

Course Syllabus, Autumnal Term 2021 C.E. (Last Modified 12 August 2021 C.E.)

Estrella Mountain Community College
BIO156: Introductory Biology for Allied Health (4 Credit Hours)
Section Number 12722
Lecture: Online
Laboratory: Online

All enrolled students are required to fully read and comply with the information found herein. Further, all enrolled students are responsible for knowing and abiding by college policies included in the college catalog and the student handbook. If information in this syllabus is changed, a notification will be posted on the Hoffman website.

Course Description

This course treats principles of structure and function of living things at molecular, cellular, and (to a far lesser extent) organismic levels of organization. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

Instructor Information

Ty C.M. Hoffman, Ph.D.
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Office Hours: Tuesdays and Thursdays, 12:50 - 13:50, EST S 139
Also via tinyurl.com/tycmhoffmanzoom, by appointment via email

Course Objectives

1. Describe and apply the scientific method to solve problems in biological context.
2. Describe the characteristics of life.
3. Identify the basic parts of atoms and describe how they influence chemical characteristics.
4. Analyze the relationships between the structure and functions of the four kinds of organic molecules found in living things.
5. Identify the parts of a cell and describe their structure and functions.
6. Describe cellular transport, membrane structure and membrane functions.
7. Compare and contrast prokaryotic and eukaryotic cells.
8. Describe the laws of thermodynamics, energy processes, and enzymes as they relate to biology.
9. Describe the purpose and components of cellular respiration.
10. Describe fundamental characteristics of bacteria.
11. Compare and contrast the various types of animal tissue.
12. Describe the biological processes of mitosis, meiosis, DNA duplication, and protein synthesis.
13. Compare Mendelian and non-Mendelian genetics and use problem solving to predict the outcome of genetic crosses.
14. Describe gene regulation and effectively analyze the various biotechnological applications.
15. Describe the genetic basis of development.
16. Demonstrate knowledge of laboratory safety skills and procedures.
17. Practice principles of scientific method while conducting laboratory activities and experiments.
18. Perform laboratory activities using relevant laboratory equipment, chemical reagents, and supplies to observe biological specimens, to measure variables, and to design and conduct experiments.
19. Operate light microscopes, prepare wet-mount slides, and use stains.
20. Exhibit ability to use pipettes and other volumetric measuring devices, chemical glassware, balances, pH meters or test papers, spectrophotometers, and separation techniques, such as chromatography and electrophoresis to perform activities relevant to other course competencies.
21. Develop graphing skills manually and/or by using appropriate computer software.
22. Calculate and make molar and/or percent solutions of varying concentrations.
23. Analyze and report data generated during laboratory activities and experiment.

Learning Outcomes

By successfully completing this course, the student will gain a deeper understanding of the structure and function of cells and organelles, will become familiar with basic concepts of chemistry underlying cellular physiology, biological structure, and histology, will learn major biochemical pathways including glycolysis, and cellular respiration, and will be able to appreciate the central importance of energy in the processes that define all life.

Course Websites

As stated on Canvas, you will be using my own (non-Canvas) website (the Hoffman site) in addition to Canvas. The general URL for the Hoffman site is:

<http://www2.estrellamountain.edu/faculty/hoffman>

From that site, you can find the link to your specific section. Be sure to bookmark the site for your section, so you can access it even if Canvas is down. **You are REQUIRED to check the website daily**, even if nothing changes. The website includes (or will include) various resources to help you succeed. It is also where official announcements will be posted (whether I make those announcements in class or not). Failure to notice an announcement posted on the website will not be a valid excuse, so check the website frequently.

Also, notice that there are several other archived courses available, and you will always have access to those for help in other courses, whether you have me as an instructor or not. Please save the URL for future reference.

Supporting Materials (Be sure to also see the Textbooks page on the Hoffman site)

All of the required materials for this course are available on or through Canvas (at no additional expenditure), including the prescribed textbook:

Concepts of Biology. Openstax. (2021). <https://openstax.org/details/books/concepts-biology>.

Rules Consent Form

You will not receive any credit in the course (and you will not be able to see your total score) unless you electronically submit the Rules Consent Form found on the Hoffman site. I cannot overstate how important it is to fully read and understand that form. You can easily receive a zero if you take this lightly. Believe me; it happens every term.

Scoring (Be sure to see the Course Structure page on Canvas)

Unit Examinations	4 @ 10% each; 40% total
Learning Activities	22 @ 1% each; 22% total
Practice Quizzes	15 @ ca. 0.87% each; 13% total
Topic Quizzes	11 @ ca. 1.82% each; 20% total
Comprehensive Final Examination	1 @ 5%

Grades

The minimum final scores for the respective letter grades are given below.

90%	A
80%	B
70%	C
60%	D

Laboratory

You must be concurrently enrolled in the corresponding laboratory section, and your final grade is a combination of credit earned in both sections (lecture and laboratory).

Required Hardware and Software

Completing each unit examination and the comprehensive final examination will require you to use a lockdown browser and a webcam. **You are required to have a working computer and a working webcam, and your computer must be compatible with the lockdown browser software, which you are required to install. You should immediately complete the Lockdown Practice on Canvas to ensure that you will be able to take the examinations and that they will count.** Be sure to also see further instructions about the lockdown browser in the announcements on the Hoffman site.

MCCD Policies and Procedures

Estrella Mountain and all Maricopa Community Colleges are governed by the same policies and procedures which include information about nondiscrimination, compliance with regulations, health concerns, admissions, residency guidelines, financial assistance, academic advising, assessment, articulation, registration, tuition and fees, refunds, attendance, grading, records, and scholastic and disciplinary standards. These policies can be found in the academic catalog and student handbook and it is each student's responsibility to be informed of this information.

General Education Abilities

EMCC recognizes seven general education areas that our courses address. Targeting these abilities will not only advance students' academic success, but help them to be more productive in their careers. Each semester, one of these abilities is targeted for campus-wide assessment.

Communication
Composition/Writing
Quantitative Reasoning
Critical Inquiry
Information Literacy
Technological Literacy
Social, Civic and Global Responsibility

For more information, visit <http://www.estrellamountain.edu/employees/committees/saac/gen-ed-abilities>.

Participation Policy

Being successful in a biology course requires a great amount of self-discipline, and students are expected to spend about three times as many hours outside of class as would be spent in a face-to-face course. These hours should be devoted to listening to lecture recordings, revising notes, studying slides shows, reading, and completing assignments.

Technology Policy

Students who take online courses need reasonable computer competence and good study, internet, and reading comprehension skills to be successful. Skills specific to individual courses may also be required; for example, proficiency with a word processing package may be needed for an online English course.

Please visit **Is Your Computer Ready for E-Learning?** (<http://www.estrellamountain.edu/academics/distance-learning/orientation>) for complete list of requirements.

Your instructor is not the technology support staff. Questions and problems concerning technology, computers, Canvas, software, etc. must be directed to the Information Commons in Estrella Hall: 623-935-8150. A 24/7 Maricopa Canvas help desk is also available at My .Maricopa.edu.

It is the student's responsibility to be proficient in using Canvas, its required processes, and Microsoft programs to be successful in an online/hybrid learning environment. Students need to be proactive in ensuring they are skilled in Canvas' processes in order to complete all assignments on time. Technology excuses for late or incomplete assignments will not be accepted.

All examinations will require Respondus Lockdown Browser and a working webcam. The Lockdown Browser software might not be compatible with Chromebooks. If you do not have a compatible computer onto which you are able to install the required Lockdown Browser software, or if you do not have a working webcam, then you will be required to make appointments to take your examinations on campus. You should complete the Lockdown Practice exercise on Canvas as soon as possible (ideally today) to determine whether you will have any problems with the software and your hardware.

Communication Policy

Every MCCC student has been issued an active Maricopa Gmail account through My.Maricopa.edu. All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. Every student must check their Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily. You can expect an answer within two business days.

Please visit Gmail at Maricopa (<http://www.estrellamountain.edu/academics/classes/getting-started>) to learn how to set up your Gmail.

Canvas Notifications Policy

Canvas Notification Preferences allow you to select how and when to be notified (via email, text message, twitter or Facebook) when there's an announcement or a message sent from within Canvas. Students will be notified whenever there is a change in a change in a due date, an updated assignment, or a message sent from within Canvas.

Canvas supports notification through email, SMS text message, twitter, and Facebook. Canvas. You can choose to receive notification alerts immediately, daily, weekly, or never.

Please follow these steps:

- Click the Setting tab on the top of orange bar.
- Click Notifications located on the left side of navigation
- Review/update all the notification
- Click Save Preferences

You can also visit this tutorial for Notification Preferences:

<http://guides.instructure.com/s/2204/m/4144/l/73162-how-do-i-set-my-notification-preferences>

Academic Integrity Policy

All students assume as part of their obligation to the college the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. Students are responsible for familiarizing themselves with EMCC's Students Rights and Responsibilities (<http://www.estrellamountain.edu/students/policies/rights-responsibilities>).

Academic misconduct includes but is not limited to misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences. For more information, please refer to the Student Handbook, Section 2.3.11

(<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.3-scholastic-standards/2.3.11-academic-misconduct>).

Disability Policy

If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact the Disability Resource Center (KOM B-125) at 623.935.8863 or 623.935.8928 VP or drc@estrellamountain.edu.

To ensure equal access, all required course materials provided in web links are expected to meet AA Standard of Compliance with the Web Content Accessibility Guidelines (WCAG) 2.0. All internal and external course links should be evaluated by the WAVE Web Accessibility Evaluation Tool. Course materials are expected to be in compliance, or an alternative option provided upon a student's request. Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology.

Information for Pregnant or Parenting Students: If you are a pregnant or parenting student you are protected under Title IX regarding classroom accommodations. Please request please contact the Disability Resource Center (KOM B-125) at 623.935.8863 or 623.935.8928 VP or drc@estrellamountain.edu.

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS at [insert DRS office phone number] or [insert web address]. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

Sexual Harassment

Sexual harassment is any unwelcome, verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters learning conditions and creates a hostile environment or reasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any educational program or activity.

Maricopa County Community College District's (MCCCD) Preventing Sexual Harassment and Sexual Violence course is now available to all students. Please check for your self-enrollment link in your Message Center within your Online Student Center via My.Maricopa.edu.

Students should report any discrimination and/or harassment they experience and/or observe to the Vice President of Student Affairs/Title IX Coordinator, Dr. Patricia Cardenas-Adame, located in Estrella Hall room 221, 623-935-8812.

Updated 2/8/2017

Public Safety

The EMCC Public Safety Department provides assistance and security for people on campus, protection of district and personal property, traffic control, visitor assistance, operation of a lost and found function, loss prevention and loss reporting, identification of safety hazards, training and orientation of employees and students. The Public Safety building is located at the North-end of Parking Lot A and can be reached at (623) 935-8915.

For more information visit: <https://www.estrellamountain.edu/mems>.

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

In accordance with Title IX of the Education Amendments of 1972, MCCCD prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, university employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.

District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. For a list of Title IX Coordinators, click here. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

Disclaimer

This syllabus is subject to change. Students will be notified of any changes to this syllabus. The student is responsible for making note of all such announcements concerning syllabus revisions.