TSI INFORMATION:
TSI (Texas Success Initiative) is the state required assessment program that has replaced TASP. The purpose of TSI is to insure students have the skills to be ready for college level coursework. Dallas County Community College District is allowing students to decide when they will take their developmental coursework. Demonstrated proficiency in skills through completion of DMAT 0093 or a passing score on an assessment instrument is required to move to college level math classes. Students must earn an "A", "B", or "C" in their developmental class in order to move to the next developmental level or to a college level class.

INSTRUCTORS STATEMENT:
The instructor reserves the right to change any portion of this document at any time as needed due to classroom situations, illness or other factors that may impact class performance.

*****************************************************************************************************

PROCEDURE FOR INSTRUCTOR SIGN OFF ON DROPS

Students are not required to obtain the signature of each instructor before being allowed to drop a course. The student must obtain a Drop Form from the Division Office.

Biology 2401 - LAST DAY TO DROP WITH GRADE OF “W” IS  February 22, 2017

Biology 2402 - LAST DAY TO DROP WITH GRADE OF “W” IS  April 29, 2017

*****************************************************************************************************
OBJECTIVES:

See attached

RECOMMENDED BOOKS AND MANUALS (purchase in bookstore)

1. Textbooks to consider:
   Human Anatomy and Physiology, 9th-10th Ed., by Marieb, Pearson publishers
   Human Anatomy and Physiology, 9th-10th Ed., by Seeley, McGraw Hill publishers
   Human Anatomy and Physiology, 9th-10th Ed., by Martini, Pearson publishers

2. Lab Manual: Not required

NOTE:
It is the policy of this Biology Department that the laboratory portion of the course be as important to the student as the lecture portion. The final grade will be determined by lab performance and performance on lecture exams and quizzes, (70% lecture / 30% lab).

Lecture exams will be given in the Testing Center.
   M-R 8:30 – 8:00, last test given out at 7:00
   F – Sat 8:30 – 3:30, last test given out at 2:30
Lab tests will be given in the lab.
Lecture Final is given in the Lecture room.

Testing Policy for Mathematics & Science Division: Please visit the restroom prior to entering the Testing Center. **If you have to leave during the test, you are through testing.** If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165. Visit [http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx](http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx) for more information.

GRADING SCALE GRADING PERCENTAGES

90 - 100 = A 70% = Lecture tests plus final exam (may be comprehensive)
80 - 89 = B 30% = Laboratory exams plus any extra lab activities given.
70 - 79 = C
60 - 69 = D *Lowest of first 3 taken lecture tests will be dropped, NOT finals
0 - 59 = F

IMPORTANT NOTE CONCERNING THE CLASS AND GRADES

1. **You** are responsible for keeping a record of your grades on all tests.
2. There is no time to “blow-off” in this course. Spend time in class and lab wisely.
3. **You** will be expected to turn your cell phones "off" during lecture, lab and testing times.
4. If you are taking another class, get ready for having to take tests in both classes on the same day.
5. **You** are responsible for obtaining any class notes or assignments if you miss a class or lab. Ask a classmate for the notes……not me.
6. Make-ups, for missed tests, require documentation. (doctors note, funeral brochure, etc.)
ATTENDANCE

You are expected to attend all classes and are fully responsible for your attendance. If you have problems with attendance, please contact me prior to your missing the class. You need to understand that excessive absences will affect your final course grade.

*** If you miss more than 4/15 days of lecture and/or lab you will receive a grade of "F".

*** If you miss a class, it is up to YOU to get the notes and/or any assignments from one of your classmates prior to attending the next class or taking the next lecture or lab test.

INSTITUTIONAL POLICIES

ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion).

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

Statement of Academic Dishonesty “Students found guilty of "any" form of academic dishonesty, including (but not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion, will receive a an "F" in the course from the instructor and may be suspended from the college by administrative action." “F” = You will not be allowed to enroll in my class again.
NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

APPOINTMENTS
If at any time you wish to discuss your grades, your progress, or whatever, please make an appointment with me.

Phone number: (972) 273-3516
Division office: (972) 273-3500
Laboratory (972) 273-3517
Office: C324
Email: spiderman@dccc.edu

Example of message heading: ******** Test Grade for Willie Maykit ********

Office Hours will be posted on my office door

Letters of Recommendation
I have to have had you in my class for 1 year (That means BOTH Biology 2401 AND 2402). I require 2 weeks notification, not 2 minutes.

You need to:
* Inform me of the course, semester and year you took my class.
* Have made a course grade of "A" or "B" in the class.
* Give me a letter of your intentions or goals.
* Supply me with the any necessary forms, as well as the contact person and address of the institution.

There is a 2 letter limit, so be selective.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name ➔ Joe Wheeler
2. Subject, course number, and section number ➔ Biology 2401 or Biology 2402
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).
You should also bring the following supplies:

1. Pencil & Eraser → Staedtler Mars Plastic eraser is great
2. Scantron answer sheet → Form Number 882-E
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

**DO NOT** bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

**DO NOT** take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

A Test Request Form must be completed before entering the Testing center.

Only battery operated 4 function, non programmable scientific or TI83/TI 84 calculator are allowed (if permitted by instructor).

Money for coin-return lockers (quarter). Please do not share lockers.

**Testing Policy for Mathematics & Science Division:** Students taking tests in math and science will **NOT** be allowed to leave the testing center or the classroom during a test and return to complete the test. **If you leave, you are through testing.**

If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165.

Visit [http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx](http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx) for more information.

**THE ACADEMIC SKILLS CENTER (A332)**

The Academic Skills Center (ASC) is designed to provide assistance to students in the following areas:

- Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.
- The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" papers, tutors focus on helping students develop and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type “Owl” in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.
REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by Friday, Oct. 7, 2016 for Biology 2401…and…Friday, Dec. 2, 2016 for Biology 2402. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt .

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

COUNSELING SERVICES (A430)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.
DCCCD OIE Faculty Syllabi Statement- FALL 2016

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

North Lake College Disability Services Office: A414, 972-273-3165

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

North Lake College Title IX Coordinator: Rosemary Meredith(acting), TitleIX-NLC@dcccd.edu, 972-860-3992 District Title IX Coordinator: Office of Institutional Equity, LaShawn Grant, TitleIX-District@dcccd.edu, 214-378-1633
### LECTURE SCHEDULE
BIOLOGY 2401
TR Lecture- Fast Track

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<td>Feb. 16, 21, 23</td>
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<td>Feb. 28 – March 2</td>
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<td>March 9</td>
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**Lecture Test I** Jan. 27 - 31  
**Lecture Test II** Feb. 11 - 14  
**Lecture Test III** Feb. 24 - 28  
**Lecture Test IV** March 9

* Any changes to the above schedule will be announced by your lecture instructor. *

Spring Break – March 13 - 17  
Last Day to Drop with “W” – February 22, 2017
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* Any changes to the above schedule will be announced by your lecture instructor. *

Spring Break – March 13 - 17
Last Day to Drop with “W” – February 22, 2017
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Lecture Test I        March 31 – April 4
Lecture Test II       April 17 - 19
Lecture Test III      April 21- 25
Lecture Test IV       May 9

* Any changes to the above schedule will be announced by your lecture instructor. *

Easter Holiday - April 14, 2017
Last Day to Drop with “W” – April 29, 2017
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<td>**</td>
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<td>**</td>
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</tbody>
</table>

* Any changes to the above schedule will be announced by your lecture instructor. *

Easter Holiday - April 14, 2017
Last Day to Drop with “W” – April 29, 2017
The Exemplary Educational Objectives

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct and evaluate relationships in the natural sciences and to enable the student to understand the bases for building and testing theories. The exemplary educational objectives are:

To understand and apply appropriate methods and modern technology to the study of natural sciences. Experiments will be conducted using the correct methods and procedures. Many types of calculations will be performed utilizing the appropriate methods such as dimensional analysis.

To recognize scientific and quantitative methods and the differences between these approaches and the other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing. Quantitative data will be collected and processed. Results will be interpreted by discussion in lab and formalized in written reports.

To identify and recognize the differences between competing scientific theories. Students will review data supporting various scientific theories that apply to the biological sciences. Student will learn to objectively analyze data presented in support of a theory.

To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies. Biology is concerned with many global and public areas of concern such as energy consumption, renewable energy, global warming, extinction, cloning and many others. As policies and solutions are proposed to solve these problems, an informed scientist can have a powerful influence on these issues and help guide choices.

To demonstrate knowledge of the interdependence of science and technology and their influence on and contribution to, modern culture. An understanding of basic biological concepts will allow students to better understand the world around us and the interrelationships that exist between human population and the environment as well as being able to better understand the impact of technology on mankind and the living world.

Core Curriculum Intellectual Competencies

As part of the core, this course contributes to the development of basic intellectual competencies--reading, writing, speaking, listening, critical thinking, and computer literacy. These Core Curriculum Intellectual Competencies are essential to the learning process in any discipline and are defined by the Texas Higher Education Coordinating Board.

READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials--books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

WRITING: Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

COMPUTER LITERACY: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.