

BIOL 107A: INTRODUCTION TO CELL BIOLOGY

3 credits, 3 hours lecture per week, 3 hours laboratory per week

This course is an introduction to cellular structures, molecules, energetics and processes, including that of both prokaryotic and eukaryotic cells. The course includes topics on cellular structures and functions, cellular respiration, photosynthesis, cell division, and the molecular expression of genetic material through the processes of replication, transcription and translation.

Note: BIOL 107 and 108 can be taken in any order; neither course is a pre-requisite for the other.

Prerequisites: Biology 30 and Chemistry 30

Instructor

Dr. Blaine Legaree

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Office Hours

Mon/Wed/Fridays 3:00–4:00 pm
Tues/Thursdays 9:30–10:30 am

Hours of Instruction

<i>Lecture:</i>	Mon/Wed/Fridays	4:00 – 4:50 pm	Rm S207
<i>Laboratory:</i>	Thursdays	2:00 – 4:50 pm	Rm CC234

Required Resources

1. **Campbell Biology, 3rd Canadian Edition**, 2021, Urry, L.A. *et al.*, ISBN-13: 978-0134851716
Available in ebook digital formats at the [Keyano Bookstore](#), [MasteringBiology.com](#) & [Amazon.ca](#).
2. **Biology 107 Laboratory Manual**, Fall 2020 Edition. Keyano College.
3. **Laboratory coat**. Available at the Keyano Bookstore.
4. **Moodle (<http://ilearn.keyano.ca>)**. The course outline, lecture notes and other resources will be made available on Moodle. ***Please download or print lecture notes before coming to class.

Course Outcomes

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

- Apply knowledge of the structure of molecules and cells to explain how energy, matter, and information move within and between cells of eukaryotes and prokaryotes.
- Demonstrate a number of important laboratory techniques used in the study of cell and molecular biology.
- Apply the scientific method to generate and analyze data obtained in the lab.
- Demonstrate written communication skills through exams and laboratory assignments.

Evaluation

Midterm Examination I	15%	Mon, Oct 5, 2020
Midterm Examination II	15%	Mon, Nov 2, 2020
Laboratory	35%	<i>Evaluation detailed in the laboratory manual.</i>
Final Examination	35%	<i>Date to be set by the Registrar</i>

A grade of C- is required for progression or transfer.

Examinations

Exams consist of multiple choice, short answer and long answer questions and are based on material covered in lectures.

The final exam is cumulative, but will focus on material covered following the second midterm.

The final exam **must** be written in order to complete this course.

Laboratory

The laboratory component is detailed in the course laboratory manual and includes written assignments, reports and a final lab exam.

Laboratory assignments are to be the product of **each student's own work**. Although you may work in pairs during the lab period and discuss the assignment prior to doing the work, you are expected to do the actual work by yourself **independently** of any other student, including your lab partner. Where, in the opinion of your instructor, there has been collaboration among two or more students in the preparation of laboratory assignments, the grade will be divided between the participants or a grade of zero will be given. Do not share assignments, nor loan them to anyone.

Late assignments will be penalized 10% per day late and will not be accepted if more than 5 days late.

Students are required to attend all labs unless excused for valid reasons. *Unexcused absence from any lab period or failure to submit a lab report may result in your being assessed a failing grade in the course. Absence from more than any two (2) laboratory periods for any reason may also result in a failing grade.*

Note: Lectures, study questions, lab assignments, and textbook readings are all designed to help you succeed in this course. Completing assignments and attending lectures are essential to your success. Students who do not complete all the required work should not expect to pass the course. Good study habits, such as reviewing material in advance of the midterms and participating in class, will also aid your efforts.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory Progression	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor Minimum Pass	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Schedule of Topics

Textbook Readings:

1. An Introduction to Cells and the Scientific Method	Ch 1.1-1.4 Ch 26.1-26.2 Ch 26.6	pg 1-26 pg 586-592 pg 602-603
2. Macromolecules	Ch 5.1-5.5	pg 72-92
3. Microscopy, Cell Culture and Other Laboratory Techniques	Ch 6.1 & class notes	pg 104-107
4. Biological Membranes, Cell Walls and Cell Surfaces	Ch 7.1-7.5 Ch 6.7 Ch 27.1	pg 137-152 pg 128-131 pg 608-609
5. Prokaryotic Cells: Bacteria and Archaea	Ch 27.1-27.6	pg 607-624
6. Eukaryotic Cells: Cellular Compartments and Organelles	Ch 6.2-6.5	pg 107-122
7. Cytoskeletons & Molecular Motors	Ch 6.6 Ch 27.1	pg 122-128 pg 605-6 (prok. flagella)
8. Cellular Order and Energetics	Ch 8.1-8.3	pg 155-165
9. Enzymes	Ch 8.4-8.5	pg 165-173
10. Cellular Respiration and Fermentation	Ch 9.1-9.6	pg 176-196
11. Photosynthesis	Ch 10.1-10.5	pg 199-219
12. The Cell Cycle and Cell Division	Ch 12.1-12.3 Ch 13.1-13.4 Ch 16.3	pg 246-263 pg 270-283 pg 350-352
13. DNA and the Molecular Basis of Inheritance	Ch 16.1	pg 335-340

14. DNA Replication and Repair	Ch 16.2	pg 340-350
15. Genomes, Genes and the Genetic Code	Ch 17.1 Ch 21.3-21.4	pg 355-362 pg 474-478
16. Transcription (From DNA to RNA)	Ch17.2-17.3	pg 362-367
17. Translation (From RNA to Protein)	Ch 17.4-17.5	pg 367-381
18. Control of Gene Expression	Ch 18.1-18.4	pg 385-408
19. Recombinant DNA Technology and Forensics	Ch 20.1-20.4	pg 438-464
20. Viruses and Other Self-Replicating Entities	Ch 19.1-19.3	pg 419-436

Please Note – To facilitate unforeseen time constraints, time allotted to each topic is subject to change.

Performance Requirements

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.

Laboratory Safety

In the science laboratories, safety is important.

Students must complete the *WHMIS for Students* online training course on Moodle before entering the science laboratories.

Students must comply with the mandatory laboratory safety rules for this course as provided in the laboratory manual. Failure to do so will result in progressive discipline such as a verbal warning, refused entry into the laboratory, or suspension from the College.

Before entering the lab, students are responsible reviewing the lab manual and relevant Safety Data Sheets for the purpose of evaluating risks associated to health. Some hazards used in the laboratory may have additional risks to those with pre-existing medical conditions.

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 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 / or 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
- 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 Student 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 Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online Plagiarism Certificate at [ilearn.keyano.ca](https://www.keyano.ca/learn). Then print the certificate, sign it, and show it to each of your instructors. Your course work will 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 College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. 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 Library has evening and weekend hours. Please check [keyano.ca/library](https://www.keyano.ca/library) for current hours.

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 services supports and to book a virtual 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

Academic Success Coaching: 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 virtual service delivery.

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. All individual appointments will continue virtually.

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

Individual virtual 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 virtually and in person during the fall semester. For library service supports and inquiries, please email askthelibrary@keyano.ca.

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a Book a Librarian request using the online form found [here](#).

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following [Subject Guides link](#)

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

Skill Centre: provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email Skill.centre@keyano.ca to get in contact with our tutoring staff.

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

E-Learning

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

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 for Fall 2020.

Internet Speed

Minimum Internet speeds of 5 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). Microsoft Office 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). Microsoft Office 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. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

Specific department requirements:

Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Computer Software

Students can access 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 publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

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.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.