



INSTRUCTIONAL PACKAGE

CHM 105

General, Organic, and Biochemistry

Fall 2018-Summer 2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2018-2019

COURSE PREFIX: CHM 105

COURSE TITLE: General, Organic, and Biochemistry

CONTACT HOURS: 3-3

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

Completion of CHM 105 enables the student to gain an appreciation and working knowledge of fundamental principles in three areas: general chemistry, organic chemistry, and biochemistry. These concepts are approached through the development of problem-solving skills, which helps prepare students for future careers in allied health fields.

COURSE DESCRIPTION:

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

PREREQUISITES/CO-REQUISITES:

(COMPASS Reading 85 and COMPASS Writing 78) or (ACCUPLACER Reading Comp 075 and ACCUPLACER Sentence Skills 081) or (New ACCUPLACER Reading Comp 250 and New ACCUPLACER Sentence Skills 250) or (COMPANION Reading 075 and COMPANION Sentence Skills 081) or (Multiple Measures English 1) or (ACT English 19 and ACT Reading 19) or SAT Critical Reading 480 or Credit level ENG 100 Minimum Grade of C* or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

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

ADDITIONAL REQUIREMENTS:

A scientific calculator will be needed for in-class use and for tests.

Laboratory safety glasses will be provided, but students may bring their own pair if desired.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

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:

You are expected to treat your fellow students with respect. This means you should limit talking to your neighbor during lab and do not start to pack up your materials before class is over. As a courtesy to other students, electronic devices such as cell phones, pagers, beepers, iPods, MP3 players, etc. are to be **turned off** (vibrate is unacceptable) before entering the classroom, as it is a distraction to everyone. Laptops are also forbidden unless approved by the instructor. While in the laboratory, you are **not** allowed to eat, drink, or have any food inside of the lab. Any food/drink that is seen in the lab will be confiscated and discarded

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

A student will demonstrate an understanding of the basics of chemistry measurements by:

- identifying appropriate metric units for length, mass, and volume.
- utilizing both scientific notation and decimal notation.
- utilizing unit conversion factors to perform unit conversions.
- solving density calculation problems.
- solving percent calculation problems.

A student will demonstrate an understanding of atomic structure by:

- identifying the subatomic particles (protons, neutrons, and electrons) by relative mass, charge, and location in the atom.
- defining atomic number, mass number, and average atomic mass of an atom.
- determining the number of each type of subatomic particle in a particular atom using chemical symbols.
- defining isotopes, and representing their composition with chemical symbols.
- distinguishing among electron energy levels in atoms.

A student will demonstrate an understanding of basic chemical bonding by:

- distinguishing cations from anions from their numbers of electrons and protons.
- utilizing the periodic table to determine the charge of ions of main group elements.
- utilizing the periodic table to determine the number of valence electrons of an atom.
- utilizing the periodic table to distinguish metals from nonmetals.
- creating electron dot symbols for main group elements and ions.
- utilizing electron dot structures to depict ionic bonds between atoms.

determining the formula of ionic compounds, given the name.
identifying by name cations, anions, and ionic compounds, given their symbols (or formulas).
identifying common polyatomic ions.
creating electron dot structures for simple covalent molecules.

A student will demonstrate an understanding of the fundamentals of organic chemistry by:

illustrating the way that carbon atoms are bonded in organic compounds.
creating Lewis structures, condensed structure, and skeletal structures for organic molecules.
illustrating structural formulas for isomers of a given hydrocarbon.
identifying by name simple hydrocarbons according to IUPAC rules.
identifying by name common alkyl groups.
identifying by structure the following families of organic compounds: alkyl halides, alcohols, aldehydes, ketones, carboxylic acids, esters, and amines.
determining IUPAC names for simple compounds within the types of compounds listed above.
distinguishing among conformational isomers, structural isomers, and stereoisomers by comparing their structural formulas.
distinguishing between cis- and trans-cycloalkanes.
identifying benzene by structure.
determining structures for the reaction products of carboxylic acids plus alcohols.
predicting the outcome of ester hydrolysis reactions.
identifying chiral carbons in organic molecules.
distinguishing between enantiomers and diastereomers.

A student will demonstrate an understanding of basic biochemistry by:

identifying and distinguishing the different types of amino acids.
identifying and illustrating the formation of peptides and proteins.
discussing and distinguishing among the four different 3-D structures of proteins.
identifying the functions of proteins.

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.

DEPARTMENT OF NATURAL SCIENCES GRADING POLICY

Your grade for this course will be determined solely on the basis of the criteria outlined below. Students will not be allowed to substitute other activities (reports, homework, etc.) to count in place of any of the stated criteria (this means there will be NO extra credit offered). As the tests/exams given in this course are designed to measure the extent to which you have mastered course materials, students should not expect there to be any "curving" of grades.

EVALUATION*

50-55% Tests/Homework Quizzes

20-25% Cumulative Final Exam

25% Lab

100% Total

****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, WFs and Is also negatively impact academic progression and financial aid status.

Withdrawal before the sixth day of the term is considered a “drop” and will not show on the official transcript. Withdrawal from the sixth day of the term through the two-thirds point of the term results in a grade of “W.” Students who withdraw after the two-thirds point will receive either a grade of a “W” (if passing the course at the time of withdrawal), or the course instructor can assign a grade of “WF” (if the student is not passing the course at the time of withdrawal). Students should discuss their withdrawal plans and the grade they will receive with their instructor prior to withdrawal.

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 ([ACADEMIC CALENDAR](#)). 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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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.

Lecture Attendance:

For a 15 week course (fall and spring), the allowed number of absences for a MW or TR class is as follows: 6 absences are allowed for lecture, regardless of reason. For a lecture class that meets once a week, the allowed number of absences is three (3). When a student surpasses the allowed number of absences, the student will be dropped automatically from the course with a W or a WF. **Remember, an absence is an absence, no matter if it is excused or not!**

Lab Attendance:

Students are allowed two (2) lab absence for a lab that meets weekly. When a student surpasses the allowed number of absences, the student will be dropped automatically from the course with a W or a WF.

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 an Attendance activity in order to demonstrate course participation. Students showing no activity in the course for two weeks (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 **one** lab absence. 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 coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more 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 RPNOW, 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 Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College’s Title IX Coordinators.

*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 policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i>	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i>
Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu

