COURSE SYLLABUS AND SCHEDULE

Introduction:
The course is designed to introduce the students the basic concepts and an understanding of general structure and function of the human body. The course supports the students entering biological, health, or medically related fields and, is a requirement for the Physical Therapy Assistant and Associate degree in nursing programs. The course fulfils the natural science requirements for the Liberal Arts curriculum at KCC and at U.H., Manoa.

Activities Required at Scheduled Times Other Than Class Time
1. Read each appropriated Chapter prior to class session. (Do objective type study questions at the end of each chapter in the textbook).
2. Write your summaries and notes in a journal
3. Turn in selected homework assignments, Term Paper, etc. ON TIME
4. Form a cluster of 3 students and work together
Assigned reading will provide background and supplemental information to enhance your comprehension of the principles of anatomy and physiology. Homework assignments will expand your understanding of the topics.

ALL ASSIGNMENTS ARE TO BE HANDED OVER IN PERSON ON OR BEFORE THE DUE DATE. LATE ASSIGNMENTS OR ASSIGNMENTS LEFT IN MY MAILBOX OR OFFICE WOULD BE SUBJECT TO PENALTY.

Evaluation:
The student evaluation will be based on quizzes, examinations, term paper, class attendance and active participation during class periods. There will NOT BE A RETEST under any circumstances. Make up tests will not be given without a valid reason (medical certificate) and must be taken on the day the student returns to the class. Though unexpected and extremely unpleasant to mention, but any unfair practices (cheating, plagiarism) during the course activities would automatically lead to a final grade of “F”, without any compromises. In case of a missed class, student alone shall be responsible for the material covered or any announcements made during that class period.

Four quizzes and exams will be given during the semester. Each quiz and exam will cover the lectures and chapters assigned since the preceding exam was given. The four quizzes will be of open book type. For each exam, you are allowed to bring an index card (3”X5”). All quizzes and exams will consist of objective types questions.

**Grading Policy:**
Then distribution of points for the final grade shall be as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Open Book Quizzes</td>
<td>24 %</td>
</tr>
<tr>
<td>First, Second and Third Exam</td>
<td>48 %</td>
</tr>
<tr>
<td>Term Paper</td>
<td>8%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>16 %</td>
</tr>
<tr>
<td>Attendance, Class participation</td>
<td>4 %</td>
</tr>
</tbody>
</table>

The Final Grade:
The final grade will be determined by the following range:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 % and above</td>
</tr>
<tr>
<td>B</td>
<td>80-89 %</td>
</tr>
<tr>
<td>C</td>
<td>70-79 %</td>
</tr>
<tr>
<td>D</td>
<td>60-69 %</td>
</tr>
<tr>
<td>F</td>
<td>59 % and less</td>
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**Additional Information:**
Any further detailed information can be obtained from the KCC general catalog.

**Text Book:** Principles of Anatomy and Physiology, Tortora and Grabowski, 10th Edition.

NAYYAR, ZOOL-142, STUDY GUIDE TO ACCOMPANY THE TEXT
Dr. Nayyar                                       SPRING 2010
1/11, M                                     General Course Introduction
1/13, W                                      Autonomic Nervous System
1/17, M,                                    HOLIDAY- MARTIN LUTHER KING JR
1/18, W                                      Endocrine System
1/20, M                                      Endocrine System
1/25, W                                      Cardiovascular System (Blood)
1/27, M                                       QUIZ- I, OPEN BOOK( 45 MINUTES), REVIEW
2/1, W                                        EXAM-I
2/3, M                                       Cardiovascular System (Heart)
2/8, W                                       Cardiovascular System (Vessels)
2/10, W                                      Lymphatic and Immune System
2/15, M                                      Lymphatic and Immune System
2/17, W                                      Respiratory System
2/21, M                                       HOLIDAY-PRESIDENTS’ DAY
2/22, M                                      Respiratory System
2/24, W                                       QUIZ-II, OPEN BOOK (45 MINUTES), REVIEW.

3/1, M                                        EXAM II
3/3, W                                       Digestive System
¾ HOLIDAY-PROFESSIONAL DEVELOPMENT DAY
3/8, M                                       Digestive System
3/10, W                                      Metabolism
3/15, M                                      Metabolism
3/17, M                                      Metabolism
4/1, W                                       Urinary System
4/6, M                                       Urinary System
4/8, W                                       QUIZ-III OPEN BOOK( 45 MINUTES), REVIEW
4/13, M                                      EXAM-III
4/15, W                                      Fluid, Electrolyte, Acid-Base Balance
4/20, M Fluid, Electrolyte, Acid-Base Balance
4/22, W Reproductive Systems
4/27, M Reproductive System
4/29, M Development and Inheritance
5/4, M Development and Inheritance
5/6, W QUIZ-IV, OPEN BOOK (45 MINUTES)

FINAL EXAM AS ANNOUNCED IN THE SPRING SCHEDULE OF CLASSES

NOTE: Failure of the instructor to arrive within 15 minutes of the scheduled class timings would lead to the automatic dismissal of the class for that period. Mahalo nui loa.
(REVISED-2011)

WINDWARD COMMUNITY COLLEGE