

BIOL 030A, Biology 030

5 Credits, 6 hours lecture + 2 hours lab

Topics studied include the scientific method, principles of classification and population ecology, biological macromolecules, DNA and protein synthesis, cells and cell membranes, enzyme structure and function, human body systems (anatomy and physiology) and the concept of homeostasis.

Alberta Education Course Equivalency: Biology 30

Prerequisite: BIOL 025 or equivalent or permission from the Program Chair

Instructor

Patricia Collins

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Office Hours

| | |
|-----------|-------------------------|
| Monday | 5:00 p.m. – 5:50 p.m. |
| Tuesday | 10:00 a.m. – 10:50 a.m. |
| Wednesday | 3:00 p.m. – 3:50 p.m. |
| Thursday | 10:00 a.m. – 10:50 a.m. |
| Friday | 10:00 a.m. – 10:50 a.m. |

Hours of Instruction

| | | |
|------------|------------------------|--|
| Monday Lab | 9:00 a.m. – 10:50 a.m. | Room CC234 (dates noted on Calendar, page 4) |
| Tuesday | 8:00 a.m. – 9:50 a.m. | Room CC235 |
| Thursday | 8:00 a.m. – 9:50 a.m. | Room CC235 |
| Friday | 8:00 a.m. – 9:50 a.m. | Room CC235 |

Required Resources

- ***Inquiry into Life*** by S. S. Mader & M. Windelspecht, 16th Ed., McGraw Hill, ISBN 978-1-260-54759-7. Both print and digital variations are available from the Keyano Bookstore.
- ***Biology 030 Student Course Package***, available in print from the Keyano Bookstore.
- **Calculator**, basic or scientific
- **Pencil crayons**, or other colouring tools
- **Sharpie** fine point permanent marker, black
- **Lab Coat** (must be knee-length)
- **Safety goggles** (one of: Honeywell North VMAXX 112-508-10, **or** Honeywell UVEX Stealth S3970D **or** Honeywell UVEX Classic 360 S360)
- **Extra large Ziploc bag**
- **Computer** (laptop or desktop)—see page 9 for details

Course Outcomes

Upon successful completion of the course, the student shall be able to:

- describe the chemical nature of carbohydrates, lipids, proteins, and nucleic acids, including enzyme action and factors influencing their action.
- describe how genetic information is contained in the sequence of bases in DNA molecules in chromosome, how the DNA molecules replicate themselves, and how genetic information is transcribed into RNA and translated into sequences of amino acids in proteins.
- explain, in quantitative and qualitative terms, how gene pools change over time.
- describe the general characteristics of the three domains of life and the fundamental principles of taxonomy and binomial nomenclature.
- explain population growth patterns and the interactions of individuals within and between populations.
- explain the relationship between developments in imaging technology and the current understanding of cell types and structures, including the functions of cell organelles and membranes in maintaining homeostasis.
- describe the levels of organization of matter in creating human tissues and systems.
- explain the role of the circulatory and defense systems in maintaining an internal equilibrium.
- explain how the human digestive, respiratory, and excretory systems exchange energy and matter with the environment.
- explain the role of the musculoskeletal system in the function of other body systems.
- explain how the nervous system controls physiological processes.
- explain how the endocrine system is a chemical control system that contributes to homeostasis.
- explain how survival of the human species is ensured through reproduction, and how reproduction is regulated by chemical control systems.
- show concern for safety in planning, carrying out and reviewing laboratory activities in a biohazard level II laboratory, referring to WHMIS and consumer product labels.
- work collaboratively in planning and carrying out laboratory investigations and in generating and evaluating scientific ideas.

Evaluation

| | |
|------------------------------|-----|
| Quizzes (Moodle and pre-lab) | 30% |
| Projects and Lab Report | 20% |
| Lab Exam | 10% |
| Midterm Exam (Units 1 and 2) | 20% |
| Final Exam (Units 3 and 4) | 20% |

A grade of 60% (1.7, or C-) is required for progression. The minimum standard for passing this course is a grade of 50% (1.0, or D).

Grading System

| Descriptor | 4.0 Scale | Percent |
|-----------------------------|------------------|----------------|
| Excellent | 4.0 | 96 – 100 |
| | 4.0 | 90 – 95 |
| | 3.7 | 85 – 89 |
| Good | 3.3 | 81 – 84 |
| | 3.0 | 77 – 80 |
| | 2.7 | 73 – 76 |
| Satisfactory | 2.3 | 69 – 72 |
| | 2.0 | 65 – 68 |
| Minimum Prerequisite | 1.7 | 60 – 64 |
| Poor | 1.3 | 55 – 59 |
| Minimum Pass | 1.0 | 50 – 54 |
| Failure | 0.0 | 0 – 49 |

Proposed Schedule**Units of Study****Text References****Labs****Unit 1 – The Organization of Life**

- the study of life
- DNA structure and gene expression
- evolution and diversity
- population and community ecology
- the molecules of cells

Ch. 1
Ch. 25
Ch. 27
Ch. 34
Ch. 2

#1

Unit 2 – The Organization of Cells

- cell structure and function
- membrane structure and function
- energy and enzymes
- human organization

Ch. 3
Ch. 4
Ch. 6
Ch. 11

#2

MIDTERM EXAM**Unit 3 – The Organization of Human Support Systems**

- circulation, blood
- lymphatics and immunity
- digestion
- respiration and excretion

Ch. 12
Ch. 13
Ch. 14
Ch. 15, 16

#3

#4

Unit 4 – The Organization of Human Control Systems

- nervous system and senses
- musculoskeletal system
- endocrine system
- reproduction and development

Ch. 17, 18
Ch. 19
Ch. 20
Ch. 21, parts of 22

#5

LAB EXAM & FINAL EXAM

Calendar of Important Events: shaded areas indicate no Biology 030 lessons.

| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--|------------------------------------|----------------------------------|--|---|
| 1 | Jan 3 College Closed (<i>in lieu of New Year's Day</i>) | 4 First day of classes; Ch 1 | 5 | 6 Ch 2 | 7 Ch 2/Nutrition Proj |
| 2 | 10 Library session: Nutrition Project | 11 Ch 2 | 12 | 13 Nutrition Project Due; Ch 25 | 14 Ch 25 |
| 3 | 17 | 18 Ch 25/27 | 19 | 20 Ch 27 | 21 Ch 27 |
| 4 | 24 Lab #1 | 25 Lab Report Tutorial | 26 | 27 Lab #1 Report Due; Ch 34 | 28 Ch 34 |
| 5 | 31 | Feb 1 Ch 3 | 2 | 3 Ch 3/4 | 4 Ch 4 |
| 6 | 7 Lab #2 | 8 Ch 6 | 9 | 10 Ch 6/11 | 11 Ch 11 |
| 7 | 14 | 15 Ch 11/Review | 16 | 17 MIDTERM EXAM | 18 Ch 12 |
| 8 | 21 Family Day Holiday College Closed | 22 Reading Day— No Classes | 23 Reading Day— No Classes | 24 Reading Day— No Classes | 25 Reading Day— No Classes |
| 9 | 28 | Mar 1 Ch 12 | 2 | 3 Ch 12 | 4 Ch 12/13 |
| 10 | 7 Lab #3 | 8 Immunity Presentations | 9 | 10 Ch 14 | 11 Ch 14 |
| 11 | 14 | 15 Ch 16 | 16 | 17 Ch 16/15 | 18 Ch 15 |
| 12 | 21 Lab #4 | 22 Ch 17 | 23 | 24 Ch 17 | 25 Ch 17/18 |
| 13 | 28 Lab #5 | 29 Ch 19 | 30 | 31 Ch 19 | Apr 1 Ch 20 |
| 14 | 4 | 5 Ch 20 | 6 | 7 Ch 20/21 | 8 Ch 21 |
| 15 | 11 LAB EXAM | 12 Ch 21 | 13 | 14 Last day of classes; Review | 15 Good Friday Holiday College Closed |
| 16 | 18 Easter Monday College Closed | 19 FINAL EXAMS | 20 FINAL EXAMS | 21 FINAL EXAMS | 22 FINAL EXAMS |
| 17 | 25 FINAL EXAMS | 26 FINAL EXAMS | 27 FINAL EXAMS | 28 | 29 |

Please Note:

Date and time allotted to each topic is subject to change.

Final exams are scheduled by the College. Do not book travel until April 28, 2022 for courses with final exams.

Deferred exams will NOT be approved for travel, even if the travel was booked prior to enrolling in the course.

Course Specific Policies

1. **Attendance:** Biology 030 is designed as a **face-to-face course**. Extended or frequent absences for *any reason* can impact your overall mark. Suggestions for handling occasional absences include:
 - a. **finding a “classroom buddy”** whom you can contact for details regarding what you have missed.
 - b. **using Moodle:** log into ilearn.keyano.ca to check the Calendar and see slide notes and pre-recorded audio PowerPoint lessons.
 - c. **using OneNote:** this is the class notebook where I record daily lesson outlines and homework. Search your Keyano email during the first week of classes for an invitation from SharePoint, or use your Keyano credentials to log into onenote.com
 - d. **using your Keyanomail** to get in touch with me. You will receive responses during office hours.

2. **Electronic devices:** some students find usage of tablets and laptops very helpful during lectures, so you are welcomed to bring these to class. Sounds on all devices should be turned off during class and if you need to take an important call, please leave the room to avoid disrupting others. *Please do not use electronic devices to record the class in any way (audio, video, photos, etc.).*

3. **Late Work:** for full marks, assigned work must be received in hard copy and in person, in class, on the due date. If you need extra time to get an assignment completed, it will receive
 - a. the earned grade, minus 5%, if received after class on the due date.
 - b. the earned grade, minus 20%, for each additional day late.
 - c. a mark of zero if received after I have returned them, if pushed under my office door, or if left in an office door pouch.

4. **Laboratory:** our laboratories have important safety protocols and procedures which you will learn about during your WHMIS training. To complete the lab portion of the course:
 - a. **complete your WHMIS training** through Moodle prior to your first lab. Your certification is good for 2 years in Keyano’s science labs. Bring your certificate to the first lab session.
 - b. **arrive at every lab on time and in correct apparel!** It is recommended that you be ready to go 10 minutes prior to the lab. For safety reasons, students who arrive late or improperly dressed will NOT be permitted into the lab and *will receive a mark of zero* for all related lab work.
 - c. **to receive marks for a pre-lab quiz, you need to arrive on time and complete the entire laboratory.** There are no make-up labs or make-up quizzes.

5. **Other:**
 - a. Any work showing evidence of copying or plagiarism will receive a mark of zero. (see page 6)
 - b. Moodle quizzes are completed online, in one attempt, during a limited timeframe—**see Moodle for quiz opening and closing dates**. Extensions and “make-ups” will not be granted.
 - c. A missed exam may be written at an alternate time only under certain exceptional circumstances, **at the instructor’s discretion**. The instructor must be contacted within 24 hours of the scheduled exam, and documentation (e.g. a doctor’s note) must be provided.
 - d. The final exam will be written on the date scheduled by the College; otherwise, the procedure for “Deferred Final Examination” in the Credit Calendar is to be followed.
 - e. There will be no alternative, “make-up”, or “extra credit” assignments provided for this course.

Performance Requirements and Student Services

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own;
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work;
- The deliberate misrepresentation of qualifications;
- The willful distortion of results or data;
- Substitution in an examination by another person;
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

Specialized Supports

The Student Services Department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility supports and to book an appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. Students may access services virtually and in-person.

Wellness Services welcomes students to participate in any of the group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both online and in-person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Begin your research with the [Library's FIND page](#). Search for information and sources for your assignments using the OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online [Book A Librarian Calendar](#). For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online [Educational Technology Support Calendar](#).

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online [Subject Guides](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's [Loanable Technology webpage](#).

Academic Success Centre: The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view [the Keyano Academic Success Centre homepage](#).

Academic Integrity: The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

Availability: Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date information on how to book a session, please view the [Academic Success Centre homepage](#).

Academic Success Coach: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning

Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, **Moodle (iLearn)**. Login in using your [Keyano username and password](#).

Keyano College operates in a Windows based environment, and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Internet Speed

Minimum Internet speeds of 10 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with [Fast.com](#).

System requirements:

| Microsoft Windows | Apple |
|---|--|
| <p>Minimum Requirements:</p> <p>A Windows 10 computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software | <p>Minimum Requirements:</p> <p>A Macintosh (V10.14 and above) computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software. |
| <p>Recommended Requirements</p> <ul style="list-style-type: none"> · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. | <p>Recommended Requirements</p> <ul style="list-style-type: none"> · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. |
| <p>Chromebooks are not recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p> | |

Computer Software

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.