

**BIOLOGY 3 LECTURE  
INTRODUCTION TO BIOLOGY  
Kareen Martin**

**Class hours:** Fridays 9:35am to 12:05  
**Location:** MSA005

**Contact:**  
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**Office hours:** 30 minutes after class  
**Etudes Message board**

**COURSE DESCRIPTION**

This course covers the major principles of biology. The lecture will include basic biological molecules, cell structure and function, energy acquisition, the mechanisms of heredity, gene expression and the organization of the bodies of the human organism, higher animals, and plants. This course is designed for students who are not biology majors.

**MATERIALS**

**Inquiry into Life - Sylvia Mader, Michael Windelspecht ISBN: 0073525529**

**Companion website: Etudes class shell.**

**GRADING**

Your grade will be based upon the following scores:

Exams	400 points
Writing Assignment	100 points
Quizzes	110 points
Attendance	20 points
<b>Total points</b>	<b>530 points</b>

- **Exams**

- 4 exams will be administered (100 points each).
- Exams will consist of objective-type questions (true/false, multiple choice, matching).
- They will take place on **March 7, March 28, May 9 and June 6.**
- **Missed Exam:** All exams must be taken on the day decided by the instructor. **NO MAKE UP EXAMS** will be given for any reason. Any exam that is missed will receive a zero on it.

- **Writing Assignment**

A writing assignment will be given during the course of the class. This assignment should be 3 to 4 pages long, double space. It will be worth 100 points. **NO PLAGIARISM, Any plagiarism will result in a zero.** The assignment will be submitted in *turnitin*.

**The written assignment is due APRIL 25.** Assignment posted later won't be accepted.

- **Quizzes**

- There will be weekly quizzes, which means there will be 11 quizzes.
- Quiz will be posted online on the Etudes site
- Quizzes will be posted online on the Etudes shell
- Each quiz will cover the chapters done that week. They will consist of true/false, multiple choice, matching.
- Each quiz will be worth 10 points.

- There will be NO quiz on exam week.
- Quizzes will be posted each Friday. **You will be able to take them from Friday to Monday ONLY.**
- They will be timed to 10 minutes and you will be able to take them twice, the best score between the 2 will be kept. The questions however may be different in both quizzes.

### GRADING SCALE

The grade scale for the entire course will be assigned using a percentage system:

A	B	C	D	F
89-100%	76-88%	60-75%	50-59%	below 50%

### Attendance policy:

Consistent attendance to each lecture is required for successful completion of this course. Attendance will be taken at the beginning of each class. If the student misses more than three classes, either lecture or lab, he/she may be dropped from the course. Coming late to class and leaving early is irresponsible, impolite, disruptive and is not acceptable. Of the student needs to be late, miss a class or leave early, please inform the instructor, preferable by email or before the class. Late students will be marked as absent, since attendance is taken at the beginning of the class and not after. Leaving early from the class, will be noted and may count as absent.

Any student wishing to withdraw from the course must follow the correct procedure with the admissions office. It is the student's responsibility to drop the course should he/she decide to stop attending, DO NOT rely on the instructor to do this. Students who stop attending class and fail to follow the correct procedure will receive the letter grade of the scores they have accumulated for the semester. Walking in and out of class is rude and disruptive. Any student who does this excessively may be asked to leave the class and will count as an absence. Please notify the instructor if you miss a class due to illness or other emergency. Attendance points are earned by being in class and conducting appropriately.

3 or less absences	20 points
4-5 absences	15 points
6-7 absences	10 points
8-9 absences	5 points
10 or more absences	0 points

**There is a NO Eating and Drinking policy in the classroom.**

### RELIGIOUS HOLIDAYS

If you are going to miss an exam due to religious holidays, inform me **in writing** within the first 2 weeks of class. You will need to provide the appropriate verifications from your religious leader. We will meet and discuss the arrangements.

### ADA Accomodations:

If you require accommodations as per ADA, you must register with the college' disabled student services and inform me (in writing) prior to the end of the 2<sup>nd</sup> week of class.

### RECOMMENDATIONS FOR SUCCESS

**Study and review each day the class is given. Here are some suggestions:**

- every time you study, spend at least 10 minutes reviewing previous lessons (this is the secret to long term memory)
- prepare note cards and use them to help you review

**STUDENT LEARNING OUTCOMES**

- Describe the characteristics of living things.
- Describe how living things are classified.
- Describe the scientific method; define the terms hypothesis, variable, experimental control.
  
- Describe the forces that attract atoms.
- Recognize functional groups found in biological molecules.
- Differentiate prokaryotic and eukaryotic cells.
- Describe the structures and functions of the different parts of a cell.
- Predict the movement of molecules in diffusion and osmosis.
- Define catalyst, enzyme and active site.
  
- Describe how ATP is used in metabolism.
- Describe the role of electron carrier transport chain in eukaryotic cells.
- Define autotroph and heterotroph.
- Compare and differentiate cellular respiration and photosynthesis.
  
- Compare and contrast the role and stages of meiosis and mitosis.
  
- Recognize the contribution of Gregor Mendel.
- Contrast genotype and phenotype.
- Compare complete dominance and incomplete dominance.
  
- Describe how DNA is copied and replicated.
- Name the 3 major types of RNA and tell how they function in protein synthesis.
- Explain how a cell controls gene expression.
- Define Biological evolution and discuss the four lines of evidence for evolution.
- Name the processes that occur in organisms that make variation of phenotypes possible.
- Explain the role of beneficial mutation and neutral mutation in evolution.
- Explain the function and structure of the different organs of a plant.
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- List the major types of tissues found in the human body and describe their functions.
- Recognize the definition of these terms: community, ecosystem, habitat, niche, consumer, producer, decomposer, pioneer, carrying capacity.
- Describe the flow of energy through a community.

**CHEATING/ACADEMIC DISHONESTY:**

Each student is expected to do his/her own work on all assignments, reports, examinations, etc.

Here is a list of some actions that are considered cheating:

- Talking during an exam
- Copying answers from someone else's paper
- Using notes of any kind during an exam
- Showing a fellow student your exam or passing information
- Turning in someone else's work
- Providing your work for someone else to copy
- Taking a call on your cell phone (please turn them off!)
- **Plagiarism** (Plagiarism is defined as the use, without giving reasonable and appropriate credit to, or acknowledging the author or source, of another person's original work)

If you have a question during an exam, quietly walk up to the instructor and whisper your question.

**Translation dictionaries are not permitted during exams. No electronic devices of any kind are**

**permitted during exams. Exiting the room during an exam is not permitted, this also includes going to the restrooms.**

## **WEST LOS ANGELES COLLEGE**

### **Science Division Policy on Student Conduct in Classroom**

1. Be honest and ethical; follow the rules described in the college's policy on academic honesty.
2. Arrive before the start of class; wait until the previous class has been dismissed before entering the classroom.
3. Whenever you arrive to class late, open the door *quietly*, enter *quietly*, and close the door *quietly* so as not to disturb the class in session. Then, take a seat near the door, on the side or at the back of the classroom. Never walk in front of the instructor.
4. Do not eat or drink beverages in the classroom.
5. No gum chewing.
6. Sharpen pencils before class starts. Do not sharpen pencils during lecture.
7. Listen carefully when directions and announcements are being given. You are responsible for all information announced whether or not you were absent, tardy, or not paying attention.
8. Turn off or mute cell phones before entering the classroom.
9. Do not answer cell phones during class.
10. Do not leave the classroom during the lecture. Wait until the class is dismissed.
11. No talking during lecture. Do not chat with your classmates at any time during lecture, including during the time your instructor is putting information on the chalkboard.
12. Raise your hand and wait for recognition by the instructor to ask a question during lecture.
13. During the class, do not interrupt the instructor with personal questions. Wait until the class has been dismissed.

#### **Consequences of Misconduct**

Violators of these rules are subject to disciplinary action under Board Rule 9803.15 of the Los Angeles Community College District. Depending upon the seriousness of the conduct, the student disciplinary procedures may range from a warning to removal from the class with a referral to the Vice President of the College.

## TENTATIVE SCHEDULE OF CLASSES

WEEK	DATE	QUIZ	LECTURE
	Feb 14		NO CLASS – PRESIDENT’S DAY
1	Feb 21		INTRODUCTION: The study of life <i>The Molecules of Life</i>
3	Feb 28	1	Organic Molecules <i>Cell Structure and Function</i>
4	March 7	2	Membrane Structure and Function <i>Metabolism: Energy and Enzymes</i>
5	March 14		<b>EXAM 1</b> <i>Cell Division</i>
6	March 21	4	Genetics and inheritance Chromosomal Basis of Inheritance
7	March 28	5	<i>DNA Structure and Control of Gene Expression</i> <i>Biotechnology</i>
8	April 4	6	Evolution of life
	Apr 11		NO CLASS _ SPRING BREAK
9	Apr 18		<b>EXAM 2</b> <i>Classification</i>
10	Apr 25	7	<b>WRITTEN ASSIGNMENT DUE</b> <i>Plant Organization, Function and Reproduction</i> The life cycle of a flowering plant
11	May 2	8	<i>Human Organization</i>
12	May 9	9	<i>Urinary System and Excretion</i> <i>Lymphatic and Immune System</i>
13	May 16		<b>EXAM 3</b> Digestive System and Nutrition
14	May 23	10	Nervous System Sensory System
15	May 30	11	<i>Musculoskeletal System</i> <i>Cardiovascular and Respiratory Systems</i>
	June 6		<b>EXAM 4</b>