



# **INSTRUCTIONAL PACKAGE**

BIO 225  
Microbiology

Effective Term  
Fall 2023/Spring 2024/Summer 2024

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: BIO 225

COURSE TITLE: Microbiology

CONTACT HOURS: 3-3

CREDIT HOURS: 4

### **RATIONALE FOR THE COURSE:**

BIO 225 provides students an increased awareness of the potential for infectious transmission of various microbes and an understanding of the ways in which such transmissions can be prevented. Through guided classroom and laboratory experiences, students will be developing skills in the use of sterilization procedures, studying general microbes, their disease producing capabilities, their habitats, treatments, and preventions of various microbial infections. Understanding these concepts is key in the allied health fields requiring students to apply these principles in preventing disease transmission among patients.

### **COURSE DESCRIPTION:**

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### **PREREQUISITES/CO-REQUISITES:**

Credit level [BIO 102](#) Minimum Grade of C or Credit level [BIO 211](#) Minimum Grade of C or Credit level [BIO 102](#) Minimum Grade of TC or Credit level [BIO 211](#) Minimum Grade of TC

\***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

### **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:**

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. Failure to view the presentation and take the quiz before midnight on the last day to add/drop classes will result in the student being automatically dropped from the course.

**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.

**STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**

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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**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 or committing plagiarism (Defined in the code as: "The appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit") 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. A second offense will result in the student being withdrawn from the course with a "WF" and charges being filed with the Chief Student Services Officer.

## Part II: Student Learning Outcomes

### COURSE LEARNING OUTCOMES and ASSESSMENTS\*:

#### Lecture Student Learning Outcomes:

##### Module 1: Fundamentals of Microbiology

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

- Identify individuals and their contributions to the field of microbiology.
- Assess the various theories in microbiology formulated during the "Golden Age of Microbiology."
- Identify all branches of microbes in their Domains and Kingdoms.
- Differentiate between types of microorganisms.
- Explain basic microbiology laboratory procedures.
- Differentiate between types of growth media.
- Describe the principles of microscopy.
- Identify various staining techniques.

##### Module 2: Microorganisms

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

- Analyze the structures of a prokaryotic cell and compare the similarities and differences with the eukaryotic cell structure.
- Identify medically relevant bacteria, fungi, algae, and protozoa and explain their impact on the medical field.
- Examine characteristics of the different phyla of fungi, algae, protozoa, and multicellular parasites.
- Identify various fungi, algae, protozoa, and multicellular parasites as viewed under a microscope.
- Classify the major groups of viruses according to their capsid structure and morphology.
- Explain the stages of the virus replication cycle.
- Predict the effects of a viral infection on an animal host cell.

##### Module 3: Growth and Control

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

- Analyze various physical and chemical conditions required for the growth of microbes, including temperature, pH, oxygen, and osmotic pressure requirements.
- Identify various physical and chemical agents used to control the growth of microbes, including heat, desiccation, radiation, etc., and their impact on microorganisms.
- Classify antibiotics based on their mechanism of action against bacterial targets.
- Discuss the emergence of antibiotic resistance.
- Differentiate between DNA and RNA.

- Explain the process of replication, transcription, and translation related to microbial genetics, and differentiate between prokaryotic and eukaryotic processes.
- Discuss ways in which recombinant DNA is beneficial.

#### **Module 4: Interactions between Microbes and Their Host**

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

- Define terms such as normal flora (i.e., normal biota), commensalism, mutualism, parasitism, epidemiology, pathogen, etiology, infection, microbial antagonism, disease, etc.
- Analyze the role of the body's first, second, and third lines of defense against microorganisms.
- Discuss the specific roles of phagocytes, fever, inflammation, and certain chemical agents as nonspecific defenses of the host.
- Explain the role of B and T lymphocytes in acquired immunity (i.e., adaptive immunity).
- Describe the roles of antigens and antibodies.
- Differentiate between humoral and cell-mediated immunity.
- Explain types of hypersensitivity reactions, human blood group compatibilities in transfusions, autoimmune diseases, and various abnormal immune responses.

#### **Module 5: Microbial Diseases**

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

- Identify the various etiological agents, modes of transmission, clinical symptoms, prevention, and pathogenesis of integumentary system infections.
- Identify the various etiological agents, modes of transmission, clinical symptoms, prevention, and pathogenesis of nervous system infections.
- Identify the various etiological agents, modes of transmission, clinical symptoms, prevention, and pathogenesis of cardiovascular system infections.
- Identify the various etiological agents, modes of transmission, clinical symptoms, prevention, and pathogenesis of respiratory system infections.
- Identify the various etiological agents, modes of transmission, clinical symptoms, prevention, and pathogenesis of digestive system infections.

#### **Lab Student Learning Outcomes:**

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

- Demonstrate safe practices in a microbiology laboratory.
- Practice aseptic techniques, handle specimens, reagents, and other testing materials, and maintain a sterile work area.
- Illustrate proficiency in inoculation techniques (e.g., streak plate isolation).
- Demonstrate proper usage and identify the parts/function of a compound light microscope.
- Prepare microscope slides.

- Explain simple and differential staining techniques and corresponding microscopic bacterial characteristics.
- Identify strategies employed by various antibiotics and how they target microorganisms and apply this understanding to antimicrobial treatment and drug resistance.
- Understand the purpose and principles associated with biochemical test media in determining the metabolic characteristics of bacteria.
- Analyze results from various microbiological tests to identify an unknown bacterial species.
- Create an artifact to communicate the results of a scientific experiment.

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

### **EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):**

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- ☒ Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- ☒ Apply appropriate language when speaking and writing for their chosen field of study or industry.
- ☒ Demonstrate appropriate communication techniques when engaging audiences.

## **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%
Lab	25%
	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. D’s, F’s, W’s, WF’s and I’s also negatively impact academic progression and

financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of 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.

## 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 in order 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**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

### Science Department Attendance Policies:

For a 15-week course (fall and spring) or a 10-week course (summer), the allowed number of absences for a MW or TR class is as follows: 4 absences are allowed for lecture and 2 are allowed for lab, regardless of reason. For a lecture class that meets once a week, the allowed number of absences is 2.

For a 7-week fast-paced course (fall and spring) or a 5-week fast-paced course (summer), the allowed number of absences is as follows: 1 absence is allowed for lecture and 1 for lab, regardless of reason.

### Online/Hybrid Attendance:

Students enrolled in distance learning courses (hybrid and online) are required to maintain contact with the instructor on a regular basis to be counted as "in attendance" for the course. All distance learning students must participate weekly in both an online lecture and lab attendance activity in order to demonstrate course participation. Students showing no activity in the course for two weeks in either the lecture or lab component (these weeks do not need to be consecutive) will be withdrawn due to lack of attendance.

### Lab Attendance for Hybrid Courses:

Students in hybrid classes in which labs only meet 5 or 6 times during the semester, must attend all lab sessions for its entirety. Failure to attend one lab will result in immediate withdrawal. Students in hybrid classes where labs meet every week, you are allowed two lab absences. When a student surpasses the allowed number of absences, the student will be dropped automatically from the course with a W or a WF.

### Lab Attendance for Hybrid Courses:

Students in hybrid classes in which labs meet weekly, are allowed two (2) lab absences. Students in hybrid labs that only meet 5 or 6 times during the semester, must attend all lab sessions for its entirety. When a student surpasses the allowed number of absences, the student will be dropped automatically from the course with a W or a WF.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

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



### STUDENT INFORMATION CENTER: TECH Central

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

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](https://www.hgtc.edu/online-resource-center) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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](https://www.hgtc.edu/tech-central) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.





## 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 are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in make-up exam situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage).

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

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. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

## TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

## INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)