

MOUNTAIN VIEW COLLEGE
 4849 W. ILLINOIS AVE
 DALLAS, TEXAS 75211.
 DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



COURSE SYLLABUS

HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2402]

Sections

FALL 2018

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Professor Information:

Ms. Jayme Simlin, MS, BS, EMT-B

jsimlin@dcccd.edu

Room H126 Adjunct Office

Office Hours: Mon/Wed By Appointment

SCIENCE/TECH/ENGINEERING/MATH/PE
 214-860-8645 or 5612 Phone
 Division Office H129

COURSE SYLLABUS

HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2402]

Sections 2402-61502 ONCAMPUS

SPRING 2018

Course Information

Course Title: HUMAN ANATOMY & PHYSIOLOGY I [BIOL 2402] Section 61502

Credit Hours: 4 Hours

Class Meeting Time: LECTURE: ROOM H121:	M/W	5:30PM – 6:50PM
LAB : ROOM H121:	M/W	7:00PM – 8:20PM

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 (NOT REQUIRED) & (C). ANY A & P TEXTBOOK, SEELEY(NOT REQUIRED)

LECTURE: 1) OPENSTAX TEXTBOOK

(REQUIRED)

- FREE ONLINE etext
- <https://openstaxcollege.org/textbooks/anatomy-and-physiology>

2) McGraw-Hill Connect® Access Code to Seeley for Graded Online Lecture Chapter Quizzes.

(REQUIRED)

- Seeley, Rod et al: Anatomy and Physiology Connect® Access Code ONLY 11/ed. 2017
- (SEELEY TEXTBOOK NOT REQUIRED, RECOMMENDED ONLY) OR USE ANY TEXTBOOK
- (ACCESS CODE ONLY)
- ISBN 9781259670121

LAB: 1) LAB MANUAL FOR ANATOMY & PHYSIOLOGY

- "Anatomy & Physiology" by Connie Allen & Valerie Harper 6/ed. 2017 ISBN:9781119279167

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. Describe the olfactory neurons and explain how airborne molecules can stimulate an action potential
2. List the papillae and outline the structure and function of the taste bud.
 - a. Relate taste to smell
 - b. Describe the action potential in a taste cell
3. List the accessory structures of the eye and describe their functions
 - a. List the chambers of the eyes and the fluid that they contain
 - b. Name the tunics of the eye and describe their functions
 - c. Explain the difference between rods and cones
 - d. Describe the structure of the retina and explain how light stimulates action potentials in the optic nerve
 - e. Relate how images are focused in the retina
 - f. Relate the arrangement of the visual field to binocular vision and depth perception
4. Describe the structure and function of the external and middle ear and state the function of each
 - a. Explain the tunnels and chambers of the inner ear and fluids they contain
 - b. Describe the anatomy of the cochlea and in particular, the cochlear duct
5. Describe the four classes of chemical messengers
 - a. Define hormones and target tissues
 - b. Distinguish between endocrine and exocrine glands
 - c. Compare and contrast the NS to the Endocrine system
 - d. Describe common characteristics of hormones
 - e. List and describe the two chemical categories of hormones
 - f. Explain the influence of the chemical nature of a hormone on its transport in the blood, its removal from the circulation, and its life span
 - g. Describe the three patterns of hormone secretion
6. Describe the location and structure of the pancreas and the hormones it secretes
 - a. Compare and contrast type one and type two diabetes
7. List the components of blood
 - a. Relate the average total blood volume for females and males
 - b. Explain the three processes that can lead to hemostasis: vascular spasm, platelet plug formation, and coagulation
 - c. Describe how aspirin affects the action of platelets
8. Explain the basis of the ABO blood group system and the Rh factors
9. Cite the size, shape and location of the heart
 - a. List the major functions of the heart
 - b. Relate the flow of blood throughout the heart naming chambers, valves, and vessels in the correct order
 - c. Compare and contrast skeletal muscle to cardiac muscle
 - d. Explain the structure and function of the conducting system of the heart
 - e. Analyze the different autorhythmicity the heart muscle has and relate the pace make potential
 - f. Define mean arteriole pressure, cardiac output, and peripheral vascular resistance.
 - g. Explain the role of MAP in causing blood flow
10. Recite the function of the circulatory system
 - a. List the types of capillaries , arteries, and veins
 - b. Discus age related changes to blood vessels

- c. Trace the path of blood flow in the pulmonary circulation
 - d. List the major arteries that supplies each of the body areas
 - e. List the major veins that carry blood away from the body areas
 - f. Understand blood volume and blood pressure
11. List the parts of the lymphatic system
 - a. Describe the structure of the lymphatic system
 - b. Explain how lymph is formed and how it is transported
 - c. Describe the concepts of specificity and memory as they apply to immunity
 - d. List the events of and inflammatory response
 - e. Define an antigen and describe the two groups of antigens
 - f. Explain the role of haptens in allergic reactions
 - g. Explain the difference between adaptive and innate immunity
 12. Describe the functions of the Respiratory system
 - a. Describe the changes of alveolar pressure that are responsible for movement of air into and out of lungs
 - b. Explain how surfactant and pleural pressure prevent the collapse of the lungs and how changes in pleural pressure can cause changes in alveolar volume
 - c. Define minute volume, compliance, and alveolar ventilation
 - d. Learn respiratory volume terminology
 - e. Explain how oxygen and carbon dioxide exchange in the lungs and contrast this with fetal pathways
 13. List the regions of the digestive system
 - a. Describe the major functions of the digestive system
 - b. Describe the histology of the digestive tract
 - c. Describe the chemical regulation of the digestive tract
 - d. List the structure of the esophagus and the swallowing process
 - e. Identify the cells of the stomach and gastric movement and regulation
 - f. Describe the movement of the GI tract
 14. Describe the structure and function of the liver
 15. List the major anatomical patterns of the pancreas
 16. Describe the major functions of the large intestines and its histological traits.
 17. Describe digestion and absorption of lipids, carbohydrates, and proteins.
 18. List the organs of the urinary system and describe the major functions of the kidneys
 19. Briefly describe the process involved in urine production of this Explain the factors that are involved in filtration and secretion
 20. Describe the various regions of the kidneys
 21. Explain how ADH and renin affect the volume of urine
 22. Describe the anatomy and physiology of the ureters
 23. Discuss the micturition reflex
 24. Describe how meiosis is necessary for sexual reproduction
 25. List the major structures of the male and female reproductive system
 26. Understand the functions involved with the structures of the male and female reproductive system
 27. Understand the changes involved in puberty in both the male and female
 28. Explain the changes that take place in the ovary and uterus during a females cycle

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 MOUNTAIN VIEW OR MOST DCCCD's) TESTING CTR; at student's convenience.
 - Your Lecture Exams would be available at the Testing Center (MVC Room S2101) for 2-4 days. Please check Testing Center Hours of operation at the MVC/Selected DCCCD Testing Center web-page and plan accordingly. <https://alt.mountainviewcollege.edu/studservices/enrollment/testing/Pages/default.aspx?nobranding=true>
- **LECTURE EXAMS (5)** ARE 50-100 MULTIPLE CHOICES: BEST ANSWER, MATCHING, WITH SOME DIAGRAMS,
 - Mostly Functions/Concepts (Physiology) and less Anatomy.
- **LAB PRACTICAL (4)**: FILL IN THE BLANKS WITH DIAGRAMS + LAB MODELS (50 questions); NO WORD BANK; 2 BONUS
 - ALL ANATOMY (NAME/IDENTIFY). Sometimes function.
- **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



Assignment	Weight
5 Modular Exams – 1 drop exam (lowest) = 4 exams @ 100 points each	40%
2-4 Clinical Application Write-Ups @ 50 points ea	10%
12-14 Online Lecture Chapter Quizzes (MHHE-Connect) @ 100pts ea	15%
4 Laboratory Practical (No drop) & Assessment @ 100 points each	30%
10 Online LAB Quizzes	5%
Total	100%

Exams & Assignments: See Above Chart

- **Lecture = 65%**
 - 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**
 - ~50-100 questions (Multiple Choices/Matching); MOSTLY FUNCTIONS/PHYSIOLOGY

- 2-4 Clinical Paper Write Ups (See Rubric Below-Appendix) = 10%
- Chapter Quizzes-Graded Online (Weekly) (See Rubric Below-Appendix DD) = 15%
 - 2 Types: McGraw-Hill Textbook Access code Required
 - A) MHHE-Connect Graded (15%)
 - B) Learnsmart Practice (0%)
- **Lab = 35%**
 - 4 Modular Practical (No Drop) = 30%
 - Online Lab Quizzes = 5%
 - Lab Online Quizzes (LAB CONTENT FOLDER)
 - LAB QUIZZES ONLINE (5%): WEEKLY. LOCATED INSIDE THAT LAB MODULE (LAB CONTENT FOLDER ON ECAMPUS)

Grading Scale: Standard College Grading

LETTER GRADE	PERCENTAGE
A	89.5 – 100%
B	79.5 – 89.4%
C	69.5 – 79.4%
D	59.5 – 69.4%
F	0 – 59.4%

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

- **YOU CANNOT DROP THE FINAL (LECTURE) EXAM**
- 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 Exams are Proctored (= Supervised) at DCCCD Testing Ctrs

General Course Information for Oncampus BIOL-2402

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 100 points credit, 1 ATTEMPT ONLY, classified as a Lecture Quiz**
- 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 on time
- Each Module is as per schedule with 2-3 Lecture Topics/Chapters

Grade book (eCampus)

- Computerized Lab Quizzes & MHHE-Connect Online Quizzes automatically records into eCampus grade book. If it doesn't then you did not click on link in blackboard.

FALL CLASSES ASSIGNMENT DUE DATES (NOT FOR EXAMS)

ALL ASSIGNMENTS (ONLINE QUIZZES) DUE DATES (END OF MODULE)

- **MODULE I = SUNDAY SEPT. 16, 2018**
- **MODULE II = SUNDAY OCT. 14, 2018**
- **MODULE III = SUNDAY NOV.18, 2018**
- **MODULE IV = SUNDAY DEC. 9, 2018**
- **MODULE V = THURSDAY MAY 10, 2018 (END OF SCHOOL SEMESTER)**

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

DATES	MODULE I	MODULE II	MODULE III	MODULE IV	MODULE V
START	SEPT. 18 TEU	OCT. 9 TUE	NOV. 6 TUE	NOV. 27 TUE	DEC. 10 MON
END	SEPT. 22 SAT	OCT. 13 SAT	NOV. 10 SAT	DEC. 1 SAT	DEC. 13 THURS

- **(RECALL SEMESTER ENDS DEC 13TH THURSDAY)**

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 STEM 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:** jsimlin@dccd.edu
- Learn how to use your computer. If not, have someone else show you how. DO not contact with computer problems, please.
- Use your full name as well as section # in the email so I know which class you are in when I read your email.

Responding to email. I will check my email daily. I will respond to course related questions within 24–72 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.

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 will need Anatomy & Physiology EVERYDAY of your Medical career (Unlike any other courses)***
 - ***Therefore, MASTER IT NOW!! MASTER IT NOW PLEASE!!!***

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, and 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 are also unacceptable. 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. **SUPSESION 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 Mountain View College's Disability Services Office in person (Room: S2080) or by phone at 214-860-8677.

<https://www.dcccd.edu/services/disability/pages/mvcdisabsvs.aspx>

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.

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>

COUNSELING SERVICES

Counseling services for personal issues are provided to all students currently enrolled at Mountain View 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 214-860-3640 or visit S2076.

MVC-lets-talk@dcccd.edu

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 "MVC-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 W-114 or call 214-860-5606. or email mvcwritingcenter@dcccd.edu .

Tech Support:

<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:

- MVC Location: **Room S2101**; Tel: 214-860-8571.
- Regular Semester Hours (YOUR RESPONSIBILITY TO VERIFY HOURS!!): M-R 8:30am – 9:00pm; F: 8:00am-5:00pm; Sat: Room W144(computer based only) 9:00am – 4:00pm.
- **LAST EXAM GIVEN 30 MIN PRIOR TO CLOSING.** Please plan accordingly.
- Call for holiday hours and MINIMESTER Hours.
- <https://alt.mountainviewcollege.edu/studservices/enrollment/testing/Pages/default.aspx?nobranding=true>
- For other DCCCD Testing Center Locations, please check or call for their hours of operation (varies)

Science Center

- Located in **W146** at MVC (towards the back of the main computer lab)
- Available to you for help with tutor(s).
- There is a tutor on duty from 1pm-6pm Mon-Wed and Friday from 1-4pm. Or check their website on MVC web page for Holiday Hours
<https://www.mountainviewcollege.edu/services/academic-support/tutoring/pages/locations.aspx>
 - The website above doesn't have the science tutoring listed but the “Math Tutoring Center” will provide you with the correct information on availability of tutors and their hours.

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: dccc.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

Mountain View College Disability Services Office: S1053, 214-860-8677

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.dccc.edu/titleIX.

Mountain View College Title IX Coordinator:

Johnetta Banks- Senior Program Development Specialist for Disability Services.

johnnetabanks@dccc.edu

214-860-8871

EXEMPLARY EDUCATIONAL OBJECTIVES

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

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

CORE CURRICULUM INTELLECTUAL COMPETENCIES (CCIC) STATEMENT

This course reinforces all 6 of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

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

APPENDIX A

ATTAINING SUCCESS IN ANATOMY & PHYSIOLOGY CLASS

- **LECTURE:**
 - STUDY PPT LECTURE NOTES PRIOR TO CLASS & AFTER LECTURE CLASSES
 - REFER TO TEXTBOOK CHAPTERS AS NEEDED
 - USE ONLINE CHAPTER QUIZZES (GRADED & PRACTICE) FOR LECTURE REVIEW ALONG WITH DAILY STUDY, ANSWER THE QUESTIONS AS YOU STUDY DAILY, NOT TO MEMORIZE A DAY PRIOR TO TAKING LECTURE EXAMS. IT WOULD NOT WORK
 - DO NOT MEMORIZE ANSWERS TO CHAPTER QUIZZES (GRADED/PRACTICE)
- **LAB/OTHER ASSIGNMENTS:**
 - DO ASSIGNED LAB HOMEWORK ONLINE QUIZ EXERCISES PRIOR TO LAB
 - WATCH LAB VIDEOS EXERCISES PRIOR TO LAB
 - IDENTIFY STRUCTURES ON MODELS WHEN IN LAB USING LABELED PHOTOGRAPHS.
 - PAY DETAILED ATTENTION TO ORIENTATION (RIGHT/LEFT) ON THE MODEL/PATIENT
 - COMPLETE WEEKLY ASSIGNMENTS (QUIZZES/THREADS/LAB) ON TIME
 - USE ONLINE CHAPTER QUIZZES (ESPECIALLY PRACTICE W/ INTERACTIVES) FOR LAB/LECTURE REVIEW
- **STUDY TIPS:**
 - Studying your Chapter notes, working your Online Chapter Quizzes as guide, etc. before class is essential for understanding the lecture.
 - Complete the appropriate Practice/Graded Chapter Quiz exercises, Interactives/Audio/Visual presentations and review the chapter before attending the lecture.
 - Use chapter Lecture outlines for taking class notes. Study groups may help. Information in this course is garnered from the text and other resources, with guidance from the instructor.
 - Students must use critical thinking to show an understanding of the material, and will not simply be spoon-fed rote information to be regurgitated on exams. Although ample memorization will be necessary, knowledge of a subject is not dependent on rote memorization.
 - Students will have to use their own initiative in using individual study skills in order to do well in this course.
 - A primary formula to any successful endeavor includes a right-minded attitude and persistent effort.

APPENDIX B

CLINICAL APPLICATION WRITE-UP GUIDELINES!!!

- **DO NOT PLAGRIZE ANSWERS I WILL FIND OUT AND YOU WILL NOT RECEIVE CREDIT**
- 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

APPENDIX C: MODULAR CHAPTER/LAB QUIZZES RUBRIC GRADING GUIDELINE!!!**Required: LECTURE: McGraw-Hill Connect Access Code for Online Assignment**

- 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

	MHHE CONNECT Web (15%) LECTURE	eCAMPUS (5%) ONLINE LAB QUIZZES
GRADED OR NOT	GRADED	GRADED
NO. OF QUESTIONS	100	20-30
POINTS	100 (BEST OF 2 ATTEMPTS)	VARIES
ATTEMPTS ALLOWED	2 MAX FOR OVERALL (WHOLE) CHAPTER	2 ATTEMPTS
TIMED?	NOT TIMED	NOT TIMED
PARTICIPATION REQUIRED	MANDATORY	MANDATORY
WHEN OPEN/ AVAILABLE	SUNDAY MORNING OF MODULAR WK	SUNDAY MORNING OF MODULAR WK
END/CLOSE <u>OR</u> DURATION ALLOWED	SUNDAY MIDNITE OF MODULAR WEEK	SUNDAY MIDNITE OF MODULAR WEEK
(4-WK SEMESTER)	UP TO 1WEEK	
DUE DATES	ON MHHE WEBSITE	ON eCAMPUS (LAB CONTENT FOLDER)

- 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!!!

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

ASSIGNMENTS	DUE DATES	SCORES POSTING INTO GRADE BOOK
LECTURE CHP QUIZZES (McGRAW-HILL)	DATES ON MHHE-CONNECT WEBSITE ASSIGNMENT PAGE	WITHIN 48HRS IF YOU HAVE SINGLE SIGN-IN (W/BOTH eCAMPUS & MHHE-CONNECT)see Instruction on Announcement page
LAB ONLINE QUIZZES (Ecampus)	DUE DATES ON ECAMPUS ASSIGNMENT PAGE; OPEN SUNDAY A.M END SUNDAY MIDNIGHT	IMMEDIATELY
CLINICAL PAPERS	DUE DATES PER SYLLABUS, AND IN COURSE DOCUMENTS	UPTO 1 WEEK AFTER DUE DATE
EXAMS (LECTURE & LAB)	REGULAR SEMESTER: <ul style="list-style-type: none"> • AVAILABLE 4-5DAYS. • OPENS ON WED. & CLOSSES ON MONDAY • (4-5DAYS) • DUE DATES PER SYLLABUS TABLE 	Within 1 week

LEARNING ACTIVITIES, OUTCOMES, AND ASSESSMENT – APPENDIX E

<u>Learning Activity</u>	<u>Learning Outcomes</u>	<u>Assessment</u> By Percent Weight Only	<u>EEO's & CCIC's</u>
1. Modular Lecture Exams (5): Multiple Choice/Matching ~50-100 questions, Testing Center Proctored, Computer-based. Mostly Physiology.	1,2	5 – 1 drop = 4 Exams @ 100pts ea. OR 10% ea. X 4 = <u>40%</u>	EEO's: 1,2,3,4,5 CCIC's: 1,2,3,4,5,6
2. Clinical Application Write Up's 3 Topics per Module (Regular Semester) Covers lecture topics for retention of concepts	1,2	2-4 Threads @ 50pts ea. = <u>10%</u> See Rubrics	EEO's: 1,2,3,4,5 CCIC's: 1,2,3,4,5,6
3. Chapter Quizzes (12-14) Online Weekly: 2 TYPES Covers Lecture & Lab: <ul style="list-style-type: none"> • 12 MHHE-Connect (Graded) • 0 Learnsmart (Practice) 	1,2	12-14 @ 100pts ea. = <u>15%</u> <ul style="list-style-type: none"> • MHHE-Connect (15%) • Learnsmart (0%) 	EEO's: 1,2,3,4,5 CCIC's: 1,2,3,4,5,6
4. Modular Lab Practical/Exams (4): MULTIPLE CHOICE/MATCHING 50 questions. Structural Identifications ONLY	1,2	4 (No drop) Exams @ 100pts ea. OR 7.5% ea. X 4 = <u>30%</u>	EEO's: 1,2,4,5 CCIC's: 1,2,4
5. Lab Assignment: Online Assigned Homework Quizzes <ul style="list-style-type: none"> • ECAMPUS (Graded) <ul style="list-style-type: none"> ○ LAB QUIZZES = 5% 	1,2	12-14 @5points ea = <u>5%</u>	EEO's: 1,2,4,5 CCIC's: 1,2,4

Required Textbooks and Materials

APPENDIX F: TEXTBOOK ADDENDUM

REQUIRED MINIMUM: (A). 1 ACCESS CODE (B). ANY A & P TEXTBOOK, SEELEY IS RECOMMENDED (NOT REQUIRED)

LECTURE: 1) Openstax eTextbook REQUIRED

➤ ISBN: 9781938168130

<https://openstaxcollege.org/textbooks/anatomy-and-physiology>

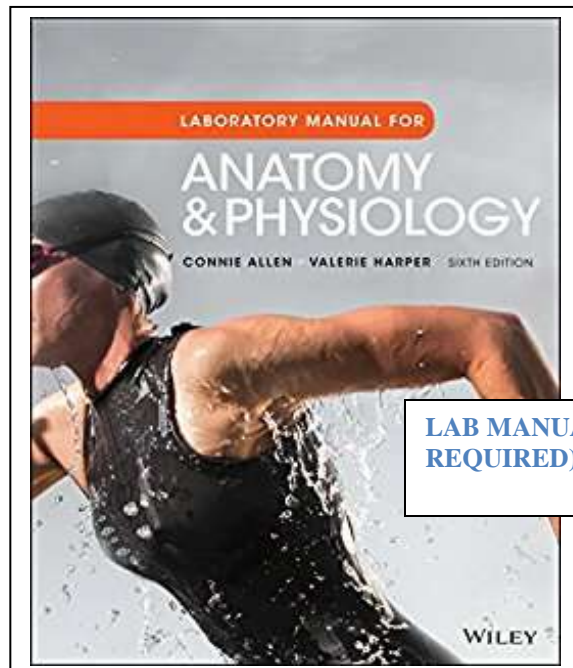
FREE!!!



**Openstax:
eTextbook
(Free
Online)
REQUIRED**



Seeley's 11/e



**LAB MANUAL (NOT
REQUIRED)**



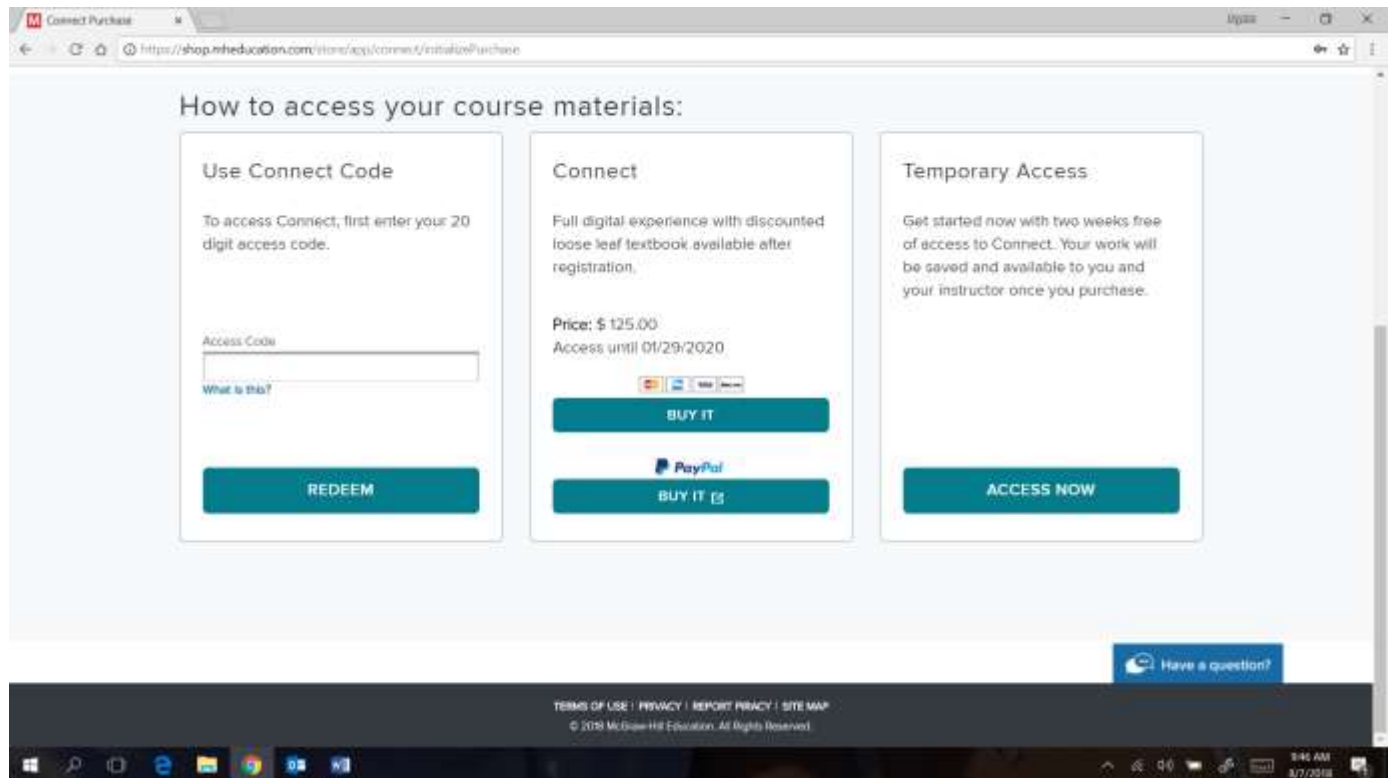
REQUIRED TEXTBOOK & MATERIALS ADDENDUM – APPENDIX G

MATERIAL	TEXTBOOK 1	TEXTBOOK 2	MHHE CONNECT ACCESS CODE	WILEY LAB MANUAL
	OPENSTAX	SEELEY'S (ALONE)	ACCESS CODE #1	
RECOMMENDED OR REQUIRED	REQUIRED	RECOMMENDED (OPTIONAL) OR USE ANY A & P TEXTBOOK	REQUIRED	RECOMMENDED (NOT REQUIRED)
ISBN	9781938168130	9781259819988	9781259670121	9781119279167
SOURCE (S) OR BUY FROM	WEB LINK PROVIDED	MCGRAW-HILL WEB LINK OR BOOKSTORE	MCGRAW-HILL WEB LINK https://connect.mheducation.com/paamweb/index.html#/registration/signup/j-simlin-61502-fall-2018-mw-evening OR BOOKSTORE	WILEY Laboratory Manual for Anatomy and Physiology, 6th Edition Connie Allen, Valerie Harper ISBN: 978-1-119-32039-5 AMAZON OR BOOKSTORE
APPROX RETAIL COST (Online)	FREE	\$354	\$125	\$104.50
FREE TRIAL?	ALWAYS FREE	N/A	2 WEEKS Must Buy Afterwards or Lose ALL completed scores	N/A

TUTORIAL ACCESS TO MHHE-CONNECT ONLINE ASSIGNMENTS **APPENDIX H**

AFTER SIGNING UP ON THE MCGRAW-HILL CONNECT CLASS PAGE

<https://connect.mheducation.com/paamweb/index.html#/registration/signup/j-simlin-61502-fall-2018-mw-evening> , YOU CAN PUT YOUR OLD CONNECT CODE FROM A&P I INTO THE “USE CONNECT CODE” BOX IF YOUR SUBSCRIPTION WAS FOR A YEAR LONG; YOU CAN PURCHASE THE CONNECT CODE BY CLICKING THE “BUY IT” TAB IN THE CENTER; OR YOU CAN PURCHASE A TEMPORARY ACCESS CODE THAT WILL ONLY LAST YOU FOR 2 WEEKS.



GETTING STUDENTS STARTED {MIDDLE PAGE-RIGHT HAND CORNER}:

APPENDIX J**BIOL 2402-61502 AP I SPRING 2018 (ONCAMPUS) M/W****Ms. Jayme Simlin****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 (Graded).

You MUST complete Lab Quizzes & Assignments by SUNDAY MIDNIGHT.

DATE	LECTURE TOPIC	CHAPTER	LEC EXAM STARTS: THURSDAY ENDS: TUESDAY	LAB TOPICS	LAB PRACTICUM (WEDNESDAY OF EXAM WEEK: DURING NORMAL LAB PERIOD)
MODULE I:	WEEKS 1-3 TOPICS	SEELEY'S	SEELEY'S AVAILABILITY 4-5 DAYS	Special Senses Eye and Ear	
WEEK 1 8/26 – 9/1	Special Senses Part I & Part II	CHP 15		Endocrine and Blood	
WEEK 2 9/2 – 9/8	Functional Organization of the Endocrine System & Endocrine Glands Part I	CHP 17 CHP 18		Endocrine and Blood	
WEEK 3 9/9 -9/15	Endocrine Glands Part II	CHP 18		Endocrine and Blood	
MODULE II	WEEK 4-6 TOPICS				
WEEK 4 9/16 – 9/22	Blood and RBC's Part I WBC's, Platelets, and Clotting	CHP 19 CHP19	MODULE I EXAM CHP 15, 17, 18 (STARTS) AVAILABILITY 5 DAYS	Heart, Heart blood vessels	Practical #1 Special Senses eye, ear, and tongue, Endocrine, & Blood Histology
WEEK 5 9/23 – 9/29	The Cardiovascular System Blood Vessels and Circulation	CHP 21		Arteries of the body	
	Functions of the Heart	CHP 20		Heart (recap.)	
WEEK 6 9/30 – 10/6	Functions of the Heart	CHP 20		Heart Electricity and Blood Vessels of the Head and Neck	
WEEK 7 10/7 – 10/13	Lymphatics System & Immunity	CHP 22	MODULE II EXAM CHP 19, 20, 21 (STARTS) AVAILABILITY 5 DAYS		Practical # 2: Heart, Blood Vessels of the heart, heart electricity, blood vessels of the head and neck, small arteries of the body, and some lymphatics

MODULE III	WEEKS 7-10 TOPICS				
WEEK 8 10/14 - 20	Lymphatics System & Immunity	CHP 22		Respiratory System Anatomy	
WEEK 9 10/21 – 10/27	Respiratory System	CHP 23		Respiratory System Anatomy Contd' and Digestive System Anatomy	
WEEK 10 10/28 – 11/3	Respiratory System	CHP 23		Digestive System Anatomy and Blood Vessels	
WEEK 11 11/4 – 11/10	Digestive System	CHP24 CHP24	MODULE III EXAM CHP 22, 23, 24 (STARTS) AVAILABILITY 5 DAYS		Practical # 3: Respiratory and Digestion System Anatomy
MODULE IV:	WEEKS 11-13 TOPICS				
WEEK 12 11/11 – 11/17	Digestive System Urinary System	CHP 24 CHP 26		Urinary System Anatomy	
WEEK 13 11/18 – 11/24	Urinary System Urinary System	CHP 26 CHP 26		Male Reproductive System	
MODULE V	WEEKS 14-15 TOPICS				
WEEK 14 11/25 – 12/2	Urinary System Male Reproductive System	CHP 26 CHP 28	MODULE IV EXAM CHP 24, 26 (STARTS) AVAILABILITY 5 DAYS	Female Reproductive System	
WEEK 15 12/2 – 12/8	Female Reproductive System Female Reproductive System	CHP 28 CHP 28			Practical #4: Urinary and Reproductive System
WEEK 16 12/9 – 12/13 (STARTS-ENDS)	FINAL EXAM: Urinary and Reproductive System		MODULE V EXAM (FINAL) CHP 26 & 28 AVAILABILITY 4 DAYS		

LECTURE EXAMS/QUIZES ARE MULTIPLE CHOICES/MATCHING with 3-8 diagrams

- MOSTLY PHYSIOLOGY (FUNCTIONS), FEW ANATOMY (100 questions)
- LAB PRACTICAL: MULTIPLE CHOICES/MATCHING DIAGRAMS (50-100 questions).
 - ALL ANATOMY (NAME/IDENTIFY), some function.
 - 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.

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

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

*[GetBodySmart](http://www.getbodysmart.com/) Interactive image tutorials : <http://www.getbodysmart.com/>