This is a 16 week course. You can complete this course at your own pace provided you meet the critical dates imposed by the Extended Learning Institute and you are finished in 16 weeks. The weekly assignments, found by clicking the "assignments" button on the left side of your screen, are arranged in the order that you are required to do them. If you follow this schedule your work will be paced appropriately to finish in 16 weeks. However we have also provided you with alternate schedules that, if you follow one of them, will pace your work so that you can finish the course in either 12 weeks or 8 weeks. You can find these alternate schedules in the "Overview of Assignments" folder below. If you start the course using the 8-week schedule and are unable to complete the course in that time frame, you may follow the 12 or 16 week schedule at any time. Be sure to be aware of your critical dates found by clicking the "Critical Dates" button on the left side of your screen or found in the syllabus below and in the "Overview of Assignments."

This course is the second semester of a two-semester sequence (BIOL 141-142 HUMAN ANATOMY AND PHYSIOLOGY I-II - 4 credits each). It is an introductory college transfer level offering designed to meet the anatomy and physiology needs of students pursuing programs in a medical or paramedical career, or a degree in physical education.

### Prerequisites and Objectives

#### Course Prerequisites

Students should have an expressed interest in biology and be able to read and express themselves orally and in writing.

#### Course Objectives

If you complete this course and do well, you will be able to:

1. Describe the anatomy and physiology of the lymphatic system of man.

2. Describe the anatomy and physiology of the digestive system of man.

3. List the enzymes and hormones involved in digestion and state their functions.

4. Discuss the anatomy and physiology of the nervous system of man.

5. Explain neuronal and synaptic transmission.

6. Describe the anatomy and physiology of the special senses of man.

7. Discuss the organs of the endocrine system, their secretions, the functions of these secretions, the control of these secretions, and their target organs. Explain common related clinical disorders.

8. Describe the anatomy and physiology of the urinary system of man.

10. Describe the anatomy and physiology of the male and female reproductive systems.

11. Discuss the phases of the menstrual cycle and the hormones associated with each phase.

Textbooks and Materials

Purchasing Textbooks and Materials

Course Materials

Please make a hard copy of the list of course materials and take it with you when you go to the Alexandria bookstore.

Your Study Guide is divided into chapters which correspond to the names and numbers of the chapters in your textbook. Each chapter is further subdivided into 4 parts - Objectives, Class Notes, Drill, and Answers to Chapter Drill. The first section, "Objectives," presents highly specific numbered objectives which identify the exact material that is going to be covered in your readings. Following the "Objectives" in each chapter is the second section, "Class Notes" which contains the answers to the course objectives and reflects what you would be writing down if you were taking notes in BIO 142 in a classroom setting. They are in outline form and indicate exactly what you are expected to know and what you are going be tested on. Accordingly, you must study these until you know them thoroughly. Following the "Class Notes" in each chapter is the third section, "Drill," which is designed to test you on how well you have learned your "Class Notes" (the answers to the objectives). You must write in the answer (in the space provided in the left margin) to each drill question. The fourth section, "Answers to Chapter Drill," provides you with the answers to all the drill questions. You must check your answers against the ones provided at the end of the chapter. If you have any wrong answers, go back and restudy that section in your "Class Notes" until you have a complete understanding of the material.

The lecture component of this course is covered in readings in this textbook. This book is designed to help you to successfully grasp the fundamental concepts of human anatomy and the inner workings of the body. It serves as background information for helping you understand and learn the "Class Notes." Take advantage of the summaries and review questions at the end of each chapter.

CD-ROMs and Workbook:

The interactive CD is an interactive program that provides a friendly and educational environment that allows you to: (1) navigate through body systems via detailed graphics, animations and sound; (2) explore concepts in a logical order from simple to more complex; and (3) visualize physiological processes and their relationships.

You may purchase the CD ROM through ELI or the Alexandria Bookstore. Or you may purchase a 24 month access to an online version of the same material directly from the publisher by clicking on this link: www.aprevealed.com and then on the Purchase button.

This accompanying lab guide helps you get the most out of the A&P Revealed software program. It contains images from the CD-ROMs (so that you can label structures that you see on-screen) and answer questions to test your understanding.
The Course Policies

The Course Policies: You are responsible for this information

Please make a hard copy of this screen, read it, and keep it in a convenient place!

1. Keep your "Quick Start Syllabus" that the college sent to you in a safe place. It has very important dates in it!

2. You may purchase or order your books and materials from the Alexandria Campus Bookstore. See http://eli.nvcc.edu/books for complete directions. Purchasing course materials by mail takes longer, so order them early.

3. Email is the primary means of communication in this course. You MUST check your email regularly—about three times a week.

   You will be held responsible for all information that is sent to you via email at your college email address. You must use your VCCS email for this course. This is a college requirement for all courses. When emailing your instructor, put your last name and the course number in the subject line of your emails. Be concise in adding anything else you think is relevant. We are likely to delete WITHOUT READING emails that have blank subject lines or subject lines that are not specific (e.g. Hello, test, etc.) or that have attachments.

4. All research about distance learning indicates student success is increased by beginning the course as soon as possible after your enrollment date and maintain a consistent and disciplined study plan. You are expected to maintain progress in the course, and the following deadlines are imposed for that reason. If you do not meet the requirements for these deadlines, which are found by clicking on the "Critical Dates" button on the left side of this screen, you will be withdrawn without refund.

5. You must do the assignments in the order they are given at this course site.

6. The Study Guide is written to help you with the course. Sometimes it is necessary to correct or change items in it. Any such changes are found by clicking on the green "SG Corrections" button on the left side of this screen.

7. It is helpful for you to know the difference between the three different types of examinations in this course:

   Lecture and Laboratory Examination (Exams 1, 4, 5 & 6). Questions involve both laboratory and lecture information. Questions that involve figures are laboratory questions and they will require that you refer to graphic illustrations provided on the computer screen in order to answer the questions. Questions without figures are lecture questions.

   Lecture Examination (Exam 3) contain no figures.

   Laboratory Examination (Exam 2). All of the questions involve figures and require that you refer to graphic illustrations provided on the computer screen in order to answer the questions.

8. The following rules apply to the exams:

   Rule 1: Exams must be taken in the order they are assigned.

   Rule 2a: If you live in the Northern Virginia Metropolitan area you must take your exams at any of the NVCC campus testing centers. When you go to the testing center to take an exam, you need yourEMPLID, a photo ID, and an exam pass. The exam passes are found in your online course by clicking on "Syllabus" on the navigation bar on the left side of the course homepage and then by scrolling down and clicking on "Exams
Rule 2b. If you live outside the Northern Virginia area, you need to arrange for a proctor to administer the exams in this course. See ELI Policies and Procedures for information on this.

Rule 3: After you take the exam (but not a quiz or forum) you must notify your professor that you have done so. In the "Subject Area" of the e-mail message box, type your name, course number and section. In the body of the e-mail, indicate the number of the exam you have completed so that your professor can be certain that your online gradebook is up-to-date and accurate. If you neglect to do this and your professor at a later date has a problem in locating the exam score, you may be required to take a make-up test.

9. If you are receiving financial aid, course withdrawal or a grade of F may impact your status. Please contact the Financial Aid office for further information.

10. It is possible to get a short extension in this class if you do not finish everything by the end of your enrollment. Please click on the folder titled "Grading, Withdrawals, and Incompletes" in the Syllabus in order to see the requirements.