your instructor decides to do this, you’ll need to complete the following steps using the Class ID your instructor provides you.

- Enter your instructor’s Class ID # __________________
- Provided in Course Document, underneath SYLLABUS Title (on eCampus)

By “joining a class,” you enable your instructor to view the scored results of your work on the website in his or her online Gradebook.
To join a class:
1. Log into the website. For instructions, see Step 2 above.
2. Click “Join A Class” near the top right.
3. Enter your instructor’s “Class ID” and then click “Next”.
4. At the Confirm Class page you will see your instructor’s name and class information. If this information is correct, click “Next”.
5. Click “Enter Class Now” from the Class Confirmation page.
   • To confirm your enrollment in the class, check for your instructor and class name at the top right of the page. You will be sent a class enrollment confirmation email.
   • As you complete activities on the website from now through the class end date, your results will post to your instructor’s gradebook, in addition to appearing in your personal view of the Results Reporter.
To log into the class later, follow the instructions under Step 2 above.

SITE REQUIREMENTS

WINDOWS

Windows 2000/XP
1024 x 768 screen resolution, thousands of colors
Browser: Internet Explorer 6.0; Netscape 7.0
Plug-Ins: Latest versions of Flash, Shockwave, Quicktime, and Adobe Reader

MACINTOSH

OS 10
1024 x 768 screen resolution, thousands of colors
Browsers: Internet Explorer 5.2; Netscape 7.0; Safari 1.2 (only OS 10.3 and above)
Plug-Ins: Latest versions of Flash, Shockwave, Quicktime, and Adobe Reader

REGISTER OR BUY YOUR MASTERINGA&P (MAP)

- http://www.masteringaandp.com/site/login.html

REGISTRATION TUTORIAL TO MasteringA&P


WHERE TO BUY ONLINE LAB MANUAL PLUS MASTERING ACCESS CODE:


<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastering</td>
<td>with etext</td>
<td>24 Months</td>
<td>0321864824 9780321864826</td>
<td>$136.00</td>
<td></td>
</tr>
<tr>
<td>Mastering</td>
<td>no etext</td>
<td>24 Months</td>
<td>0321862716 9780321862716</td>
<td>$66</td>
<td>$66</td>
</tr>
</tbody>
</table>
# APPENDIX J

**BIOL 2401-73428 AP I SPRING 2015 (ALL ONLINE) TENTATIVE COURSE SCHEDULE/CALENDER**

Dr. P

This could be revised as the Semester Progresses.

Complete the ASSIGNED Laboratory Manual (MARIEB) MasteringA&P Online Quizzes (Graded). MasteringAandP ACCESS CODE is REQUIRED. BUY CODE separately (Bookstore/Online).

You MUST complete Lab Quizzes PRIOR TO THAT (OnCampus) LAB: See Also MasteringA&P Web for DUE DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>LECTURE TOPIC</th>
<th>CHAPTER</th>
<th>LEC EXAM STARTS: WED</th>
<th>LAB ASSIGNMT (MARIEB) MasteringA&amp;P</th>
<th>LAB MANUAL EXERCISES</th>
<th>LAB PRACTICUM STARTS: WED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE I:</strong></td>
<td><strong>WEEKS 1-3 TOPICS</strong></td>
<td>SEELEY’s</td>
<td>SEELEY’S AVAILABILITY 4-5 DAYS</td>
<td>COMPLETE: Online Lab Quizzes</td>
<td>KENDALL HUNT (K-H) MANUAL</td>
<td>KENDALL HUNT (K-H) Manual</td>
</tr>
<tr>
<td><strong>WEEK 1</strong></td>
<td>1/21 – 1/24</td>
<td>Course Overview and Intro to Anatomy &amp; Physiology</td>
<td>CHP 1</td>
<td>Ex 1: LANG</td>
<td>Ex 2: LANG</td>
<td>EX 2: ORGAN SYSTEM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tissue Level of Organization</td>
<td>CHP 4</td>
<td>Ex 2: ORGAN SYSTEM</td>
<td>Ex 3: ORGAN SYSTEM</td>
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<td><strong>WEEK 2</strong></td>
<td>1/25 – 1/31</td>
<td>Tissue Level of Organization Integumentary System</td>
<td>CHP 4</td>
<td>Ex 6:TISSUE</td>
<td>Ex 4: TISSUES</td>
<td>EX 5: SKIN</td>
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<td>Integumentary System</td>
<td>CHP 5</td>
<td>Ex 7:SKIN</td>
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<td>2/1 -2/7</td>
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<td>CHP 5</td>
<td>MODULE I EXAM CHP 1,4,5 (STARTS)</td>
<td>Ex 7:SKIN</td>
<td>EX 5: SKIN</td>
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<td><strong>MODULE II</strong></td>
<td><strong>WEEK 4-6 TOPICS</strong></td>
<td>AVAILABLE 4-5 DAYS</td>
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<td><strong>WEEK 4</strong></td>
<td>2/8 – 2/14</td>
<td>Bone Tissue/Physiology</td>
<td>CHP 6</td>
<td>Ex 8: BONE TISSUE</td>
<td>Ex 6A: BONE TISSUE</td>
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<td>Ex 9: AXIAL SKELETON &amp; FETAL SKELETON</td>
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<td><strong>WEEK 5</strong></td>
<td>2/15 – 2/21</td>
<td>Skeletal System: Axial &amp; Appendicular Skeleton</td>
<td>CHP 7</td>
<td>Ex 10:APPEND SKELETON</td>
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<td>EX 6B: APPEND SKELETON</td>
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<td>CHP 7</td>
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<td><strong>WEEK 6</strong></td>
<td>2/22 – 2/28</td>
<td>Axial &amp; Appendicular</td>
<td>CHP 7</td>
<td>MODULE II EXAM CHP</td>
<td>Ex 11: JOINTS</td>
<td>EX 7: AXIAL SKELETON</td>
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<td>7 3/1 – 3/7</td>
<td>Axial &amp; Appendicular Skeleton JOINTS</td>
<td>MODULE II</td>
<td>CHP 7</td>
<td>Ex 11: JOINTS</td>
<td>CHP 6,7, 8</td>
<td>Practical # 2: Ex: 6A, 6B &amp; 7, (NO JOINTS ON LAB)</td>
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<td>8 3/15 – 3/21</td>
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<td>Ex 15: NERVE TISSUE</td>
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<td>12 4/12 – 4/18</td>
<td>Brain &amp; Functions</td>
<td>MODULE III</td>
<td>CHP 13</td>
<td>Ex 17: BRAIN/CN’s</td>
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<td>Peripheral Nerves/CNS Integrations</td>
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<td>13 4/19 – 4/25</td>
<td>Brain &amp; Functions</td>
<td>MODULE III</td>
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<td>Ex 17: BRAIN/CN’s</td>
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<td>MODULE IV</td>
<td>WEEKS 11-13 TOPICS</td>
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<td>KENDALL HUNT (K-H) Manual</td>
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<td>14 4/26 – 5/2</td>
<td>Cranial Nerves</td>
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<td>Ex 20: ANS</td>
<td>CHP 12,13,&amp;14</td>
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<td>Autonomic Nervous System (ANS)</td>
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<td>WEEK 16 5/10 – 5/14 (STARTS-ENDS)</td>
<td>FINAL EXAM: CRANIAL NERVES &amp; ANS</td>
<td>MODULE V EXAM (FINAL) CHP 13 (CN’s ONLY) &amp; 16</td>
<td>FINAL EXAM (NON-COMPREHENSIVE) WOULD BE AVAILABLE DURING FINALS WEEK AT DCCCD TESTING CTRS</td>
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- Modular Lecture/Lab Exams: ARE PROCTORED & Would be available at the Testing Center for 2-3 days
- LECTURE EXAMS/QUIZES ARE MULTIPLE CHOICES/MATCHING with 3-8 diagrams
  - MOSTLY PHYSIOLOGY (FUNCTIONS), FEW ANATOMY (100 questions)
- LAB PRACTICAL: MULTIPLE CHOICES/MATCHING DIAGRAMS (50-100 questions).
  - ALL ANATOMY (NAME/IDENTIFY)
  - PAY DETAILED ATTENTION TO ORIENTATION (RIGHT/LEFT) ON THE MODEL/PATIENT
- NO LATE LAB EXERCISES/ASSIGNMENT WILL BE GRADED AFTER DUE DATE (AFTER 11:55PM)
- NO MAKE-UP LAB OR LECTURE EXAMS. PERIOD!!!! NO TIME EXTENSIONS FOR ANY REASON
- You MUST take the Final Exam to be able to drop your lowest lecture grade. And You CANNOT drop the Final Exam.

ADDITIONAL HELPFUL WEB-LINKS FOR A&P (*HIGHLY RECOMMENDED SUPPLEMENT)

*Web Anatomy: Several Quizzes: [http://msjensen.cehd.umn.edu/Webanatomy/](http://msjensen.cehd.umn.edu/Webanatomy/)