

**BIOLOGY 20 SYLLABUS  
FALL SEMESTER 2009  
JAVIER G. ELIZONDO, M.D., F.A.A.F.P.**

**MESSAGE PHONE: (559) 591-8596**

**Email: [javier.elizondo@reedleycollege.edu](mailto:javier.elizondo@reedleycollege.edu), [myohsnblue@msn.com](mailto:myohsnblue@msn.com)**

**Office Hours: N/A**

**I. A. COURSE DESCRIPTION:**

Biology 20 is a **4 unit course** on Human Anatomy. This course provides the basic understanding and working knowledge of the human body. The emphasis will be placed on **structure** and function at the levels of organization: chemical, cellular, tissue, organs, organ system, organism, and homeostasis of the organism in its environment. The understanding of the relationship of form and function will be emphasized in each of the 11 organ systems As they relate to maintaining homeostasis.

**I. B. SCHEDULE:**

- **DATES:.....AUGUST 17 - DECEMBER 18, 2009 (18 WEEKS OF INSTRUCTION)**

**LAST DAY TO:....REGISTER FOR FULL-TERM FALL CLASS or DROP A CLASS WITHOUT A "W"- SEPTEMBER 04, 2009  
YOU ARE NOT REGISTERED UNTIL PAPERWORK IS PROCESSED AND FEES PAID, i.e., IF YOU ARE NOT REGISTERED YOU MAY NOT ATTEND THE CLASS.**

**....CHANGE TO/FROM PASS/NO PASS GRADING BASIS-  
SEPTEMBER 18, 2009**

**.....DROP A FALL CLASS - OCTOBER 16, 2009 without receiving a letter grade. NO EXCEPTIONS UNLESS PROPER DOCUMENTATION IS PROVIDED SUPPORTING THE LATE DROP REQUEST.**

- **DAYS:.....MONDAY AND WEDNESDAY NIGHTS FOR DVC BIO 20 CLASS 71572**

**TUESDAY AND THURSDAY NIGHTS FOR RC BIO 20 CLASS 57464**

- **TIME:.....LECTURE 6:00 PM - 7:15 PM ...10 MIN BREAK...LAB 7:25-8:40 PM**

- **LOCATION:.....DINUBA VOCATIONAL CENTER, Room 103 FOR CLASS 71572**

**199 N. "L" St.**

**Dinuba, CA, 93618**

**Coordinator:**

**Cecelia "Cece" Bobst, Staff Assistant I, (559) 596-2170 x102**

**(559) 596-2172 FAX**

**[cbobst@dinuba.ca.gov](mailto:cbobst@dinuba.ca.gov)**

**RC @ LFS 17 FOR CLASS 57464**

- **HOLIDAYS.....MONDAY 09/07/09 (LABOR DAY) NO CLASS/CAMPUS CLOSED**
- **WEDNESDAY: 11/11/09 (VETERANS DAY): NO CLASS / CAMPUS OPEN**
- **THURSDAY-FRIDAY: 11/26-27/09 (THANKSGIVING) TBA**
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- **FINAL EXAM:.....RC LFS CLASS 57464: THURSDAY DECEMBER 17, 2009**

- **DVC CLASS 71572: WEDNESDAY DECEMBER 16, 2009**

**II. PREREQUISITES:**

- Successful completion of Biology 1 or 5 **with a “C” or better** (completion within the last 5 years is recommended); **PLEASE PROVIDE PROOF BY END OF FIRST WEEK OF CLASS.**
- Eligibility for English 125, 126, and Math 101 is recommended (A, CSU-GE,UC, I)

**III. A. MATERIALS:**

**REQUIRED:**

- **A. Human Anatomy, 6<sup>th</sup> Edition:** Martini, Timmons, & Tallitsch; PEARSON, BENJAMIN, CUMMINGS
- **B. LABORATORY MANUAL:** Human Anatomy, 2<sup>nd</sup> Edition: Eric Wise: McGraw Hill
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- C. Online Lecture Outlines on Blackboard (if it is on Blackboard you are responsible for it--so download them.
- D. Laboratory Coat /Smock as appropriate. To be worn for all classes.
- E. Scantron® Forms-- 884 -E (unless directed to otherwise prior to examination), always have at least 2 on the
- The day of the exam.

**III. B. STRONGLY RECOMMENDED:**

- **A. DICTIONARY:** of medical and nursing terms. DORLANDS ILLUSTRATED MEDICAL DIC.
- Or its equivalent.

**IV. COURSE OBJECTIVES\*:** Upon completion of this course, students will be able to :

- A. Identify the structure and function of each body system at the macroscopic and microscopic level.
- B. Critically analyze and deductively reason out each clinical case as it relates to human organs and organ system.
- C. Follow steps outlined in the scientific method in each clinical situation that arises.
- D. Handle equipment appropriate to each clinical setting: microscopes, computers, and laboratory equipment.
- E. Function in any allied health field (such as nursing, dental hygiene, radiology technology, research, etc.) with the foundation of the human body anatomy and function.
- F. Satisfy a basic requirement for a variety of biological, medical, physical education, and health-oriented programs.

\* updated course outlines are available on the RC intranet:

[www.reedleycollege.edu/default.aspx?dir=tcp/curriculum](http://www.reedleycollege.edu/default.aspx?dir=tcp/curriculum)

**V. EVALUATION OF STUDENT ACHIEVEMENT & GRADE DETERMINATION:**

- **STUDENTS WILL BE GRADED IN THE FOLLOWING CATEGORIES:**
  1. **Writing**-substantial writing assignments are required.-Required assignments may include but are not limited to the following: journal reading assignments, lab reports, essay questions involving critical thinking, written homework including the muscle list, and online exercises. **If I can not read your writing you will NOT receive proper credit.**

2. **Problem solving**-required assignments may include, but are not limited to the following: metric system conversion from the English system, quizzes on the microscopic and macroscopic anatomy, exams with multiple choice, matching, and essay questions, laboratory reports on each human body system.
3. **Objective examinations:** including multiple choice, true/false, matching, completion, essays, and labeling. **WORD BANKS MAY OR MAY NOT BE PROVIDED- MY OPTION.** IF A WORD BANK IS PROVIDED THE EXAMINATION WILL, BY NECESSITY, BE MORE DIFFICULT/ LONGER / MORE COMPLEX.

**NOT FOLLOWING DIRECTIONS ON THE EXAMINATION OR MISMARKING YOUR EXAM:  
NOT COMPLETING YOUR EXAMINATION:  
TURNING IN YOUR EXAMINATION AND LEAVING THE CLASS ROOM:  
IF I SUSPECT CHEATING/USING AIDS OF ANY KIND TO IMPROVE YOUR SCORE:**

**WILL ADVERSELY AFFECT YOUR SCORE**

- An exam is given at the end of each Unit:

**UNIT 1: : CHAPTERS 1-5**  
**UNIT 2: : CHAPTERS 6-12**  
**UNIT 3: : CHAPTERS 13-19, 27, 28**  
**UNIT 4: : CHAPTERS 20-26**

<u>COURSE COMPONENT</u>	<u>POINTS</u>	<u>%OF GRADE</u>
<b>LECTURE EXAMS: 3 @ 100 POINTS EACH</b>	<b>300</b>	<b>50</b>
<b>LAB EXAM: 1</b>	<b>100</b>	
<b>LAB EXERCISES: 29</b>	<b>100</b>	
<b>QUIZZES: 10 @ 10 POINTS EACH</b>	<b>100</b>	
<b>ATTENDANCE/PARTICIPATION:</b>	<b>100</b>	
<b>FINAL EXAM</b>	<b>300</b>	<b>50</b>
<b>TOTAL POINTS FOR SEMESTER</b>	<b>1000</b>	<b>100</b>

GRADES WILL BE ASSIGNED ACCORDING TO THE FOLLOWING PERCENTAGES:  
*(extra credit is at my sole discretion- don't ask - and will be ONLY for the entire class IF at all)*

<u>%</u>	<u>Letter Grade</u>
100-90	A
89-80	B
79-70	C
69-60	D--PASS/NO CREDIT
59 or less	F-- FAIL/NO CREDIT

The instructor has the **FINAL** say in ALL grades. Additional factors that **MAY** influence your grade are: degree of participation in class, staying for the entire lecture or lab, laboratory technique and neatness, and if applicable improvement during semester.

Lecture and Laboratory Examination Questions will **not** be returned to the student. Test questions are from lectures, notes, and text materials. The Final Exam is **COMPREHENSIVE AND IS 50 % OF YOUR FINAL GRADE.** You may make up **ONE** of three lecture exams within one week provided the absence was excused. You must contact the instructor **ASAP** as noted herein. **MAKEUP EXAMS: MUCH HARDER/NOT THE SAME EXAMINATION.**

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ANY lab examinations are set up only ONCE, and therefore, can NOT be made up if you do not take that examination. The quizzes are at the beginning of the laboratory session. If you arrive late to lab, and miss the quiz, consider it a ZERO. Quizzes are from lecture and laboratory materials. The quizzes will be timed, so be on time.

Each student should keep an accurate running total of their grade along with the instructor.

You can check your grades on the internet on web grade via the BLACKBOARD site: go to the external links section and click on "web grade" to view your grades. If not posted --check with the Instructor.

<http://www.blackboard@reedleycollege.edu>

your username is your 7 digit student ID number/ your web grade password can be obtained from your Instructor.

**VI. ATTENDANCE POLICY/ TARDIES/TELEPHONES/ADA/TIMELINESS OF WORK/SAFETY/etc.**

**A. 100% Attendance is REQUIRED: SEE "B" BELOW: MANDATORY**

- Exceptions required **VALID** medical excuses (in writing from the doctor's\* office): Transportation delays, personal and business engagements, registration or program changes are considered UNEXCUSED.
- Roll is taken in lecture and laboratory (at the beginning of class).
- A Seating Chart may be implemented by the 2<sup>nd</sup> week of class.
- YOU WILL **NOT** BE ALLOWED TO LEAVE EARLY FROM CLASS--SCCCD and STATE LAW REQUIRES THAT YOU ATTEND ALL OF THE ALLOTTED HOURS EACH WEEK. IF you do leave without a valid reason you will counted as absent for that day in BOTH lecture AND Lab.
- CALLING ME OR SENDING A MESSAGE BY TEXT/EMAIL/FELLOW STUDENT DOES **NOT** EXCUSE YOU.

**\* PLEASE REMEMBER I KNOW MOST OF THE DOCTORS IN THE AREA ON A FIRST NAME BASIS**

B. You will be **DROPPED** for the following reasons:

*I will give you notice of your attendance status should the need arise (see Attendance policy in your current SCCCDC Class Schedule). ALSO see **I.B. Schedule. Dates.** (above)*

- Continuous nonattendance for the first 2 (two) weeks of instruction. Arrangements must be made with the instructor if the 1<sup>st</sup> class meeting is missed.
- For excessive Unexcused Absences (UAs): ( for the lecture: 3 UAs for the semester or 2 UAs during the 1<sup>st</sup> three weeks; lab: 2 UAs)
- Lack of participation in the Laboratory OR not being prepared for class.
- Being tardy to class or lab: I consider more than 5 minutes late to class as being tardy. If you do arrive late please do not disrupt the class or the instructor.
- (FYI 3 Tardies= 1 Unexcused Absence).
- **NOTIFY ME (IN WRITING) PRIOR TO ABSENCE IF AT ALL POSSIBLE--OR AS SOON AS POSSIBLE(ASAP) AFTER THE ABSENCE. Medical and or family emergencies are (if verified) considered valid excuses.**

**In accordance with the State Education Code and college policy, no student may be dropped after 50% of the class, but must receive a letter grade other than a "W". Student's who intend to drop a class should do so themselves (see Dropping a Class in your college catalog) and not depend on the instructor to drop them for nonattendance. The college and its individual instructors assume no responsibility to change grades assigned to a student as a result of the student's failure to properly drop a class.**

- C. Cell phones/Pagers/Beepers/Ipods/MP3 players etc. are to be turned **OFF** during class-
- IF I HEAR IT=U LOSE IT
- ABSOLUTELY NO ELECTRONIC DEVICES OF ANY TYPE MAY BE ON YOUR DESK DURING AN EXAMINATION, THE ONLY EXCEPTION APPLIES TO MEDICAL DEVICES WHICH HAVE BEEN PRESCRIBED BY A LICENSED MEDICAL DOCTOR AND IS NECESSARY FOR YOUR HEALTH.
- D. ADA: (**Please contact me ASAP**) For any and all special accommodations or alternate media (Braille, large print, electronic text, ETC) pursuant to the American With Disabilities Act or Section 504 of the Rehabilitation Act. For more information you may contact:

Office for Civil Rights  
U.S. Department of Education  
221 Main Street, Suite 1020  
San Francisco, CA 94105

- E. Timeliness of work: Late work is **NOT** Accepted. Lab reports are due at the **START** of next lab period **UNLESS YOU ARE INSTRUCTED OTHERWISE.**
- F. For your health and safety - food and drinks are **NOT** allowed in the classroom or laboratory.
- G. Visitors are **NOT** allowed in the class room or laboratory.
- H. Anatomic models, displays, microscopes, any property of Reedley College or SCCCD, Property of the DVC, or someone else's property (without their written permission) may **NOT** be removed from the class room or laboratory. (**NO EXCEPTIONS**). In other words stealing is **not allowed nor tolerated.**
- I. Class Room Behavior: You are all adults and will be expected to act as such. That being said, **ANY** behavior that interferes with instruction, the instructor, or your fellow student's learning experience will **NOT** be tolerated. If the offensive or distracting behavior or action continues after being given verbal and or written notice (after 3 verbal notices), further disciplinary actions will be implemented. If the behavior or action is extreme you will be asked to leave the class immediately, and if necessary local authorities called.
- J. It is essential and **YOUR** responsibility to stay informed of any changes in assignments, their due dates, etc. Missing a class does not excuse you from this responsibility.

#### **VII. ACADEMIC HONESTY:**

**HONESTY IS THE ONLY POLICY ACCEPTED: DISCIPLINARY PROCEDURES ARE OUTLINED IN YOUR REEDLEY COLLEGE STUDENT CATALOG: (summary to follow)**

**INFRACTIONS:INCLUDE BUT ARE NOT LIMITED TO: CHEATING, PLAGARISM, COLLUSION, STEALING or ANY other form of deception with which a student **FALSELY** demonstrates a student's abilities or ownership.**

- **A. CONFERENCE** with the student to address the allegations.
- **B. NOTIFICATION** of division dean, and notation in student's PERMANENT RECORD if the allegations are verified and substantiated.
- **C. CONSEQUENCES** include receiving and "F" in the class and may lead to:

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- D. **PROBATION AND OR DISMAL.** (see your college catalog for further details) and if necessary notification of law enforcement.

**VIII. STATEMENT of NONDISCRIMINATION POLICY and OBLIGATIONS:**

Institutions of the State Center Community College District do not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation in any of its policies, procedures, or practices in compliance with state and federal laws. See you course catalog for the codified statutes.

**IX . Disclaimer**

Notwithstanding anything to the contrary, practices and policies of the SCCCDC and applicable State and Federal law take precedence over any statement contained herein.

The instructor reserves the right to make any changes on the time schedule as deemed appropriate in accordance with SCCCDC polices and practices. (without prior notice). If any changes to the syllabus are necessary you will be given a written notice prior to its implementation and only after administrative approval.

**1<sup>ST</sup> 9 WEEKS**

LECTURE / TEXT MATERIAL AND\*  
LABORATORY AND EXAMINATION SCHEDULE:\*

<b>WEEK :</b>	<b>LECTURE/TEXT READING</b>	<b>LAB SESSION/PERIOD</b>
1)	INTRO TO ANATOMY-1 CYTOLOGY-2	LAB 1: INTRO/ORGANIZATION LAB 2: MICROSCOPY
2)	TISSUES-3 INTEGUMENT-4	LAB 3: CELLS LAB 4: TISSUES
3)	OSTEOLOGY-5	LAB 5: INTEGUMENT LAB 6: INTRO TO BONE
4)	SKELETAL SYSTEM CHAPTERS 6,7	LAB 7: TBA LAB 8: AXIAL BONE
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5)	ARTICULATIONS-8 MUS. TISSUE-9	LAB 9: APPY BONE LAB 10: ARTICULATIONS
6)	MUSCULAR SYSTEM CHAPTERS 10	LAB 11: MUSCLE LAB 12: AXIAL MUSCLE
7)	CHAPTER 11	LAB 13: AXIAL LAB 14: APPY MUSCLE
*****		
8)	CHAPTER 12	LAB 15: APPY LAB 16: TRUNK MUSCLE
9)	NERVOUS SYSTEM -13	LAB 17: TBA LAB 18: NERVOUS SYSTEM

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2<sup>ND</sup> 9 WEEKS:

10)	14, 15	LAB 19: BRAIN/CRANIAL NERVES LAB 20: SPINAL CORD
11)	16-17	LAB 21: SOMATIC NERVES LAB 22: SENSORS
12)	18-19	LAB 23: ENDOCRINE LAB 24: MALE REPRO
13)	TBA	LAB 25: TBA LAB 26: TBA
14)	27, 28	LAB 27: FEMALE REPRO LAB 28: DEVELOPMENT
15)	CARDIOVASCULAR-20, 21	LAB 29: LAB 30: BLOOD
16)	22, LYMPH-23	LAB 31: HEART LAB 32: VESSELS
17)	RESPIRATORY 24	LAB 33: RESPIRATORY LAB 34: GI
18)	GI-25, GU-26	LAB 35: GU LAB 36: LAB EXAM
19)	<b>FINAL EXAM-COMPREHENSIVE UNITS 1, 2, 3, 4 RC CLASS</b> <b>FINAL EXAM-COMPREHENSIVE UNITS 1, 2, 3, 4 DVC</b>	

\*SEE HOLIDAY SCHEDULE --LECTURES AND/OR LAB SESSIONS WILL BE GIVEN EITHER BEFORE OR AFTER HOLIDAY DEPENDING ON TIME CONSTRAINTS

**\* THIS IS A TENTATIVE SCHEDULE ONLY:  
THE INSTRUCTOR RESERVES THE RIGHT TO MODIFY,  
AMEND, OR DELETE ANY PORTION THEREOF BASED ON  
TIME CONSTRAINTS.**

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