



Houston Community College  
Central College  
Biology

Course Syllabus  
Anatomy and Physiology I (Biol 2301)  
Spring 2020, CRN 10584/10585/10586/10587  
Credit: 3 Semester credit hours/16 weeks  
45 Contact Hours/Semester

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Dr. Gideon Adjei Office Phone: 7137186352  
Office: San Jacinto Building Office Hours: MoWe 3:30-4:30PM, by  
Rm 215 appointment or communicate  
with me by email.  
E-mail: gideon.adjei@hccs.edu

Course Title: Anatomy & Physiology I Semester & Year: Spring 2020  
Course Prefix: BIOL 2301 Instructional Method: In Class  
CRN 10584/10585/10586/10587 Days/Time/Room No. MoWe 8AM-  
9:20AM;9:30AM-10:50AM;11:00AM-  
12:20PM;12:30PM-1:50PM Learning Hub Sci.  
Bldg 306  
Credit Hours: 3 Credit Hours

**COURSE OVERVIEW**

**Course Description:** A course of study covering the structure and function of human cells, tissues and organ systems including the integumentary, skeletal, muscular and nervous systems.

Students are encouraged to invest approximately 2-3 hours of study time for each hour of class time to master the material. This class will have over 45 contact hours (3 hr. credit). Be sure to devote a certain amount of time to this course everyday whether we have class or not.

**Course Prerequisites:** College Level Reading as determined by SAT, ACT, TASP or successfully passing ENGL0305 with "C" or better. Biology 1406 (General Biology) is strongly recommended.

**Course Goals:** This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy,

veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

### **Core Objectives**

BIOL 2301 fulfills the requirement for the Life and Physical Sciences Foundation Component Area of the Core Curriculum. Like other courses in this category, it focuses on describing, explaining, and predicting natural phenomena using the scientific method. It involves the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences. As such, it targets the following Core Objectives:

1. **Critical Thinking.** Critical Thinking Skills (CT) - Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication.** Effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Empirical and Quantitative Skills.** Manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Teamwork.** Ability to consider different points of view and to work effectively with others to support a shared purpose or goal."

### **Program Student Learning Outcomes (PSLOs) for the Biology Discipline**

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. 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. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

### **Course Student Learning Outcomes (CSLOs):**

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

### **GETTING READY**

#### **Pre-requisites:**

College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 with a "C" or better. Although BIOL 1406 is not a required prerequisite for BIOL 2301, it is highly recommended to understand some of the key concepts taught in this course.

### Required Material:

1. **Textbook:** McKinley, An Integrated Approach to Anatomy & Physiology 2e and Connect
2. **ONLINE HOMEWORK AT McGrawHill CONNECT:** Homework assignment may be done using a different online software tool-“Connect”. The registration for this homework site requires an access code which comes packaged with the new textbook free or can be purchased online.
3. **Learning Web:** Copies of our syllabus can be located on the Learning web found at the following link:  
<http://learning.hccs.edu/faculty/>
4. **Free tutoring is offered by HCC at several campuses. For locations and timings, go to:**  
<http://www.hccs.edu/district/students/tutoring/>

### Course Schedule

| Week of         | Ch     | Reading Schedule   | Testing Schedule                           |
|-----------------|--------|--|--|
| 01/20           | 1      | Orientation<br>The Sciences of Anatomy and Physiology            | LearnSmart. See Pub. Website for Due dates |
| 01/27           | 4<br>5 | Biology of the Cell<br>Tissue Organization                       | LearnSmart. See Pub. Site for Due dates    |
| 02/3            | 6      | Integumentary System<br>Review Chapters 1,4,5, & 6               | LearnSmart. See Pub site for Due dates     |
| 02/10           | 7      | Begin Chapter 7: Bone Structure & Function                       | Chapter 1,4,5,6<br>1st Lecture Exam        |
| 02/17           | 7      | Continue Chapter 7: Skeletal System: Bone Structure and Function | LearnSmart– See Pub. Site for Due dates    |
| 02/24           | 8      | Skeletal System: Axial and Appendicular Skeletal System          | LearnSmart– See Pub site for Due dates     |
| 03/2            | 9      | Articulations<br>Review Chapters 7,8 & 9                         | LearnSmart–See Pub site for due dates      |
| 03/9            |        | Begin Chapter 10: Muscle Tissue                                  | Chapter 7,8,9 –<br>2nd Lecture Exam –      |
| 03/16-<br>03/22 |        | SPRING BREAK   | LearnSmart– See Pub site for due dates     |
| 03/23           | 11     | Continue Chapter 10- The Muscular System.<br>The Muscular System | LearnSmart– See Pub site for due dates     |
| 03/30           | 12     | Nervous Tissue<br>Review Chapters 10, 11 & 12                    | LearnSmart– See pub site for due dates     |
| 04/06           |        | Begin Chapter 13: Brain & Cranial Nerves                         | 3rd Lecture Exam –                         |

|  |          |   |  |
|--|----------|---|--|
|  |          |   | Chapters 10-12                         |
| 04/13<br>04/20   | 13<br>14 | Brain and Cranial nerves<br>Spinal nerves and Nerves  | LearnSmart– see pub site for due dates |
| 04/27  | 15       | Autonomic Nervous System  | LearnSmart– see pub site for due dates |
| 05/04  | 16       | Chapter 16: Senses<br>Review Chapters 13-16<br>Exam 4 Chapters 13-16 (Note: This Exam is on a Tuesday not Monday).<br>Review for Finals                                   |  |
| 5/11-<br>5/13<br>(Look for your CRN and the corresponding date and time of exam) |          | Final Exams<br>CRN 10584 5/13 @8am<br>CRN 10585 5/11 @ 9am<br>CRN 10586 5/12 @11am<br>CRN 10587 5/13 @ 12:00 noon<br><br>The Divisional Final Exams will be comprehensive | Final Comprehensive Exam (CH 1-16)     |

**Student Assignments:**

- **Online Assignments:** All deadlines for the graded assignments are in the syllabus and have to be completed in a timely manner. I will not extend the due dates.
  - **Learnsmart Assignments** (10% of the total Grade – online submission): Please check publisher's Adaptive online assessments. These assignments are meant to help you understand chapter content. Other activities at the publisher's website are designed to help you understand the subject material but you will receive formal credit toward your final grade for LearnSmart, only.
  - **Graded Assignments:**
  - **Lecture exams** (70% of the total Grade): There will be a total of four lecture exams worth 100 points each. The questions will be primarily objective (multiple choice, true or false, fill in the blank, and picture identification).
  - **Special Project Assignment:** 10% of Final Grade. This will be developed by the Instructor toward the middle of the semester, and will require some research/library effort by the student.
  - **Final Exam** (10% of the course): is mandatory for all students. This is a comprehensive final exam including all chapters covered in the course and is a requirement of the Biology Discipline at HCC.

|               |     |                   |
|---------------|-----|-------------------|
| Lecture Exams | 70% | HCC Grading Scale |
|---------------|-----|-------------------|

|                 |      |                  |
|-----------------|------|------------------|
|                 |      | A = 100 – 90     |
|                 |      | B = 89 – 80      |
|                 |      | C = 79 –70       |
| Special project | 10%  | D = 69 – 60      |
| LearnSmart      | 10%  | F = 59 and below |
| Final Exam      | 10%  | IP (In Progress) |
|                 |      | W(Withdrawn)     |
|                 |      | I (Incomplete)   |
| Total Score     | 100% | AUD (Audit)      |

**Instructor’s Incomplete Policy:** A student may get an “I” (incomplete) only under circumstances beyond their control that may prevent them from taking the final exam. Examples include a verifiable serious unforeseen illness, involvement in a major accident or giving birth to a baby requiring confinement to a hospital. An “I” Contract must be signed by the student and instructor if such circumstances arise. In order to change the grade of “I”, the student must complete the required deficiency by the end of the next full semester. Otherwise, the “I” will automatically convert to an F.

### Instructor Requirements

Students are responsible for buying the textbook and Connect access in advance of the Second semester. Buying textbook online or at another campus may delay your start but will not hold me back from covering chapters stipulated in the course syllabus. The semester schedule is already provided to you. You must complete all LearnSmart assignments, and scheduled exams by the stipulated dates, no exceptions will be accepted. I will not extend or reset due dates for online assignments, period.

### Exam Policies:

1. Exams consist of multiple-choice, true-false, labelling and matching questions.
2. We will be using an online resource “Connect” to help understand the course content. If you have purchased a new textbook through HCC bookstore, then the access code is included in the book. Otherwise you will need to purchase the access code following directions provided in the Canvas.
3. All exams remain the property of the instructor. We will go over each of the four lecture exams after they have been graded. Exam scores will be posted on CANVAS.
4. No make-ups will be given. However, the lowest test score, except the final exam will be dropped.
5. Students are required to provide their Scantron sheets for each exam.

**QUESTIONS/PROBLEMS:** Students are encouraged to contact me if they have any questions or problems as soon as possible. If issues develop that are course related, give me the opportunity to handle them first. If I am unable to resolve them, the student may contact the Associate Dept. or Department Chair to address the issue. By taking an active part in your education, you will make your academic experience much more rewarding and exciting.

### EGLS<sub>3</sub> (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 near the end of the term, 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 department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information.

### Additional Instructor and Institutional Policies:

Access Student Services Policies on their Web site: <http://www.hccs.edu/district/students/student-handbook/>

Access HCC Online Policies on their Web site:

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

## **HCCS IS COMMITTED TO YOUR SUCCESS**

### **Early Intervention Program and Services.**

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. HCC can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

### **Tutoring**

HCCS provides free tutoring for all HCC students. Go to [www.hccs.upswing.io](http://www.hccs.upswing.io); log in instructions will be provided on the tutoring page homepage <http://www.hccs.edu/findatutor>

### **Counseling Services**

#### **Mission Statement**

The mission of the HCC Counseling Department is to provide holistic support for students pursuing their educational goals. In order to accomplish this mission, we will provide a full range of professional services including personal and career counseling, academic skills enhancement, outreach programming, consultation, and crisis intervention.

HCC Counselors include licensed professionals (and Counseling interns) with masters or doctoral degrees. HCC Counselors provide the following services:

- Academic Advising
- Career Counseling
- Disability Support Services
- Personal Counseling
- Student Success Workshops
- Transfer Advising
- Degree Plan Completion
- Transcript Evaluation

If you are interested in developing any of the desirable outcomes or receiving any of the services listed above, please contact a counselor at any of the HCC colleges. <http://www.hccs.edu/district/students/counseling/> (click on link on right side to see all counselors and their contact information).

## **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

## **ACADEMIC INTEGRITY**

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. Any student caught cheating on an exam will be given a zero on the spot for that exam. The Instructor has the right to reject any plagiarized assignments.

## **STUDENT BEHAVIOR EXPECTATIONS**

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning challenges, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible, preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

## **COMPUTER VIRUS PROTECTION**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

## **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

## **FERPA**

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without

your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

## TITLE IX OF THE EDUCATION POLICY

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

### International Students

Receiving a "W" in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### Helpful Tips

Success in this course to a great extent depends on discipline and investment of time!

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus,
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up" game during the second half of the semester.
- Student web sites of the publisher are excellent sources to review course content.
- Plan to attend review sessions to clarify your concerns about the course content.

### IMPORTANT DATES:

|                    |                      |
|--------------------|----------------------|
| Jan 20             | MLK, Jr. Observance  |
| Feb 17             | President's Day      |
| Mar 16-Mar 22      | Spring Break         |
| April 6            | Last Day to Withdraw |
| April 10- April 12 | Spring Holiday       |

Have a GREAT SEMESTER and please remember to see me if any questions arise.