This course syllabus is intended as a set of guidelines for BIOL 2401 anatomy and physiology. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information
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dmartinez@dcccd.edu
Office Phone: Please email me at Hotmail account
Office: C338
Office hrs: By appointment, depending on the semester

<table>
<thead>
<tr>
<th>Section number</th>
<th>73501</th>
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<tbody>
<tr>
<td>Class Meeting Time</td>
<td>M-W 7:15 – 8:35 PM C-223</td>
</tr>
<tr>
<td>Lab Meeting Time</td>
<td>M-W 8:45 to 10:05 PM C-350</td>
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</tbody>
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Course Information
Course title: Applied Human Anatomy and Physiology I
Course number: BIOL 2401
Credit hours: 4 Credit Hours
Course description:

Anatomy and Physiology I
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.
Prerequisite: BIOL 1406 with a grade of "C" or better within the last three years or satisfactory score on the Biology CLEP exam. Students must be college level ready in Reading and Writing.
Course Description: This course is a study of the structure and function of human anatomy, including tissues; the integumentary and musculoskeletal systems; and the nervous system. Emphasis is on structure, function, and the interrelationships of the human systems. Content may be either integrated or specialized. This is a transferable Major’s course intended for those seeking to complete a Bachelor’s Degree. (3 Lec., 3 Lab.)

Coordinating Board Academic Approval Number 2607075103
**Recommended Textbooks and Materials**

   
   *Lecture Book  Lab Book*

**Course Learning Outcomes**

1. Describe the organization of living matter as cells, tissues, organs, and organ systems.
2. The student will use the language of anatomy and physiology.
3. The student will discuss the development of the human body during embryogenesis.
4. Describe the basic requirements for sustaining life within the body.
5. The student will identify the basic types of tissue within the body, their locations, principal characteristics, and functions.
6. The student will describe the general features and functions of bones and the joints between them.
7. The student will name the bones of the body as well as major bone landmarks.
8. The student will discuss the contractile nature of muscle tissue and how muscles of the human body are constructed and controlled.
9. The student will describe the major movements made possible by different muscles and joints.
10. The student will name the major muscles of the body.
11. The student will discuss the structure and function of the basic parts of the nervous system (brain, spinal cord, and nerves) and their relation to the rest of the body.
Lecture Outline: Book Chapters
- Chapter 1: The Science of Anatomy and Physiology
- Chapter 2: Atoms, Ions, Molecules
- Chapter 3: Energy, Chemical Reactions, and Cellular Respiration
- Chapter 4: Biology of the Cell
- Chapter 5: Tissue Organization
- Chapter 6: The Integumentary System
- Chapter 7: Skeletal System: Bone Structure and Function
- Chapter 8: Skeletal System: Axial and Appendicular Skeleton
- Chapter 9: Skeletal System: Articulations
- Chapter 10: Muscular System: Muscle Tissue
- Chapter 11: Muscular System: Axial and Appendicular Muscles
- Chapter 12: Nervous System: Nervous Tissue
- Chapter 13: Nervous System: Brain and Cranial Nerves
- Chapter 14: Nervous System: Spinal Cord and Spinal Nerves
- Chapter 15: Nervous System: Autonomic Nervous System
- Chapter 16: Nervous System: Senses

Laboratory Outline: Lab Book Chapters
- Exercise 1: Anatomical Language
- Exercise 2: Organ Systems and Body Cavities
- Exercise 3: Compound Light Microscope
- Exercise 4: Cell Structure and Cell Cycle
- Exercise 5: Transport Across the Plasma Membrane
- Exercise 6: Tissues
- Exercise 7: The Integumentary System Structure and Function
- Exercise 8: Bone Structure and Function
- Exercise 9: Axial Skeleton:
- Exercise 10: Appendicular Skeleton:
- Exercise 11: Joints and Synovial Joint Movements:
- Exercise 12: Skeletal Muscle Structure
- Exercise 13: Skeletal Muscles and their Actions
- Exercise 14: Skeletal Muscles and Their Actions:
- Exercise 15: Nervous Tissue:
- Exercise 16: Spinal Cord Structure:
- Exercise 17: Spinal Nerves:
- Exercise 18: Somatic Reflexes
- Exercise 19: Brain Structure and Function:
- Exercise 20: Cranial Nerves
- Exercise 21: Autonomic Nervous System Structure and Function

Course Outline (Class Schedule)
Please see e-campus for a complete and detailed Course Outline (Calendar).

eCAMPUS
1. Class notes and announcements will be posted on the web on eCAMPUS at "ecampus.dcccd.edu".
2. You are expected to access "eCAMPUS" on a regular basis to be up to date with the class information.
3. Make sure you enter your email address. Let me know if you need help with "eCAMPUS".
All students can apply for a free email address/internet access at the Computing Center.
Evaluation Procedures

**Lecture:** (Textbook, Power Point, Blackboard, Notes, Exam Reviews and others.)

**Laboratory Skills:** (Lab manual, Power Point, Notes, Quizzes, Reviews, and Hands On)

## Exams and Assignments

- 5 Lecture Exams = 5 exam  
  55%
- 4 Laboratory Practical exams + 8 lab quizzes = 5 exams  
  40%
- Oral participation*  
  5%

*Oral participation requires the student to be on time for lab and lecture to answer questions based on the previous lecture and lab

### Grading Scale

Standard college grading is used to compute the final grade.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Final grade</th>
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</thead>
<tbody>
<tr>
<td>89.5-100</td>
<td>A</td>
</tr>
<tr>
<td>79.5-89.4</td>
<td>B</td>
</tr>
<tr>
<td>69.5-79.4</td>
<td>C</td>
</tr>
<tr>
<td>Below 70</td>
<td>No Certification in various programs</td>
</tr>
<tr>
<td>59.5-69.4</td>
<td>D</td>
</tr>
<tr>
<td>59.4 &amp; Below</td>
<td>F</td>
</tr>
</tbody>
</table>

Lab practical exams and lab quizzes will be Fill-In-The-Blank. Lab practical exams will be 50 questions each; lab quizzes will be 6 or 7 questions to start the lab session on the designated day. **Laboratory practical Exams cannot be made up.** All Lecture exams will be Multiple Choice and True-and-False. Each exam will be taken **in the lecture classroom.**

A green scantron will be required for each exam.

### Missed lecture exam: For a missed lecture exam with **an excused absence at the due date,** the exam must be taken as soon as possible, within 24 to a maximum of 48 hours after the exam’s deadline. Excused absences will **only** be offered for one of the following reasons: illness, death in family, official University business, or documented emergency.

Make-up lecture exams may be taken at the campus testing center. The testing center will provide scratch paper and a copy of the periodic table if needed. Do **NOT** take any testing materials with you when you finish the test. To do so constitutes Academic Dishonesty. Do **NOT** use websites or other additional information during the test other than what is provided as that also constitutes Academic Dishonesty.

You will fill out the Test Request Form upon arrival at the testing center and you may want to bring a quarter for the coin return lockers. You may not bring personal items such as bags, cell phones or pagers into the testing area. You may not bring any children to the testing center.

Be sure to know the following information when you request your test:

- Instructor’s name
- Subject, course number, and section number (ex: BIOL 2401 73501)
- Exam number (1st, 2nd, 3rd, etc.)

The Testing Center is located in A425. Be sure to arrive in plenty of time to take the exam. Be aware that exams are not given within one hour of closing.
Be sure to **check the hours** of the testing center particularly if there are changes due to **holiday hours.** For more information about the Testing Center go to North Lake College Testing Center

**Important:** Government- or school-issued photo identification is required & enforced.

- You may not bring personal items into the Test Center. This includes bags, cell phones and pagers. Coin-reimbursable (quarter) lockers are available for student use. **Please do not share lockers.**
- Please show courteous and cooperative behavior while using the services provided by the Testing Center.
- **Do not bring children to the testing center.** You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.
- **Do not** take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

**SCIENCE LEARNING CENTER**
The Science Learning Center (P333) provides free tutorial services for North Lake science students. The center features tutors, software, videos, CDROM’s, internet, Anatomical models, places to study quietly, places for group work, and other materials to assist in science classes. In order to access resources of the center a North Lake College ID Card is required. The subject specific schedule of tutors is updated every semester and is located at the front of the center, just ask a tutor. For more information call 972-273-3273 or go to North Lake College Tutorial Services

**THE ACADEMIC SKILLS CENTER (ACS)**
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
DROP POLICY
If you are unable to complete this course, you must officially withdraw by the date stated on the academic calendar. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. There are important additional factors which are affected by withdrawals. See the categories below for additional information. It is strongly encouraged that a student speaks with the instructor before withdrawing. If a student stops attending class and does not officially withdraw, that student will receive a performance grade based on work completed and missed. For more details concerning withdrawals go online to Dropping or Withdrawing from Classes.

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 Third Attempt at DCCCD.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

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: eConnect Facts About Dropping Classes.

Discipline/ Course/ Department/Policies

CLASSROOM POLICIES
• Attendance in all class lectures and labs are mandatory for the first two weeks and roll will be taken during that time frame. You are expected to be an active learner and are encouraged to ask questions and to participate in class discussions. Students are responsible for all material provided and all announcements made during their absence.

CLASSROOM ENVIRONMENT
• Please arrive on time so as not to disturb the class with a late arrival
• All electronic devices shall be turned off or put on silent mode. Should your electronic device sound, please leave the classroom before answering
• Distractive talking or any disorderly conduct is prohibited. Please be courteous of others.
• No children or pets are allowed in the classroom or in the laboratories.
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.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so.
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an un-administered test or information about an un-administered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero for the particular test.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(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.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT

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. View more information by going to North Lake College Disability Services.
**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 [FAFSA](#).

**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.