STUDENT SYLLABUS FOR

BIOLOGY 2301
(ANATOMY AND PHYSIOLOGY I)
CRN: 35817
(MONDAYS AND WEDNESDAYS 11:00 AM - 12:20 PM)

INSTRUCTOR:
DR. CHARLES N. IMO
Coleman College for Health Sciences

BIOL 2301 – Anatomy & Physiology I
CRN 35817 – FALL 2017
COLEMAN CAMPUS – Mondays/Wednesdays (Lecture: Room): 11:00 AM - 12:20 PM

4 Semester Hours (3 Hours Lecture/3 Hours Lab)/16 Weeks, Regulars Term

Instructor: Dr. Charles N. Imo
Instructor’s Contact Information: E-Mail: Charles.imo@hccs.edu
Office Phone: 713-718-7324
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Office Location and Hours: 1900 Pressler St., Houston, Texas 77030
John B. Coleman Building, Suite 216, Room 219
Mondays and Wednesdays: 10:00 – 11:00 AM
Tuesdays and Thursdays: 4:00 – 5:00 PM
Fridays: 10:00 A.M. – 11:00 AM

Please feel free to contact me concerning any problems that you may be and/or experiencing in this course. Do not wait until you have received a poor grade before asking for my assistance. I run a student-centered classroom where your success is my ultimate goal. Feel free to come by my office anytime during my office hours.

Required Text book: “Anatomy and Physiology – An Integrative Approach
Author: McKinley/O’Loughli/Bidle

Course Description
Topics studied here are the structure and function of human cells, tissues, and organ systems including integumentary, skeletal, musculature, and nervous systems. The objective of this course is to give the students the basic knowledge of human anatomy and physiology, especially those entering applied health sciences.
Prerequisites

College reading level as determined by SAT, ACT, TASP or successfully passing ENGL 0305 with a “C” or better.
Though BIOL 1406 is not a required prerequisite for Biol 2301, Biol 1406 is highly recommended for success in 2301.

Course Goal

This course is designed to impart a basic knowledge of Human Body, its organ systems and their function to students who intend to do major in some aspects of life sciences.

Program Student Learning Outcomes (PSLOs) for Biology Program

1. Students will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Students will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Students will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Students will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Student Learning Outcomes (CSLOs)

Learning Outcomes describe what you should be able to do after you finish the course, thereby achieving the Course Goal.

1. Students will be able to understand and apply the principals of homeostasis and the importance of feedback loops.
2. Students will be able to evaluate information and make conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle structure to explain how muscles function.
4. Students will be able to apply their knowledge of the structure of the skeletal system to its functions.
5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs.
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.

8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

Learning objectives

Learning objectives have been outlined in the beginning of each chapter. Followings are just the glimpse of couple of them:
1.1 Integrating the molecular, cellular, tissue and organ structures of body systems and their functioning to understand the process of homeostasis.
2.1 Understanding the structure of membranes to apply the information to membrane transport.
3.1 Integrating muscle structure to their function.
4.1 Understanding difference between bone as a tissue and bone as a system.
5.1 Understanding how a change in polarity on membrane potential can produce nervous impulse.
6.1 Comprehending reflex arcs and its role in homeostasis.
7.1 Developing ability to apply information obtained from anatomical models and physiological experiments into real world scenario.
8.1 Utilizing information gained from online evaluation tools to perform well at examinations/quizzes where applicable.

Campus Carry

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at [http://www.hccs.edu/district/departments/police/campus-carry/](http://www.hccs.edu/district/departments/police/campus-carry/).”
# TENTATIVE COURSE OUTLINE (16 WEEKS)

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*Note: This is your Class Text Book, you are responsible for ALL the materials covered or not covered in class. Please read the entire Text Book.*
**Instructional Methods:**

BIOL 2401 is a required course for most of the health science related professions. As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of anatomy & physiology, modeling good teaching strategies, and organizing and monitoring the lab experience that allows you to connect the information that you learn in this course to the life processes.

As a student wanting to learn about this field, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while studying the course materials.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

Instructional strategies will include classroom lectures. The class notes will be uploaded on 'Blackboard' (in PowerPoint format) or 'Eagle Online'/moodle. Hands-on practice sessions will include using human anatomical models, histological slides etc.

**Student Assignments**

Students should refer to the Course Outline and Course Calendar. They will have to complete their lab work and record the findings/observations in the lab book.

**Student Assessments**

Assessments will include hands-on lab assignments with corresponding questions concerning the pertinent chapters included in the labs. Refer to **Course Requirements, Grading Scale, and Grading Criteria** for more information.

**Learning Method**

- Reading course textbook
- Reading lab manual
- Lecture attendance
- Interactive digital exercises
- Case studies

**Resources**

- Textbook
- Textbook-related Internet resources
- Laboratory manual
- Literature searches
- Master course materials

**Evaluation**

- Exams- written and oral
- Class participation exercises
Quizzes

Instructor Requirements:
As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explain how student grades are to be derived
- Facilitate an effective learning environment through class labs, lectures, power points, reviews, and other materials
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required
- Provide tutoring when students request it or ask the students to take advantage of our peer tutor

Student’s Responsibilities

- Read lecture material before class, define unknown terms and come prepared to ask questions
- Attend all classes, pay close attention to instructions given by the instructor, follow procedures and participate to the fullest extent
- Immediately after the lecture, review lecture material covered and answer learning objectives
- Students should not study the night before the exam, rather, plan to study a certain amount each day to achieve academic success

Exams and Make-up Policy
Examinations will consist of three regular exams, one lab exam plus a comprehensive final. Lecture MAKE-UP EXAMINATIONS is up to the discretion of the instructor. Make-up examinations may be given orally, in essay form or not given at all. Make-up examination will have a maximum of 90% (reduction of 10%) depending on the reasons for missing the scheduled examination.

Both lab exams are mandatory However, this policy is not applicable for lab exams. Remember that the final exam will be comprehensive (meaning that it will cover all of the material from the whole semester, not just the last part).

Please note: All students are required to take the final (no student can be exempted).

Review sheet for exams: Though review sheets for the exams are not guaranteed but the instructor will highlight the important parts of the covered course during his lecture delivery.

Instructional Strategies
• Instructional strategies will include classroom lectures, guest speakers and demonstrations, hands-on practice sessions, case studies, computer-generated instructional programs, and Internet access.

• The required textbook for this course are sold at the Central Campus Bookstore and may also be available at Majors Medical Book Store. Supplemental handouts may be expected by the instructor. Numerous reference books are available in the Library.

**Study Strategies for Students**

• Each unit of instruction will be accompanied by a set of learning objectives. Students, who demonstrate a thorough knowledge of the learning objectives, should score well on written exams. It is highly recommended that students attend all lab sessions, pay close attention to instructions given by the instructor, follow procedures, and participate to the fullest extent.

• Students should not wait until the night before an exam to study. Studies have shown that students who study a certain amount each day are more likely to be successful. It is recommended that students read lecture material before a lecture is given, define unknown terms and prepare questions to ask the instructor during the lecture. Immediately after a lecture, the student should reread the lecture material and answer learning objectives as if they were study questions. Often, study questions will be given. These study questions are an excellent source of study material.

• Tutoring is available to all students for lectures and labs in a course. It is the student’s responsibility to fill out a request form and/or contact the instructor to schedule tutoring. It is imperative that students request tutoring as soon as the need develops. Do not wait until the last minute to begin needed work. Tutoring for lecture or lab will be scheduled outside of regular class meetings.

• E-mail is encouraged and is a good aid for asking questions both of the instructor and other students in the class. Do not hesitate to use it. If you discover a good Web Site, please pass on this information and it will be added to the list of useful sites. Various other methods to improve study are professional journals located in the library. Consult with the librarian on their use.

• To sign on Blackboard: Go to [http://www.hccs.edu](http://www.hccs.edu) and look at right hand side of the page under Connect. Click on Online Courses. It will take you next page. On right side choose ‘Blackboard Vista’ or ‘Eagle Online’. Your course must be in either of them. Now login.

• Student’s User ID: Your login user ID will be your unique HCC User ID, which is the “W” number you used for registration of classes.

• The default student password for the first time use is “distance” and this is all lower case without the quote marks. Students will then be prompted to change their password after their first login and should make this password something that will be remembered easily. If a student forgets their password, they must get help from the Computer Center on the first floor; the instructor does not know the password.
Please log on to Blackboard Vista or Eagle Online at home computer to make sure that you have access there. Turn off the “pop-up block” and click the “Check Browser” button to make sure that your browser is compatible with the platform. Download the Adobe Acrobat reader, Java script and all other plug-ins. Log in with your W number and either use the default password “distance” or use the password that you created previously (you can make it the same as your HCC email password).

**Disability Notification:**
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165. Contact Lorenzo Walker, Coleman College ADA counselor, at 713-718-7082.

**Academic Honesty**
Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class, but are unethical and unprofessional. Students engaging in any form of academic dishonesty are subject to immediate dismissal from the program. You are expected to be familiar with the College’s Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:
- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).
Student Attendance, Repeat Course Fee, Withdrawals:

- Students will be dropped from any A & P course for excessive absences.
- Absences in excess of 12.5% of the hours of instruction are considered excessive.
- Students will be dropped from any A & P course for excessive tardiness. Ten minutes late for class will be considered tardy. Three tardiness will count as one absence. Leaving class early without prior notification will be considered as absent time and will be noted.
- Students are advised to communicate with the instructor about absences and tardiness. Call to inform the instructor of unexpected absences or tardiness. If a student knows in advance that they will be late or absent, they should notify the instructor in writing one week in advance. Excused absences may be given if the student notifies the instructor in advance and if the student provides appropriate documentation to explain the absence. Students are responsible for material missed because of absences. It is the student's responsibility to schedule all makeup work. In the event of bad weather, the student is advised to listen to local radio or television stations for information about school closure.

Repeat Course Fee
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Class Rules:

Withdrawals
- **Students are responsible for officially withdrawing from the class. Last day to drop with a “W” is 4:30 PM of 11/03/17. Students who fail to withdraw from a class before this date and remain absent from the class will receive a grade of ‘F’.** It is further, suggested that if you plan to withdraw must start the process at least two-three days ahead of last date mentioned above.
- I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and
supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or a number! If you need assistance, I'm here for help.

- **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. Student may also check the course syllabus for the withdrawal date.**
- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:**
  
  https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

**Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later**

Under Section 51.907 of the Texas Education Code “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

**Classroom Behavior**

Turn cell phones off and pagers to vibrate mode during class. No electronic devices for recording the lecture are allowed in the class room. Attend to all personal business before the start of class (students will not be allowed to leave the classroom during a test). Do not work on assignments or other course work during class. Conflicts should be brought to the attention of the instructor as soon as possible.

**HCC Student Services Information**

Early alert: HCC has instituted an Early Alert process by which your professor will “alert” you through written contact actions and through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**EXAMINATION**

There will be three lecture examinations, one laboratory examination, a comprehensive final examinations. Final examination may or may not be comprehensive, depending on the general performance of students before the final examination. Answering of all the Review Questions at the end of all the chapters may be used as extra points for those students who may need it (not more than 5% of the total grade).
There may be class assignments, discussions, and pop quizzes. Please always come to the class prepared.

Each lecture examination will comprise of some or all of the following section:

- Section 1: Multiple Choices
- Section 2: True and False
- Section 3: Matching
- Section 4: Completion
- Section 5: Definition of terms

**GRADING**

The grading scale that the lecture class examinations, final class and departmental examinations will have in the determination of the student’s final grade in the course are as follows:

(A) Three lecture Exams ------------------------------- 75%

(B) Class Final Exam (Comprehensive) ---------------------- 15%

(C) Departmental Final Exam (Comprehensive) -------------- 10%

**GRADING SCALE**

Averages are calculated and letter grades are assigned according to the traditional ranges:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = Below 60

**Note:** Students are responsible for calculating their own grades if they have a need to know their grades before receiving official grades from the school. The instructor will not post or calculate grades for students prior to official grades.
HCC Policy Statements
Access Student Services Policies on their Web site:
http://hccs.edu/student-rights

EGLS₃ -- Evaluation for Greater Learning Student Survey System
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.