Course Syllabus
BIOL 2402
Spring 2019

Math, Natural Science & Sports Sciences Learning Center
Division Office: P-330
Phone: 972-273-3500
Hours: Vary by semester so check the posted hours.

This course syllabus is intended as a set of guidelines for 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

Instructor: Ana Sabeti
Email: Asabeti@dcccd.edu
Email: ksextion@dcccd.edu
Office Phone:
Office: A323 (Main Campus)
Office hrs: By appointment

Course Information

Course title: Human Anatomy and Physiology II
Course number: BIOL 2402
Credit hours: 4 Credit Hours
Course prerequisites: BIOL 1406.
Course description:
An applied systematic study of the structure and function of the Human body designed for students considering a career in allied health, this includes the following systems: sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive.
Look for your section Number:

<table>
<thead>
<tr>
<th>Section numbers</th>
<th>Class Meeting Time</th>
<th>Lab Meeting Time</th>
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<tbody>
<tr>
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<td>INET (online) All exams are to be taken at testing center.</td>
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Required Materials


Lecture-Lab Required book

Course Objectives

I. Student will be able to identify the anatomy associated with each system and use appropriate vocabulary.
II. Student will be able to understand the physiology of each system and describe it with appropriate vocabulary.
III. Students will be able to integrate vocabulary, anatomy and physiology of the various systems.
IV. Student will demonstrate the ability to communicate their knowledge using appropriate vocabulary.
Basic Course Learning Outcomes

1. Students will learn structure and function of sensory organs such as the eye and the ear.
2. The student will learn structure and function of various organs in the endocrine system including their histology.
3. The student will learn about various endocrine disorders
4. Students will learn the structure and function of the cardiovascular system. This will include the anatomy of the heart, circulation of blood, and naming of various veins and arteries.
5. Students will learn about blood typing and will learn to identify different white blood cells.
6. The student will learn about the lymphatic system and learn to identify various lymphatic organs and their functions.
7. Students will learn structure and function of the respiratory system and will learn to understand the mechanisms of respiration.
8. The student will learn the structure and function of the digestive system
9. The students will learn about the structure and function of the urinary system including the structures function of nephrons.
10. The student will learn the structure and function of the female and male reproductive systems, including oogenesis, spermiogenesis, and embryology and development
**Course Outline (Class Schedule)**

Please see e-campus for a complete and detailed Course Outline (Calendar). Please observe listed dates carefully. Due dates are non-negotiable.

**Getting Oriented**

Please click on the: Start Here Button, Required Reading Button, and FAQ Button on your e-campus class page.

**Lecture Button**: Power Point presentations, Videos, Exam Reviews and lecture exams.

**Laboratory Skills Button**: Power Point presentations, Videos, Checklists, and Hands On and lab exams.

**Digital hands on Button**: Great 3D illustration of full body anatomical views.

**Exams and Assignments**

- 4 exams (multiple choice) (drop lowest exam) -------------------------------- 40%
- 4 Laboratory Exams (drop lowest exam)-------------------------------------------40%
- Graded exercises (please see GRL site under Chapter and & Graded Exercise tab) 15%
- Certification and course orientation Quiz----------------------------------------5 points
- Required book (must purchase code, please see Textbook) information above. The textbooks includes: graded exercises, clinical cases, 3D anatomical illustrations (for digital hands on), videos, and quizzes.

**Grading Scale**

Standard college grading is used to compute the final grade.

- 100-90  A
- 89-80   B
- 79-70   C
- Below 70 No Certification in various programs
- 69-60   D
- 59 and Below F
Online students take all lab and lecture exams at the Testing Center on the dates stated in the course calendar.

The Testing Center is located in the A building in room A-425. The Testing Center’s phone number is 972-273-3160. The Testing Center is open: MTWR from 8:30 am to 8:00 pm and F,S from 8:30 am to 3:00 pm. You may not start an exam after 7pm on MTWR or 2pm on FS.

At the Testing Center, you need to log on to e-Campus and click on the “Lecture or Lab Exams” button and select the exam. You may take the exam once the testing center has put in the password. All Exam scores will appear on e-campus immediately upon completion of the exam

Exams may only be taken once. This is the reason why the lowest lecture and lab grades are dropped. Exams are mandatory and must be taken during the scheduled times! If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165. Visit the North Lake College Disability Services for more information

Missed exams: For a missed exam with an excused absence, the exam must be taken within 48 hours after the exam’s deadline. Excused absences will only be offered for one of the following reasons: illness, death in family and a documented emergency.

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Using the Testing Center:

You will need to provide the following information when you request your test:

- Instructor’s name
- Subject, course number, and section number (ex: BIOL-2401-71436)
- Exam number (1st, 2nd, 3rd, etc.)

NLC Testing Center is located in A425. Be sure to arrive in plenty of time to take the exam. Do not wait until the end of the last day as you may not get in due to large numbers of students taking exams and there are no extensions of the deadlines due to overcrowding or schedule conflicts.

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
A Government-issued 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.

- The Testing Center will provide scratch paper. You **must** turn in all materials when you are finished with the exam. Do **NOT** take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper, etc. **To do so constitutes Academic Dishonesty.** Do **NOT** open or use any other websites (beside the test provided) or other additional information during the test other than what is provided, as that also constitutes Academic Dishonesty

**Discipline/ Course/ Department/Policies**

**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](#)

**WHAT IS EXPECTED OF STUDENTS:**

** Students must read** powerpoints and chapters ahead of time.  
** Watch lecture and lab videos provided by the instructor.**  
** Lecture chapters should be read ahead of lecture, and reviewed after lecture. Research shows that information reviewed within 24 hours, and a second time within 72 hours of being presented is retained easier. This is a fast paced course; don’t fall behind.  
** Seek help.** Take advantage of the instructor’s office hours, feel free to come by and ask questions or seek help.
**Study Tips**

- **Don’t procrastinate.** Start today (not next week).
- **Read** your textbook; don’t waste your $100! We will cover 1-2 chapters per week. First, **go over headings, diagrams and charts.** Then (before reading the chapter) **read over the questions** you are to answer. **Then read &**
- **Answer the questions.** Finally **read the summary** at the end.
- **Seek help.** Take advantage of the instructor’s office hours, feel free to come by and ask questions or seek help.
- Take courses or seminars to **improve your study skills.**

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**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; another example: **Opening a website (no matter which one) apart from the test been provided.**
   - 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 on the Exam at hand (You will not be allowed to drop this grade as your lowest grade).
2. A reprimand.
3. Suspension from the college.

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.

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 or contact DCCCD Office of Institutional Equity at (214) 378-1633.

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
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.

**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 participating in 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.
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](#).

Financial Aid Certification of Attendance: You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples:

Initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

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](#)

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.
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

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Exemplary Educational Objectives

The objective of the study of a natural sciences component of the core curriculum is to enable the student to understand, construct and evaluate relationships in the natural sciences and to enable the student to understand the bases for building and testing theories. This course satisfies all of the Exemplary Educational Objectives. The exemplary educational objectives are:
1. To understand and apply appropriate methods and modern technology to the study of natural sciences. A web based program, McGraw Hill Connect, will be used to assist the learning process.

2. To recognize scientific and quantitative methods and the differences between these approaches and the other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

3. To identify and recognize the differences between 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.

Core Curriculum Intellectual Competencies

As part of the core, this course contributes to the development of 6 basic intellectual competencies--reading, writing, speaking, listening, critical thinking, and computer literacy. These Core Curriculum Intellectual Competencies are essential to the learning process in any discipline and are defined by the Texas Higher Education Coordinating Board.

This course reinforces 3 of the 6 Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board. The CCI’s identified by the DCCCD which are reinforced are as follows:

1. **READING**: Reading at the college level means the ability to analyze and interpret a variety of printed materials – books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

4. **LISTENING**: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. **CRITICAL THINKING**: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.
General Educational Outcomes

Gen Ed Outcome I: Communication Skills
1. Writing: Process and produce effective written communication adapted to audience, purpose, and time constraints.
2. Speaking: Produce effective oral communication adapted to audience, purpose, and time constraints.
3. Listening: Comprehend, and analyze oral information.

Gen Ed Outcome II: Critical Thinking Skills
1. Accurately summarize and evaluate information for elements such as facts, opinions, inferences, presumptions, bias, viewpoints, and arguments presented orally or in writing.
2. Solve problems by constructing, testing, and defending well-reasoned conclusions by applying relevant criteria.

Gen Ed Outcome III: Information Literacy and Technological Competency
1. Effectively access, evaluate, synthesize and communicate information using a variety of sources, including print and electronic.
2. Select and use appropriate technology.

Gen Ed Outcome IV: Ethical and Civic Values
1. Display integrity, honesty, and fairness.
2. Use ethical reasoning to analyze moral issues and articulate the consequences of various actions.

Gen Ed Outcome V: Cultural Diversity and Global Awareness.
1. Demonstrate understanding of cultural diversity and such influences as history, politics, humanities, technology and science on global societies.
2. Recognize assumptions and biases that shape our perceptions.

Gen Ed Outcome VI: Workforce and Interpersonal Skills
1. Collaborate effectively and reliably as part of a team.
2. Apply efficient time and task management
Frequently Asked Questions

1) Since this is an online class will I be able to take my exams from home? No! All exams must be taken at a proctored testing center.

2) Can I take my exams at a library or high school? No! If you live in the DFW area you will need to take your exam at a North Lake College testing center. You can go to any North Lake College testing center. You may also take your exams at any of the Dallas county community colleges (DCCCD). If you live out outside of DFW area you will need to use a testing center at a college or university near you. I will need to verify the Testing Center prior to any exam being taken.

3) What is the best way to study for this class? Follow the instructions in each module. Watch the videos first and then study the powerpoints. Use the checklists to prepare for lab practical (lab exams). The videos have been created to substitute the experience of being in a classroom. The powerpoints may not be sufficient without the videos so be sure to watch the videos first. Do not procrastinate in this class.

4) Is there a required textbook? Yes! The information is posted on the left side of our course page on blackboard. Please follow the link to purchase the book. This is an electronic book. There is a certification quiz and homework assignments that need to be completed in this book. It will be a part of you grade; therefore, purchasing the book is absolutely necessary.

5) Are there any homework assignments for this class? Yes! There are graded homework assignments for each chapter in the book. You have unlimited number of attempts in completing the homework assignments. You will not be proctored; therefore, you may use your book and notes for completing HW assignments. The due date for the homework assignments in towards the end of the semester. Yes, for all the chapters! However, it does not mean that you should procrastinate. Completing the homework assignments is time consuming. You should set aside some time each week to complete the Homework.
6) Will I be able to take an exam after the due date? Only with an excused absence. An excused absence includes death in the family or medical emergency of you or a family member. I will need documentation and contact information for verifying your excuse. If I am unable to verify the document, your absence will not be excused and you will not be able to make up the missed exams.

7) Can you open any of the modules early? No, all modules will open on a set date and close on a set date. It is your responsibility to keep up with the schedule. If you want to get ahead, you can access my videos on my youtube channel: Anatomy by Ana. All of my lecture and lab videos are posted on this channel.

8) What is are the test formats like? All exams (lab and lecture) will be multiple choice and True/False.

9) Do I need to order a kit? No, it is not necessary. Watching the videos, studying the powerpoints, and completing your homework assignments will be sufficient.

10) How will I be tested over the lab material? We will use photos of models, diagrams, and tissue slides to create the lab practicals. We will most likely use pictures of models and tissue slides that are used in the power points and videos. Lab practicals (exams) are based on identification of anatomical parts. There are 50 questions for each lab practical. All questions will be multiple choices.

11) What is the certification quiz? The certification quiz lets me know that you are present in my class and you understand the syllabus and course setup. The certification quiz is (this is way too much) of your grade. You will need to complete your certification quiz the first week of the semester. If you do not complete the quiz in a timely manner you will not be certified in the class.

12) Are there any extra credit or bonus opportunities? No. I drop your lowest lecture exam grade and your lowest lab practical grade. That is your extra credit! You also have unlimited number of attempts on your Home Work assignments. Please do not ask for any other bonus opportunities.
13) If I am struggling in this course how can I get help? There are many resources available to you. I recommend that you watch the videos several times. Repetition is necessary for learning. Also, if you live in the DFW area you can go to Science Learning Center (p333) at North Lake College central campus and ask for help.

14) Will we be covering the same amount of information as a face-to-face course? Yes, we will be covering the same amount of information as a face-to-face course.

15) How Should I study for this class? Watch all videos that are posted the modules and study all PowerPoint presentations. Most of my test questions will be coming from the videos and the powerpoints.

16) What should I expect at the testing center? Please bring your ID. You will not be able to take any of your items into the testing center except your ID and keys to your locker. If you need a scratch paper, ask one of the employees. You will need to turn in your scratch paper once you are done with the exam. Also bring a quarter! You will need to lock your belongings. Don’t forget you students ID number and password for ecampus (blackboard). You will need to login to ecampus to take the exams.

17) Will the exams be electronic? Yes! The exams are electronic. There is a tab on blackboard for lecture exams and lab exams. You will not be able to open these exams because they are password protected. You will be assigned a computer at the testing center. Please log in to ecampus and click on the test that you want to take. One of the testing center employees will enter in the password and you will be able to take the exam. THE COMPUTER SCREEN IS MONITORED AT ALL TIMES. IF YOU OPEN ANOTHER BROWSER YOU WILL BE ASKED TO LEAVE AND YOU WILL RECEIVE A GRADE OF ZERO FOR THAT EXAM. THERE WILL BE NO ARGUMENT ABOUT THAT!
18) Can I re-take any exam? No. But your lowest lecture exam grade and lab exam grade will be dropped.

19) If I did well on my first three lecture exams and first three lab practicals, will I be exempt from taking the fourth exams? No, you MUST take all four exams. Your grade will be dropped one letter grade if you fail to complete ALL exams!

20) How long do I have to purchase the book? You will need to purchase the textbook the first week of the semester. This is very important because you must complete your certification quiz to let me know that you are in the class.

21) Should I read all the chapters in the textbook? Although I recommend that you read the textbook, it will not be necessary for this class. However, it is crucial that you study all the material posted in the modules. If you needed read the textbook for more detailed explanations.

22) How should I study for the lab practical (lab exams)? Use the lab exam checklists. For lab practicals you will only be tested on terms and concepts on the checklists.

23) Is it necessary to have a computer and access to Internet? Yes. It is necessary. You will be using a computer and Internet on regular basis for this class.