# COURSE SYLLABUS

HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2401]
Sections 73212/73213
SPRING 2019 2ND 8WKS FAST TRK

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COURSE SYLLABUS
HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2401]
Sections 73212/73213
SPRING 2019 2ND 8WKS FAST TRK

Course Information
Course Title: HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2401] Sections 73212/73213
Credit Hours: 4 Hours
Class Meeting Time:
LECTURE: ROOM C244 T/TH 11AM – 1:50PM
LAB 1 : ROOM C350 T/TH 8:00AM – 10:50AM
LAB 2 : ROOM C350 T/TH 2:00PM – 4:50PM

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

➢ (SEELEY TEXTBOOK NOT REQUIRED, RECOMMENDED ONLY) OR USE ANY TEXTBOOK
• ISBN: 9781259670139  (ACCESS CODE ONLY)

➢ ISBN: 9781524922184
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 = 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): FILL IN THE BLANKS WITH DIAGRAMS + LAB MODELS (50 questions); NO WORD BANK**
  - ALL ANATOMY (NAME/IDENTIFY)
  - TIMED = FIRST HOUR DURING NORMAL LAB PERIOD
- **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>
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<tbody>
<tr>
<td>5 Modular Exams – 1 drop exam (lowest) = 4 Exams @ 100 points each</td>
<td>40%</td>
</tr>
<tr>
<td>2-4 Clinical Application Write-Ups @ 50 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 – 1 drop exam (lowest) = 3 Exams @ 100 points each</td>
<td>30%</td>
</tr>
<tr>
<td>Lab ASSESSMENT: Online LAB Quizzes + LAB Manual Exercise Completion</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 & LAB EXAMS (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
  - 2-4 Clinical Paper Write Ups (See Rubric Below-Appendix ) = 5%
  - Chapter Quizzes-Graded Online (Weekly) (See Rubric Below-Appendix DD) = 5%
      - A) MHHE-Connect Graded (15%)
      - B) Learnsmart Practice (0%)

- Lab = 40%
  - 4 Modular Practical - 1 Lowest score (= 3 LAB EXAMS) = 30%
    
      You may skip ANY one (1) of LAB Exams 1 thru 3 = zero (0) as the Lowest DROP
  - 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 LAB SYLLABUS COOKBOOK): WEEKLY. SUBMIT/SHOW COMPLETED LAB EXERCISES DURING LAB FOR GRADING
      - SEE ALSO LAB INSTRUCTION-COOKBOOK (LAB CONTENT FOLDER)
    - LAB QUIZZES ONLINE (5%): WEEKLY. LOCATED INSIDE THAT LAB MODULE (LAB CONTENT FOLDER ON ECAMPUS)

Grading Scale: Standard College Grading

<table>
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<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>
</tr>
</tbody>
</table>

You MUST take the Final LEC Exam V & LAB 4 to be able to drop your Lowest Lecture & LAB grade scores

- YOU CANNOT DROP THE FINAL (LECTURE V) EXAM & LAB 4
- Clinical Papers 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 LECTURE Exams are Proctored (= Supervised) at DCCCD Testing Ctrs
- LAB EXAMS: PROCTORED DURING NORMAL LAB PERIOD (1ST HOUR)
General Course Information for Oncampus 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 50 points credit, 1 ATTEMPT ONLY**
- 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

Grade book (eCampus)

- Computerized Lecture/Lab Quizzes & MHHE-Connect Online Quizzes automatically records into eCampus grade book
- Manually graded Modular Lab Exams/Clinical Papers: I would post/update within 48hours AFTER the deadline.
- Graded Clinical Papers are always posted later in the Week after closing date for that Module

Reviewing Graded Lecture or Lab Exams.
- Lab Exams may be reviewed during Lab periods after I return them to you.
- Computerized Lecture Exams scores may be reviewed in my office ONLY during normal office hours by appointment only for up to 3days after the exam deadline. No such access would be granted afterwards.
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!!! 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!!

**FALL CLASSES ASSIGNMENT DUE DATES (NOT FOR EXAMS)**

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

- **MODULE I = SUNDAY SEPT. 16, 2018**
- **MODULE II = SUNDAY OCT. 14, 2018**
- **MODULE III = SUNDAY NOV. 4, 2018**
- **MODULE IV = SUNDAY NOV. 25, 2018**
- **MODULE V = THURSDAY DEC. 13, 2018 (END OF SCHOOL SEMESTER)**

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

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<tr>
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<th>MODULE II</th>
<th>MODULE III</th>
<th>MODULE IV</th>
<th>MODULE V</th>
</tr>
</thead>
<tbody>
<tr>
<td>START</td>
<td>SEPT 12 WED</td>
<td>OCT. 10 WED</td>
<td>OCT. 31 WED</td>
<td>NOV. 28 WED</td>
<td>DEC. 9 MON</td>
</tr>
<tr>
<td>END</td>
<td>SEPT 17 MON</td>
<td>OCT. 15 MON</td>
<td>NOV. 5 MON</td>
<td>DEC. 3 MON</td>
<td>DEC. 13 THURS</td>
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- **(RECALL SEMESTER ENDS DEC. 13TH THURSDAY)**
INSTITUTIONAL POLICIES {Click on the URL}

- [www.northlakecollege.edu/syllabipolicies](http://www.northlakecollege.edu/syllabipolicies)
  - **Student Success**
    - Academic Advising and Degree Planning
    - Tutoring
    - Students With Disabilities
    - Cheating, Plagiarism and Collusion
    - Student Survey of Instruction
    - Religious and Ethnic Holiday Observance
    - Harassment, Discrimination and Sexual Misconduct
  - **Students Receiving Financial Aid**
    - Attendance and Participation
    - Withdrawing From Classes
  - **Class Drop and Repeat Options**
    - Withdrawal Policy
    - Six Drop Rule
    - Repeating a Course and Third Drop Rule
  - **In Case of a Campus Emergency**
  - **Concealed Carry**
    - Weapons
  - **Syllabus Change Disclaimer**
  - **Other College-Specific Information**

**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 ONLY OR JUST FROM THAT EXAM)**
2. **INDICATED (AS CHEATING) ON YOUR TRANSCRIPT.**
3. **SUSPENSION FROM THE COLLEGE**
**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: 11/15/2018, 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](http://www.DCCCD.edu/thirdcourseattempt).

**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)

**Cell Phone/iPods/pc/Earphones:** To avoid interruption of class sessions (Lecture/Lab), students are to **TURN OFF** all cell phones and Mobile devices **(Except to access Class Notes)** prior to the beginning of class/Exams and **Out of Site.**
  - You MUST leave the class with your phone & books should your phone/pager goes off. Student may return shortly therafter or when ready to conform to class policy.
  - **NO TEXT MESSAGING/INTERNET SURFING/FACEBOOK WHILE IN CLASS!!!!!!!**
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).
  - You want to complete the 2 attempts on your online quizzes before taking your exam.

- 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.
  - You want to complete the 2 attempts on your online quizzes before taking your exam.

- 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.
APPENDIX B

CLINICAL APPLICATION WRITE-UP GUIDELINES!!!

- Use the Form and Format provided, answering the questions in the spaces below the questions ON THE FORM. 11 FONT TYPE-WRITTEN; BULLET FORMAT. 7 Lines or Less per Answer
- TABLE IS OK IF COMPARING 2 CONDITIONS
- You MUST use YOUR OWN words
- Be specific and brief in your answers:
  - Ex: What is the Etiology of Emphysema?
    - Ans: a) Damage to the elasticity of alveoli (Pathophysiology)
      b) May be due to smoking/genetic defect in alpha-1 antitrypsin enzyme that protects the alveoli wall elastin fibers
  - Ex: What are the risk factors for lung cancer?
    - Ans: a) smoking b) asbestos c) others toxins
  - Ex: How would you make the diagnosis of Cushings’ disease due to suspected adrenal cortex tumor?
    - Ans: Lab: Cortisol, ACTH hormone blood levels. CT Scan (abdomen). Plus BIOPSY.
  - Ex: What is the treatment for hypertension?
    - Ans: Meds: beta-blockers, ACE inhibitors, diuretics, Calcium Channel blockers (class of drugs/specific drugs ok)

- SEE Ecampus for paper DUE DATES
- You may email me your paper/any assignment (or send thru another classmate) ONLY IF you’re going to be absent on date due.
# 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%)</th>
<th>MHHE-LEARNSMART (0%) LECTURE</th>
<th>eCAMPUS (5%) ONLINE</th>
<th>KENDALL-HUNT LAB (WEB COMPANION) 0% <a href="http://WWW.GRTEP.COM">WWW.GRTEP.COM</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADED OR NOT</td>
<td>GRADED</td>
<td>NOT GRADED PRACTICE</td>
<td>GRADED</td>
<td>NOT GRADED PRACTICE</td>
</tr>
<tr>
<td>NO OF QUESTIONS</td>
<td>100</td>
<td>50-100</td>
<td>20-30</td>
<td>10-50/VARIES</td>
</tr>
<tr>
<td>POINTS</td>
<td>100 (BEST OF 2 ATTEMPTS)</td>
<td>NA</td>
<td>VARIES</td>
<td>NA</td>
</tr>
<tr>
<td>ATTEMPTS ALLOWED</td>
<td>2 MAX FOR OVERALL (WHOLE) CHAPTER</td>
<td>UNLIMITED</td>
<td>2 ATTEMPTS (BEST OF 2 ATTEMPTS)</td>
<td>1 OVERALL 2 TRIALS/QUESTION</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>MANDATORY</td>
<td>RECOMMENDED</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>
<td>OPEN ALL SEMESTER</td>
</tr>
<tr>
<td>END/CLOSE OR DURATION ALLOWED</td>
<td>SUNDAY MIDNITE/END OF MODULAR WEEK</td>
<td>SUNDAY MIDNITE OF MODULAR WEEK</td>
<td>SUNDAY MIDNITE/END OF MODULAR WEEK</td>
<td>CLOSE END OF SEMESTER RECOMMENDATION: USE RECORDED LAB VIDEO</td>
</tr>
<tr>
<td>(4-WK SEMESTER)</td>
<td>UP TO 1 WEEK</td>
<td>ON eCAMPUS (LAB CONTENT FOLDER)</td>
<td></td>
<td>ON KH WEBSITE (END OF SEMESTER)</td>
</tr>
<tr>
<td>DUE DATES</td>
<td>ON MHHE WEBSITE</td>
<td>ON MHHE WEB</td>
<td>ON eCAMPUS (LAB CONTENT FOLDER)</td>
<td>ON KH WEBSITE (END OF SEMESTER)</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 (AFTER 20-30QUESTIONS), & 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 3-4 weeks to write you a good letter.
G) Limit 3 Letters

ASSIGNMENT DUE DATES
REMINDER: YOU HAVE THE FOLLOWING ASSIGNMENTS DUE:

• ONLINE LAB QUIZZES (eCAMPUS LAB CONTENT FOLDER) (WEEKLY)/BY SUNDAY MIDNIGHT END OF MODULE
• ONLINE LECTURE CHAPTER QUIZZES (MCGR AW-HILL) WEEKLY/BY SUNDAY MIDNIGHT END OF MODULE

<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 MODULE</td>
</tr>
<tr>
<td>CLINICAL PAPERS</td>
<td>DUE DATES PER SYLLABUS, AND IN COURSE DOCUMENTS</td>
<td>UPTO 1 WEEK AFTER DUE DATE</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>MINIMESTERS: 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>
</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.</td>
<td>EEO’s: 1,2,3,4,5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
<td>CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10% ea. X 4 = 40%</td>
<td></td>
</tr>
<tr>
<td>2. Clinical Paper Write Ups (2-4)</td>
<td>1,2</td>
<td>2-4 Clinical Papers @ 50pts ea.</td>
<td>EEO’s: 1,2,3,4,5</td>
</tr>
<tr>
<td>2-4 Topics per Module (Regular/Mini Semester)</td>
<td></td>
<td>= 5%</td>
<td>CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td>Covers lecture topics for retention of concepts</td>
<td></td>
<td>See Rubics</td>
<td></td>
</tr>
<tr>
<td>3. Chapter Quizzes (12-14) Online Weekly: 2 TYPES</td>
<td>1,2</td>
<td>12-14 @ 100pts ea.</td>
<td>EEO’s: 1,2,3,4,5</td>
</tr>
<tr>
<td>Covers Lecture &amp; Lab:</td>
<td></td>
<td>= 15%</td>
<td>CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td>• 12 MHHE-Connect (Graded)</td>
<td></td>
<td>• MHHE-Connect (15%)</td>
<td></td>
</tr>
<tr>
<td>• 0 Learnsmart (Practice)</td>
<td></td>
<td>• Learnsmart (0%)</td>
<td></td>
</tr>
<tr>
<td>4. Modular Lab Practical/Exams (4):</td>
<td>1,2</td>
<td>4 -1 Drop = 3 Exams @ 100pts ea.</td>
<td>EEO’s: 1,2,4,5</td>
</tr>
<tr>
<td>FILL-IN THE BLANKS</td>
<td></td>
<td>OR</td>
<td>CCIC’s: 1,2,4</td>
</tr>
<tr>
<td>50 questions.</td>
<td></td>
<td>10% ea. X 3 = 30%</td>
<td></td>
</tr>
<tr>
<td>Structural Identifications ONLY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Lab Assignment: Online Assigned Homework Quizzes</td>
<td>1,2</td>
<td>12-14 @5points ea.</td>
<td>EEO’s: 1,2,4,5</td>
</tr>
<tr>
<td>• eCAMPUS (Graded)</td>
<td></td>
<td>= 10%</td>
<td>CCIC’s: 1,2,4</td>
</tr>
<tr>
<td>• LAB QUIZZES = 5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lab Manual Exercises Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= 5%</td>
<td></td>
<td></td>
<td></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: 9781259996351
   ➢ (CUSTOMIZED FOR NORTH LAKE COLLEGE)

➢ ISBN: 9781524922184

Openstax eTextbook (Free Online) REQUIRED

Seeley's 10/e

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>OPENSTAX</td>
<td>SEELEY’S (ALONE)</td>
<td>ACCESS CODE</td>
<td>REQUIRED</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>$125</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 ACCESS

- **KENDALL-HALL (Lab Manual):**
TUTORIAL ACCESS TO MHHE-CONNECT ONLINE ASSIGNMENTS

MHHE-CONNECT 1ST DAY OF CLASS ORIENTATION {MUST WATCH VIDEO}


GETTING STARTED {TO BUY & REGISTER MHHE-CONNECT ACCESS CODE FOR LECTURE CHP QUIZZES}:

A. From within Blackboard (eCampus)
   - Go to COURSE DOCUMENTS
     - 1ST PARAGRAPH: LOCATE YOUR COURSE MHHE-CONNECT URL (LINK IS SPECIFIC FOR CLASS-SECTION & SEMESTER)
     - LOOKS SIMILAR TO THIS:
       Here is your McGraw-Hill Connect Web Address (URL):
       - RIGHT CLICK!!!!! COPY & PASTE (CTRL + V) INTO A NEW TAB IN YOUR BROWSER,
       - THEN BOOKMARK FOR FUTURE ACCESS
       - ACCESS, BUY OR REGISTER YOUR ACCESS CODE FOR ONLINE QUIZZES THERE
       - RETURNING STUDENTS: PLEASE RE-REGISTER YOUR MHHE-CONNECT ACCESS CODE INTO THE NEW CLASS-SECTION TO BE ABLE TO COMPLETE ASSIGNMENTS.

B. ALTERNATIVELY
   - Log in to eCampus (Blackboard) and go to your Course.
   - From within your Course (INSIDE COURSE DOCUMENTS): click on any of the Connect Assignments (LECTURE CHP QUIZZES) 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 AFTER the process is completed.
**APPENDIX J**

BIOL 2401-73212/73213 AP I SPRG 2019 FAST TRK 2ND 8WKS T/R ONCAMPUS  
Dr. P

**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</th>
<th>LEC EXAM STARTS: WED ENDS: SATURDAY</th>
<th>LAB MANUAL EXERCISES</th>
<th>LAB PRACTICUM STARTS: WED ENDS: SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE I:</strong></td>
<td><strong>WEEKS 1-2 TOPICS</strong></td>
<td>SEELEY'S</td>
<td>SEELEY'S AVAILABILITY 4-5 DAYS</td>
<td>KENDALL HUNT (K-H) Manual</td>
<td>KENDALL HUNT (K-H) Manual</td>
</tr>
</tbody>
</table>
| WEEK 1 3/25– 3/30 | Course Overview & Intro to Anatomy & Physiology  
Tissue Level of Organization | CHP 1    | EX 2: LANG                         | EX 3: ORGAN SYSTEM    |                                           |
| WEEK 2 3/31– 4/6  | Tissue Level of Organization  
Integumentary System | CHP 4    | EX 4: TISSUES                      | EX 5: SKIN           | Practical #1  
Ex: 2, 4 & 5                                  |
| **MODULE II:** | **WEEK 3-4 TOPICS**                  | AVAILABILITY 4-5 DAYS |                                           |                      |                                           |
| WEEK 3 4/7 – 4/13 | Bone Tissue/Physiology  
Skeletal System: Axial & Appendicular Skeleton | CHP 6    | EX 6A: BONE TISSUE                 | EX 6B: AXIAL SKELETON |                                           |
| WEEK 4 4/14 – 4/20 | Axial & Appendicular Skeleton  
Articulations | CHP 7    | EX 7: APPEND SKELETON              | EX 8: JOINTS         | Practical # 2  
(Ex: 6A,6B &7,  
(NO JOINTS ON LAB)) |
| **MODULE III:** | **WEEKS 5-6 TOPICS**                 | CHAPTER SEELEY'S | AVAILABILITY 4-5 DAYS                  | KENDALL HUNT (K-H) Manual | KENDALL HUNT Manual               |
| WEEK 5 4/21 – 4/27 | Muscle Tissue/Physiology  
Muscle System | CHP 9    | EX 9A: MUSCLE TISSUE               | EX 9B: SKELETAL MUSCLE |                                           |
Ex: 9A, 9B & 10                          |
<table>
<thead>
<tr>
<th>MODULE IV</th>
<th>WEEKS 7 TOPICS</th>
<th>CHAPTER</th>
<th>AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 7 5/5 – 5/11</td>
<td>Spinal Cord &amp; Spinal Nerves</td>
<td>CHP 12, CHP 14 (PPT NOTES W/ CHP 12 NOTES)</td>
<td>MODULE IV EXAM (NO Cranial Nerves) (STARTS)</td>
</tr>
<tr>
<td></td>
<td>Spinal Cord &amp; Intigrations</td>
<td></td>
<td>EX 11: SPINAL CORD &amp; BRAIN EX 12: SPINAL/CRANIAL NERVES &amp; ANS</td>
</tr>
<tr>
<td></td>
<td>Brain &amp; Functions Brain &amp; Intigrations</td>
<td></td>
<td>THIS LAB IS INCLUDED IN LAST LAB EXAM 4</td>
</tr>
<tr>
<td></td>
<td>Peripheral Nerves/CNS Intigrations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MODULE V</th>
<th>WEEKS 8 TOPICS</th>
<th>AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 8 5/12 – 5/16 MON - THUR</td>
<td>Cranial Nerves</td>
<td>CHP 13</td>
</tr>
<tr>
<td></td>
<td>Autonomic Nervous System (ANS)</td>
<td>CHP 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EX 12: CRANIAL NERVES &amp; ANS</td>
</tr>
</tbody>
</table>

| WEEK 8 5/15 – 5/16 WED - THUR | FINAL EXAM: CRANIAL NERVES & ANS | MODULE V EXAM (FINAL) CHP 13 (CN’s ONLY) &16 (STARTS-ENDS) | Practical # 4: Ex: 11 & 12 |

**FINAL EXAM (NON-COMPREHENSIVE) WOULD BE AVAILABLE DURING FINALS WEEK AT DCCCD TESTING CTRS**
- Modular Lecture/Lab Exams: ARE PROCTORED & Would be available at the Testing Center for 4 days
- LECTURE EXAMS/QUIZES ARE MULTIPLE CHOICES/MATCHING with 3-8 diagrams
  - MOSTLY PHYSIOLOGY (FUNCTIONS), FEW ANATOMY (100 questions; 2.5Hrs Allowed)
- LAB PRACTICAL: FILL IN THE BLANKS: LAB MODELS & DIAGRAMS (50 questions; 1.25Hrs Allowed).
  - 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 (Lec & Lab) to be able to drop your lowest lecture grades. And You CANNOT drop the Final Lec V & Lab 4 Exams.

**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/)