



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

BIO 105

Principles of Biology

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: BIO 105

COURSE TITLE: Principles of Biology

CONTACT HOURS: 3-3

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

BIO 105 introduces students to fundamental concepts in Biology and helps relate this information to real-world applications. This course is intended for non-science majors, and through guided classroom and laboratory experiences, students will develop a deeper appreciation of the biological world.

COURSE DESCRIPTION:

This is an introductory biology course, unifying biology concepts and principles at all levels. This course introduces basic chemistry, cell structure and function, DNA, genetics, evolution, ecology, and animal and plant structure and function.

PREREQUISITES/CO-REQUISITES:

N/A

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

A Connect access code from McGraw Hill is a required component of this course.

For Hybrid/Online Students Only: Each student will be required to view an orientation PowerPoint presentation during the first week of class. This presentation can be found on the course homepage in D2L under News. After viewing the presentation, all online students must complete the orientation quiz, which can be found under the dropdown assignment menu. A student will not be considered officially enrolled in the course until the presentation has been viewed and the quiz

completed with a 100% score. Any submitted work from the student, including discussion posts, assignments, etc. will not be given a grade until the presentation has been viewed and the quiz has been submitted.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

ACADEMIC DISHONESTY:

All forms of academic dishonesty, as outlined in the Student Code in the HGTC catalog, will NOT be tolerated and will result in disciplinary action. Anyone caught cheating (Defined in the code as: "a. Copying from another student's test or answer sheet. b. Using materials or equipment during a test not authorized by the person giving the test. c. Collaborating with any other person during a test without permission. d. Knowingly obtaining, using, buying, selling, transporting, or soliciting

in whole or in part the contents of a test prior to its administration. e. Bribing or coercing any other person to obtain tests or information about tests. f. Substituting for another student or permitting any other person to substitute for oneself. g. Cooperating or aiding in any of the above.”) or committing plagiarism (Defined in the code as: “(1) the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work or (2) submitting content for academic purposes that are created by artificial intelligence, technology platforms, or writing services and representing that such content is the person's own work product.”) will be given a grade of a zero for that assignment and reported to the Senior VP of Academic Affairs, in accordance with the student handbook. If a zero is awarded due to academic misconduct and the lowest exam grade is dropped, that zero will NOT be eligible to be the dropped grade, it will count within the final average. A second offense will result in the student being withdrawn from the course with a W and charges being filed with the Chief Student Services Officer. Alternatively, at the professor's discretion, a student can be assigned a failing grade for the course.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Lecture Student Learning Outcomes:

Chapter 1 The Scientific Study of Life

Describe how science is used to study life.

Describe the characteristics that all living organisms share.

Compare and contrast the three branches of life.

Chapter 2 The Chemistry of Life

Explain the relationship between chemistry and biology.

Identify the most important elements in living organisms.

Describe the structure of atoms.

Compare and contrast the different types of bonds.

Explain how the structure of water affects its chemical properties.

Explain how acids and bases affect pH.

Chapter 3 Cells

Describe the properties of a cell.

Define a cell using the components of cell theory.

Identify the components common to all cells.

Compare and contrast the cells that characterize the three domains of life.

Explain how the chemical structure of phospholipids enables them to form a bilayer in water.

Explain why a biological membrane has selective permeability.

Identify the functions of the organelles in eukaryotic cells.

Chapter 4 The Energy of Life

Describe the energy transfers that are common to life.

Describe how cells use energy to do work.

Compare and contrast potential and kinetic energy.

Explain how enzymes catalyze reactions.

List the factors that influence enzyme activity.

Compare and contrast the ways that molecules move across membranes.

Explain the relationship between diffusion and concentration gradients.

Chapter 5 Photosynthesis

Explain how photosynthetic organisms convert light energy to chemical energy.

Explain the importance of photosynthesis in ecosystems.

Describe the net reaction in photosynthesis.

Explain how light interacts with pigments.

Describe the structures in a leaf that are involved in photosynthesis.

Compare and contrast the light and carbon reactions of photosynthesis.

Explain the relationship between the products and reactants of the light and carbon reactions.

Chapter 6 How Cells Release Energy

Explain how cells use energy in food to produce ATP.

Explain the net reaction in aerobic respiration.

Compare and contrast the events of glycolysis, the Krebs cycle, and the electron transport chain.

Describe where in a eukaryotic cell each step of respiration occurs.

Explain the role of O₂ in respiration.

Calculate the net ATP produced in aerobic respiration.

Compare and contrast aerobic respiration and fermentation.

Chapter 8 DNA Replication and Cell Division

Explain how cells divide to give rise to identical cells.

Identify the roles of mitosis, meiosis, and fertilization in the human life cycle.

Define apoptosis.

Explain what features of DNA allow semiconservative replication to occur.

Describe the events of binary fission in prokaryotic cells.

Explain what happens in a eukaryotic cell at each stage of the cell cycle.

Identify the phases in mitosis.

Explain how cell cycle checkpoints relate to cancer.

List some of the factors that increase the risk for developing cancer.

Chapter 9 Sexual Reproduction and Meiosis

Explain how genetic information is passed from one generation to the next.

Compare and contrast sexual and asexual reproduction.

Distinguish between autosomes and sex chromosomes.

Explain the roles of meiosis, gamete formation, and fertilization in sexual reproduction.

Differentiate between haploid and diploid cells.

Identify the steps in meiosis.

Compare and contrast mitosis and meiosis.

Diagram and explain how polyploidy and nondisjunction can lead to missing or extra chromosomes in a gamete.

Chapter 10 Patterns of Inheritance

Explain how genetic traits are passed from one generation to the next.

Describe the role of chromosomes in inheritance.

Explain how meiosis and the production of gametes are associated with inheritance.

Explain the relationship between dominant and recessive alleles of a gene.

Compare and contrast genotype and phenotype.

Differentiate between homozygous and heterozygous.

Use a Punnett square to diagram and explain the inheritance of one gene.

Chapter 13 Evidence of Evolution

List the lines of evidence that support evolutionary theory.
Explain which types of organisms are most likely to appear in the fossil record.
Describe two ways that the age of a fossil can be determined.
Explain how biogeography can be used to explain the evolution of a species.
Compare and contrast homologous, vestigial, and analogous structures.

Chapter 14 Speciation and Extinction

Describe the forces that lead to the evolution of new species.
Compare and contrast microevolution and macroevolution.
Define a biological species.
Compare and contrast allopatric and sympatric speciation.
Compare and contrast gradualism and punctuated equilibrium.
Identify factors that can affect the extinction rate of species.
Name the levels of the taxonomic hierarchy from domain to species.

Chapter 15 The Evolution and Diversity of Microbial Life

Summarize the evidence for the origin of life on Earth.
Describe how conditions on the early Earth could contribute to the production of biological molecules.
Describe the characteristics of prokaryotes.
Identify the features and functions of structures found in prokaryotes.
Compare and contrast archaea with bacteria.
Explain how prokaryotes interact with other organisms.
Diagram and describe how endosymbiosis contributed to the evolution of eukaryotes.
Explain how multicellular eukaryotic organisms may have evolved.
Describe the characteristics common to all fungi.
Explain how fungi interact with other organisms.

Chapter 16 The Evolution and Diversity of Plants

Use an organism's characteristics to classify it into a taxon within kingdom Plantae.
Describe the characteristics common to all plants.
Understand the adaptations of plants to terrestrial habitats.
Explain the interaction of flowers and fruits with animals in angiosperm reproduction.

Chapter 17 The Evolution and Diversity of Animals

Use an organism's characteristics to classify it into a taxon within kingdom Animalia.

Describe the characteristics common to all animals.

Describe the characteristics used to infer the evolutionary relationships among the nine largest phyla of animals.

Describe the four key characteristics of chordates.

Describe the characteristics used to infer the evolutionary relationships among the chordates.

Compare and contrast the characteristics and key adaptations of the main chordate groups.

Describe the diversity and evolutionary history of the chordates.

Chapter 19 Communities and Ecosystems

Explain the interactions in communities and ecosystems.

Distinguish between biotic and abiotic interactions in an ecosystem.

Compare and contrast the main types of interactions between species in a community.

Describe competitive exclusion.

Explain how species interactions can lead to coevolution.

Describe and give examples of the importance of a keystone species.

Explain measures of diversity in biological communities.

Explain the roles of producers, consumers, and decomposers in an ecosystem.

Chapter 20 Preserving Biodiversity

Explain factors that affect biodiversity.

Describe biodiversity and its importance to ecosystems.

Explain how habitat loss contributes to loss of biodiversity.

Explain how climate change can affect biodiversity.

Explain how invasive species can affect biodiversity.

Explain how overexploitation can affect biodiversity.

Lab Student Learning Outcomes:

Learning outcomes for the lab portion of this course are the Objectives given for each lab in the manual and can be found at the start of each lab. They include

hands-on items such as identification of lab equipment, models, and specimens on slides, and the use of microscopes and lab equipment. In addition, students will be required to design and carry out scientific investigations, collect data and draw conclusions utilizing the scientific method.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the (list the appropriate assessment – programs should select which GELO applies). Upon completion of this course, students will be able to:

- ☒ Communication – Students will be able to communicate effectively, orally and/or in written format.
- ☒ Critical thinking – Students will be able to demonstrate higher order of thinking when problem solving.
- ☒ Career Readiness/Lifelong Learning – Students will be able to effectively engage in the professional world or transition to higher level learning.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Lecture	75%
<u>Lab</u>	<u>25%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89–

80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Tardiness:

Students are expected to arrive on time and remain for the entire class session. Repetitive tardiness that results in a significant loss of instructional time may be counted as an absence at the instructor's discretion. Students are encouraged to communicate with their instructor in advance if they anticipate being late or need to leave early due to extenuating circumstances.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:



Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or

call (843) 349-5268.

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STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability

Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown

Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).