TABLE of CONTENTS

<table>
<thead>
<tr>
<th>Instructor Information</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
<td>2</td>
</tr>
<tr>
<td>Required or Recommended Textbooks &amp; Materials (APPENDIX F; See also APPENDIX G)</td>
<td>2, 18-22</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Learning Activity, Outcomes &amp; Assessment APENDIX E</td>
<td>4, 17</td>
</tr>
<tr>
<td>Course Outline (Calendar) (APPENDIX J)</td>
<td>21-22</td>
</tr>
<tr>
<td>Means of Assessment of Course Learning Outcomes (APPENDIX E)</td>
<td>16</td>
</tr>
<tr>
<td>Units of Instruction</td>
<td>4</td>
</tr>
<tr>
<td>EVALUATION PROCEDURES</td>
<td>4-5</td>
</tr>
<tr>
<td>Lecture Exams</td>
<td>4-5</td>
</tr>
<tr>
<td>Lab Exams</td>
<td>4-5</td>
</tr>
<tr>
<td>Lab Homework/Chapter Quizzes</td>
<td>5, 14</td>
</tr>
<tr>
<td>Proctored Exams</td>
<td>5, 10</td>
</tr>
<tr>
<td>GRADING SCALE</td>
<td>4-5</td>
</tr>
<tr>
<td>Assignment Due Dates/Grade Book Score Posting (APPENDIX D)</td>
<td>6, 16</td>
</tr>
<tr>
<td>Discipline/Course/Department/Policies</td>
<td>8</td>
</tr>
<tr>
<td>Late Assignment/Make-Up</td>
<td>8-9</td>
</tr>
<tr>
<td>Student Responsibility</td>
<td>6, 8</td>
</tr>
<tr>
<td>Testing Center/Science Learning Center</td>
<td>10</td>
</tr>
<tr>
<td>Technical Support</td>
<td>10</td>
</tr>
<tr>
<td>Institutional Policies</td>
<td>9-12</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>9</td>
</tr>
<tr>
<td>Notification of Absence Due to Religious Holiday(s)</td>
<td>9</td>
</tr>
<tr>
<td>Requirements of the Americans with Disabilities Act (ADA)</td>
<td>9</td>
</tr>
<tr>
<td>Drop Policy/Administrative Withdraw/Last Day to Withdraw</td>
<td>9</td>
</tr>
<tr>
<td>Stop Before You Drop</td>
<td>9</td>
</tr>
<tr>
<td>Financial Aid Statement</td>
<td>10</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>10</td>
</tr>
<tr>
<td>Academic Skills Center (ASC)</td>
<td>10</td>
</tr>
<tr>
<td>Institutional Equity/Title IX</td>
<td>11</td>
</tr>
<tr>
<td>Exemplary Educational Objectives, Core Curriculum, Intellectual Competencies &amp; Educational Outcomes (See APPENDIX E)</td>
<td>12, 17</td>
</tr>
<tr>
<td>APPENDIX A &amp; D: Attaining Success &amp; Letters of Recommendation</td>
<td>13, 16</td>
</tr>
<tr>
<td>APPENDIX B: MODULAR THREADED DISCUSSION RUBRIC GRADING</td>
<td>14</td>
</tr>
<tr>
<td>APPENDIX C: MODULAR CHAPTER QUIZZES RUBRIC GRADING</td>
<td>15</td>
</tr>
<tr>
<td>APPENDIX H: TUTORIAL ACCESS to MHHE-CONNECT CHAPTER QUIZZES</td>
<td>20</td>
</tr>
</tbody>
</table>
### COURSE SYLLABUS
#### HUMAN ANATOMY & PHYSIOLOGY II [BIOL 2402]
Section 76427 ALL ONLINE
**SUMMER II 2017**

#### Course Information
- **Course Title:** HUMAN ANATOMY & PHYSIOLOGY II [BIOL 2402] Sections 76427
- **Credit Hours:** 4 Hours
- **Class Meeting Time:**
  - **LECTURE:** MTWRFSSU ONLINE
  - **LAB:** 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.** 1 ACCESS CODE
- **B.** LAB MANUAL & (C). ANY A & P TEXTBOOK, SEELEY IS RECOMMENDED (NOT REQUIRED)

#### LECTURE:
1. **OPENSTAX TEXTBOOK** *(REQUIRED)*
   - 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: 9781259670139 *(ACCESS CODE ONLY)*

#### LAB:
1. **Aboloye, P, MD:** Human Anatomy & Physiology Lab Manual w/Atlas & Clinical Applications W/ WEB COMPANION ACCESS CODE 2ND EDITION 2015 *(REQUIRED)*
   - ISBN: 9781524922184
Course Objectives For AP II

The goal of this class is to introduce students to the fundamental elements of human structures and functions. Students WOULD identify, explain, and apply the structural and functional concepts to the following systems: the circulatory system; the respiratory system. The student will discuss the digestive organs role in handling food from preliminary tasting to final evacuation and that of the excretory system. The student will also identify the principle structures and functions of the reproductive system and the development of the human body during embryogenesis. The student would also describe how hormones effect change in target tissues. SEE STUDENT LEARNING OUTCOMES (SLO’s) BELOW

Course Objectives: Students’ Learning Outcomes (SLO’s)

After completing this course, you will be able to:

1a. Identify and explain the major gross and microscopic anatomical components of the endocrine system
1b. Describe the functional roles of their respective hormones in communication, control, and integration

2a. Identify and explain the major gross and microscopic anatomical components of the cardiovascular system (heart and associated blood vessels)
2b. Describe their functional roles in transport and hemodynamics.

3. Identify and explain the major gross and microscopic anatomical components of the lymphatic and immune systems and
3b. Describe their functional roles in fluid dynamics along with immune interactions.

4. Identify and explain the major gross and microscopic anatomical components of the respiratory system and
4b. Describe their functional roles in ventilation and in the processes of external and internal respiration.

5. Identify and explain the major gross and microscopic anatomical components of the digestive system and
5b. Describe their functional roles in digestion, absorption, nutrition, metabolism, cellular respiration, excretion, and elimination.

6. Identify and explain the major gross and microscopic anatomical components of the urinary system and
6b. Describe their functional in urine formation and elimination.

7. Identify and describe the physiology of the homeostatic mechanisms which control fluid, electrolyte, and acid-base (pH) balances.

8a. Identify and describe the major gross and microscopic anatomical components of the male and female reproductive systems and explain their functional roles in reproduction and development
8b. Describe endocrine hormones’ role in reproduction (male & female) and development

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 = SUPERVISED, AT NORTH LAKE OR MOST 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 (5) ARE 100 MULTIPLE CHOICES: BEST ANSWER, MATCHING, WITH 3-8 DIAGRAMS,**
  - Mostly Functions/Concepts (Physiology) and less Anatomy.
  - TIMED = 2.5HRS
- **LAB PRACTICAL (4): MULTIPLE CHOICES/MATCHING WITH DIAGRAMS (50 questions); NO WORD BANK**
  - ALL ANATOMY (NAME/IDENTIFY)
  - TIMED = 1.25HRS
- **CHAPTER QUIZZES (WEEKLY):** Online. It covers the Learning Objectives for that Module. **LECTURE:** Take the Graded Chapter Quizzes when you’re comfortable. LIMIT = (2) “Attempts” for these Graded Chapter Quizzes. Click and submit for grading. BEST quiz score attempt is recorded. Practice Learnsmart Quizzes have UNLIMITED ATTEMPTS. But both have Limited Availability. See Quiz Rubric Chart Below
- **LAB GRADED QUIZZES ONLINE (WEEKLY):** MUST be completed Online by END OF Lab for that Topic. Has Deadlines.
  LIMIT= 2 ATTEMPTS, BEST ATTEMPT SCORE RECORDED

Evaluation Procedures

**Grading Policy: By Percentage Weight ONLY**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Modular Exams – 1 drop exam (lowest) = 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>30%</td>
</tr>
<tr>
<td><strong>Lab ASSESSMENT: Online LAB Quizzes + LAB Manual Exercise Completion</strong></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) = 40% (OR 10% each)
    - MUST TAKE THE FINAL; CANNOT DROP THE FINAL LECTURE EXAM (Non-Comprehensive) = 40%
    - You may skip ANY one (1) of Lecture Exams I thru IV = zero (0) as the Lowest DROP
  - 100 questions (Multiple Choices/Matching); MOSTLY FUNCTIONS/PHYSIOLOGY
  - 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) = 30%
  - Lab Assessment. (A + B) = 10%
    - A) Lab Online Quizzes (LAB CONTENT FOLDER) = 5%
    - B) LAB Manual (KH) Exercises Completion = 5%
    - LAB MANUAL EXERCISES (5%): COMPLETION (HAND-WRITTEN) ASSIGNED EXERCISES (PER SYLLABUS TABLE); WEEKLY. SUBMIT INTO THE FOLDER TAB INSIDE THAT LAB MODULE
      - SEE ALSO LAB INSTRUCTION-COOKBOOK (LAB CONTENT FOLDER)
    - LAB QUIZZES ONLINE (5%): WEEKLY. LOCATED INSIDE THAT LAB MODULE (LAB CONTENT ON ECAMPUS)

Grading Scale: Standard College Grading

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

You MUST take the Final Exam to be able to drop your Lowest Lecture grade score

- **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 (= Supervised) 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:
  - Return the Original Completed Notarized Form to Dallas College Online (Address atop of Proctor Form)
  - Email me a scanned pdf copy of the Completed Notarized Proctor Form.
- Have Completed Approval:
  - For Minimesters = 3 Days PRIOR to Start of Class
  - Regular Semester = 7 Days AFTER start of school
- [https://online.dcccd.edu/aboutdco/forms/Documents/ProctorForm.pdf](https://online.dcccd.edu/aboutdco/forms/Documents/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.
- NO EARLY OR LATE EXAM REQUESTS ARE GRANTED
- Orientations Quiz is an open book for 40 -50 points credit, 1 ATTEMPT ONLY
- Lecture Chapter (Graded) quizzes are also open-book for 100 points each for 2 attempts. BEST attempt recorded
- Lab Exercise (Graded) quizzes are open book (questions & points vary) 2 Attempts: BEST 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 (submitted) 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 Online 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

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 NOT RECOMMENDED

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 eCampus 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 For Success:
• 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!!!
• 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: THERE ARE NO EARLY OR LATE EXAMS
  - 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, Hospital Admission Notes, 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.
- It’s your Career, put in your BEST Effort Forth Every time & Every DAY
- You would need Anatomy & Physiology EVERYDAY of your Medical career (Unlike any other courses):
  - Therefore, MASTER IT NOW!! MASTER IT NOW PLEASE!!!

SUMMER CLASSES ASSIGNMENT DUE DATES (NOT FOR EXAMS)

Recall SUMMER II CLASS is only 4weeks so there’s some overlap.

ALL ASSIGNMENTS (TDA/QUIZZES/LAB EX COMPLETION) DUE DATES:

- MODULE I = SUNDAY JULY 16, 2017
- MODULE II = SUNDAY JULY 23, 2017
- MODULE III = SUNDAY JULY 30, 2017
- MODULE IV = SUNDAY AUG 6, 2017
- MODULE V = THURSDAY AUG 10, 2017 (END OF SCHOOL SEMESTER)

EXAM DUE DATES: Per Syllabus (Back Table/Chart):

- EXAMS are open for 2-3 days
  - MODULE I - IV EXAMS
    - OPENS: THURSDAYS
    - CLOSES: SATURDAYS
  - MODULE V (FINAL) EXAM
    - OPENS: WED. AUG 9
    - ENDS: THURS. AUG 10 (RECALL SEMESTER ENDS AUG 10TH THURSDAY)
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: 8/3/2017, 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@dcccd.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 MINIMESTER 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)
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

North Lake College Disability Services Office: A414, 972-273-3165

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

North Lake College Title IX Coordinator: Rosemary Meredith (acting), TitleIX-NLC@dcccd.edu, 972-860-3992

District Title IX Coordinator: Office of Institutional Equity, LaShawn Grant, TitleIX-District@dcccd.edu, 214-378-1633
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 CLASS
  - 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 QUIZES (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 AND on Completing Assignments On Time!
**APPENDIX B: MODULAR THREADED DISCUSSIONS RUBRIC GRADING!!!**

### RUBRIC: Threaded Discussion Assignment (TDA) Grading Criteria: PER TOPIC

<table>
<thead>
<tr>
<th>Overall Quality Organization, Creativity, Engaging</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>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, un-engaging, difficult to follow</td>
<td>Failed to participate. Failed to use own words/Cut &amp; Pasted from verifiable source (literature or web)</td>
<td></td>
</tr>
</tbody>
</table>

| Topic Knowledge Relevancy, Correlation | Disease/illness correlates to an appropriate system covered in this topic. Chosen topic requires research and in-depth discovery. | Disease/illness correlates to a system not covered in this topic. | There is no correlation between a disease/illness and a body system. Presentation is completed on an inappropriate, unrelated topic. | Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web) |

| Frequency-Timely No of postings + timely | Posted 2 or more and on time per topic. | Posted less than required 2 minimum per topic and/not timely | Posted less than required 2 minimum per topic and/not timely | Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web) |

| Questions Posted questions & answers to other students | Posted knowledgeable questions and or answers to others | Posted decent questions and or answers to others | Failed to Post questions and or answers to others | Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web) |

---

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

2 TOPICS per MODULE = 30 POINTS OR 1 Topic = 15 points

Minimum Frequency Postings = 2 per Topic ON SAME OR DIFFERENT DAYS; 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 (2) 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/LAB 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>KENDALL-HUNT LAB (WEB COMPANION) 10% <a href="http://WWW.GRTEP.COM">WWW.GRTEP.COM</a></th>
<th>eCAMPUS (5%) ONLINE LAB QUIZZES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADED OR NOT</td>
<td>GRADED</td>
<td>NOT GRADED PRACTICE</td>
<td>NOT GRADED PRACTICE</td>
<td>GRADED</td>
</tr>
<tr>
<td>NO OF QUESTIONS</td>
<td>100</td>
<td>50-100</td>
<td>10-50/VARIES</td>
<td>20-30</td>
</tr>
<tr>
<td>POINTS</td>
<td>100 (BEST OF 2 ATTEMPTS)</td>
<td>NA</td>
<td>NA</td>
<td>VARIES</td>
</tr>
<tr>
<td>ATTEMPTS ALLOWED</td>
<td>2 MAX FOR OVERALL (WHOLE) CHAPTER</td>
<td>UNLIMITED</td>
<td>1 OVERALL</td>
<td>2 ATTEMPTS</td>
</tr>
<tr>
<td>TIMED?</td>
<td>NOT TIMED</td>
<td>NOT TIMED</td>
<td>NOT TIMED</td>
<td>NOT TIMED</td>
</tr>
<tr>
<td>PARTICIPATION REQUIRED</td>
<td>MANDATORY</td>
<td>RECOMMENDED</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>OPEN ALL SEMESTER</td>
<td>SUNDAY MORNING OF MODULAR WK</td>
</tr>
<tr>
<td>END/CLOSE OR DURATION ALLOWED (4-WK SEMESTER)</td>
<td>SUNDAY MIDNITE OF MODULAR WEEK UP TO 1WEEK</td>
<td>SUNDAY MIDNITE OF MODULAR WEEK</td>
<td>CLOSE END OF SEMESTER RECOMMENDATION: USE RECORDED LAB VIDEO</td>
<td>SUNDAY MIDNITE OF MODULAR WEEK</td>
</tr>
<tr>
<td>DUE DATES</td>
<td>ON MHHE WEBSITE</td>
<td>ON MHHE WEB</td>
<td>ON KH WEBSITE (END OF SEMESTER)</td>
<td>ON eCAMPUS (LAB CONTENT FOLDER)</td>
</tr>
</tbody>
</table>

- MODULAR WEEK IS SUNDAY to SUNDAY MIDNITE FOR ALL ASSIGNMENTS, NO EXTENSIONS!
- HOW TO EFFECTIVELY USE THE MCGRAW-HILL LECTURES GRADED 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!!!
- LAB MANUAL EXERCISES (5%): COMPLETION (HAND-WRITTEN) ASSIGNED EXERCISES (PER SYLLABUS TABLE): WEEKLY
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 3-4weeks to write you a good letter.
   G) Limit 3 Letters

ASSIGNMENT DUE DATES

REMINDER: YOU HAVE THE FOLLOWING ASSIGNMENTS DUE:
- THREADED DISCUSSIONS (WEEKLY & BY SUNDAY MIDNIGHT)
- ONLINE LAB QUIZZES (eCAMPUS LAB CONTENT FOLDER) (WEEKLY)/BY SUNDAY MIDNIGHT
- ONLINE LECTURE CHAPTER QUIZZES (MCGRAW-HILL) WEEKLY/PER THAT WEBSITE

<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 ONLINE QUIZZES (Ecampus)</td>
<td>DUE DATES ON ECAMPUS ASSIGNMENT PAGE; OPEN SUNDAY A.M END SUNDAY MIDNIGHT</td>
<td>IMMEDIATELY</td>
</tr>
<tr>
<td>LAB MANUAL EXERCISES COMPLETION</td>
<td>WEEKLY SUNDAY MIDNIGHT; OPEN SUNDAY A.M END SUNDAY MIDNIGHT</td>
<td>AT END OF THE SEMESTER</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>MINISEMESTERS: 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>Learning Activity</td>
<td>Learning Outcomes</td>
<td>Assessment By Percent Weight Only</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-------------------</td>
<td>----------------------------------</td>
</tr>
<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 10% ea. X 4 = 40%</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>
</tr>
<tr>
<td>3. Chapter Quizzes (12-14) Online Weekly: 2 TYPES Covers Lecture &amp; Lab: 12 MHHE-Connect (Graded) 0 Learnsmart (Practice)</td>
<td>1,2</td>
<td>12-14 @ 100pts ea. = 15% MHHE-Connect (15%) Learnsmart (0%)</td>
</tr>
<tr>
<td>4. Modular Lab Practical/Exams (4): MULTIPLE CHOICE/MATCHING 50 questions. Structural Identifications ONLY</td>
<td>1,2</td>
<td>4 (No drop) Exams @ 100pts ea. OR 7.5% ea. X 4 = 30%</td>
</tr>
<tr>
<td>5. Lab Assignment: Online Assigned Homework Quizzes 12-14 @5points ea = 10%</td>
<td>1,2</td>
<td>12-14 @5points ea = 10%</td>
</tr>
</tbody>
</table>
REQUIRED Textbooks and Materials

APPENDIX F: TEXTBOOK ADDENDUM

REQUIRED MINIMUM: (A). 1 ACCESS CODE (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 PLUS Access Code **REQUIRED**
   - Seeley, Rod et al: Anatomy and Physiology Connect® Access Code
     - ISBN: 9781259670139 OR
     - ISBN: 978125996351 {CHEAPER}
       - (CUSTOMIZED FOR NORTH LAKE COLLEGE)

   - ISBN: 9781524922184

Openstax eTextbook (Free Online) REQUIRED

Seeley’s 10/e REQUIRED

LAB MANUAL REQUIRED
# 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</th>
<th>KH LAB MANUAL w/ WEB COMPANION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOMMENDED OR REQUIRED</strong></td>
<td>OPENSTAX</td>
<td>SEELEY’S (ALONE)</td>
<td>ACCESS CODE #1</td>
<td>REQUIRED MANUAL</td>
</tr>
<tr>
<td>ISBN</td>
<td>9781938168130</td>
<td>9781259819988</td>
<td>9781259670139 OR 9781259996351</td>
<td>9781524904807</td>
</tr>
<tr>
<td>SOURCE (S) OR BUY FROM</td>
<td>WEB LINK PROVIDED</td>
<td>MCGRAW-HILL WEB LINK OR BOOKSTORE</td>
<td>MCGRAW-HILL WEB LINK OR BOOKSTORE</td>
<td>KENDALL-HALL WEB LINK OR BOOKSTORE</td>
</tr>
<tr>
<td>APPROX RETAIL COST (Online)</td>
<td>FREE</td>
<td>$354</td>
<td>$90-125</td>
<td>$90</td>
</tr>
<tr>
<td>FREE TRIAL?</td>
<td>ALWAYS FREE</td>
<td>N/A</td>
<td>2 WEEKS Must Buy Afterwards or Lose ALL completed scores</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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):
  - SEE ALSO MHHE-CONNECT LINK UNDER COURSE DOCUMENT IN eCAMPUS
    - INSTANT BUY & ACCESS

- KENDALL-HALL (Lab Manual):
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

   o Log in to eCampus (Blackboard) and go to your Course.
   o 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".
   o Then follow the steps to log in or register.
   o 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 J**

**BIOL 2402-76427 AP II SUMMER II 2017 ALL ONLINE**

**TENTATIVE COURSE SCHEDULE/CALENDER**

This could be revised as the Semester Progresses.

Complete the ASSIGNED Online Graded Lab Quizzes (On eCampus) & Lab Manual (KENDALL-HUNT) Exercise Completion (also Graded) located on the back of each Lab Exercise.

**KENDALL-HUNT ACCESS CODE (FREE w/ NEW MANUAL) NOT REQUIRED for eCampus (GRADED) Online Lab Quizzes.**

**KENDALL-HUNT ACCESS CODE (FREE w/ NEW MANUAL) is REQUIRED FOR PRACTICE LAB QUIZZES on grtep.com website.**

BUY COURSE LAB MANUAL + FREE CODE (Bookstore/Online).

You MUST complete Lab Quizzes (eCampus) & Assignments by SUNDAY MIDNIGHT.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LECTURE TOPIC</th>
<th>CHAPTER Seeley</th>
<th>LEC EXAM Seeley Chps</th>
<th>LAB MANUAL EXERCISES KENDALL HUNT (K-H) MANUAL</th>
<th>LAB PRACTICUM (K-H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE I</td>
<td>TOPICS 1-3</td>
<td></td>
<td></td>
<td>COMPLETE: eCampus Online Lab Quizzes GRADED</td>
<td>KENDALL-HUNT (K-H)</td>
</tr>
<tr>
<td>DAY 1 JULY 11 T</td>
<td>Introduction &amp; Special Senses</td>
<td>16</td>
<td></td>
<td>EX 13: SPECIAL SENSES</td>
<td></td>
</tr>
<tr>
<td>DAY 2 JULY 12 W</td>
<td>Endocrine System</td>
<td>17-18</td>
<td></td>
<td>EX 14: ENDOCRINE</td>
<td></td>
</tr>
<tr>
<td>DAY 3 JULY 13 Th</td>
<td>Endocrine System</td>
<td>17-18</td>
<td>Module Exam #1 Chapters: 16, 17-18, 19 STARTS</td>
<td>EX 14: ENDOCRINE EX 15: BLOOD</td>
<td>Practical # 1 Ex: 13, 14, 15 (SENSES/ENDO-BLOOD) STARTS</td>
</tr>
<tr>
<td>DAY 4 JULY 14 F</td>
<td>Blood</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT JULY 15</td>
<td></td>
<td></td>
<td>Module Exam # 1 ENDS SATURDAY JULY 15</td>
<td>Practical # 1 ENDS SATURDAY JULY 15</td>
<td></td>
</tr>
<tr>
<td>MODULE II</td>
<td>TOPICS 4-7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 5 JULY 17 M</td>
<td>The Heart</td>
<td>20</td>
<td></td>
<td>EX 16: HEART</td>
<td></td>
</tr>
<tr>
<td>DAY 6 JULY 18 T</td>
<td>The Heart Vessels &amp; Circulation</td>
<td>20</td>
<td></td>
<td>EX 16: HEART</td>
<td></td>
</tr>
<tr>
<td>DAY 7 JULY 19 W</td>
<td>Cardiovascular: Vessels &amp; Circulation</td>
<td>21</td>
<td></td>
<td>EX 17: BLOOD VESSELS</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>TOPIC</td>
<td>MODULE NO</td>
<td>EXAM/STARTS</td>
<td>PRACTICAL STARTS</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
<td>-----------</td>
<td>------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>8 JULY 20</td>
<td>Lymphatics &amp; Immunity</td>
<td>22</td>
<td>Module Exam #2 Chapters 20, 21-22, STARTS</td>
<td>Practical # 2 Ex: 16, 17, 18, (HEART/VESSELS/LYMPHATICS) STARTS</td>
<td></td>
</tr>
<tr>
<td>9 JULY 21</td>
<td>Immunity</td>
<td>22</td>
<td></td>
<td>Practical # 2 Ex: 16, 17, 18, ENDS SATURDAY JULY 22</td>
<td></td>
</tr>
<tr>
<td>SAT 22</td>
<td>Module Exam #2 ENDS SATURDAY JULY 22</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODULE III</td>
<td>TOPICS 8-10</td>
<td>23</td>
<td>Availability 2-3 DAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 JULY 24</td>
<td>Respiratory</td>
<td>23</td>
<td>Ex 19: Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 JULY 25</td>
<td>Respiratory System</td>
<td>23</td>
<td>Ex 19: Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 JULY 26</td>
<td>Respiratory Digestion</td>
<td>23</td>
<td>Ex 19: Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 JULY 27</td>
<td>Digestion</td>
<td>24</td>
<td>Module Exam # 3 Chapters 23, 24, 25 STARTS</td>
<td>Practical # 3 Ex: 19,20 (RESP/DIGESTION STARTS</td>
<td></td>
</tr>
<tr>
<td>14 JULY 28</td>
<td>Digestion Metabolism</td>
<td>24</td>
<td>Ex 20: DIGESTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT 29</td>
<td>Module Exam #3 ENDS SATURDAY JULY 29</td>
<td>25</td>
<td></td>
<td>Practical #3 ENDS SATURDAY JULY 29</td>
<td></td>
</tr>
<tr>
<td>MODULE IV</td>
<td>TOPICS 11-12</td>
<td>26</td>
<td>Availability 2-3 DAYS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 JULY 31</td>
<td>The Urinary System</td>
<td>26</td>
<td>Ex 21: RENAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 AUG 1</td>
<td>The Urinary System</td>
<td>26</td>
<td>Ex 21: RENAL</td>
<td>THIS LAB (KIDNEY) IS INCLUDED IN LAST LAB EXAM 4</td>
<td></td>
</tr>
<tr>
<td>17 AUG 2</td>
<td>Fluid, Electrolyte &amp; pH Balance</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 AUG 3</td>
<td>Fluid, Electrolyte &amp; pH Balance</td>
<td>27</td>
<td>Module Exam # 4 Chapters 26, 27 STARTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>Topics</td>
<td>Availabililty</td>
<td>Exam Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------</td>
<td>---------------</td>
<td>------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day 19</td>
<td>The Reproductive System</td>
<td>2-3 Days</td>
<td>EX 22: REPRO (MALE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 4 F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat Aug 5</td>
<td>Module Exam # 4</td>
<td></td>
<td>ENDS SATURDAY AUG 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day 20</td>
<td>The Reproductive System</td>
<td></td>
<td>EX 23: REPRO (FEMALE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 7 M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day 21</td>
<td>Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 8 T</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day 22</td>
<td>Development</td>
<td>29</td>
<td>Practical # 4 Ex: 21,22,23,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 9 W</td>
<td></td>
<td></td>
<td>(RENA/REPRO) STARTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day 23</td>
<td>FINAL EXAM</td>
<td>29</td>
<td>FINAL EXAM Practical # 4 Ex:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 10 Th</td>
<td></td>
<td></td>
<td>21,22,23, ENDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final Exam (Non-Comprehensive) would be available during finals week at DCCCD Testing Ctrs**

- Modular Lecture/Lab Exams: Are proctored & Will be available at the Testing Center for 2 days
- Lecture exams/Quizzes are multiple choices/matching with 3-8 diagrams
  - Mostly Physiology (functions), Few Anatomy (100 questions)
- Lab practical: Multiple choices/matching diagrams (50 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. No early 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.
- You may skip a lecture exam (lecture I – IV) = 0 (zero) as the lowest drop score but not the lecture V (final).

**Additional helpful web-links for A&P (*Highly recommended supplement)**
